



Guidelines for Appropriate Listserv Use & Behavior

Purpose:

The purpose of the Berks County Public Library (BCPL) System listservs is to foster cooperation and understanding between libraries by providing a forum for sharing information, including educational and exchange opportunities, about libraries around the world and local issues affecting libraries.

There are seven listservs the Berks County Public Library System oversees:

- **Berks_horizon_I** is to share information for all libraries' staff and administrators to see quickly (example: emergency library closing, delivery information). Any library in Berks County is eligible to be on this listserv including, RACC, Oley, Wyomissing, etc.
- **Directors** is for information and questions that are relevant only to library directors and administrators (example: policy questions, board governance). Only library directors or administrators of either BCPL System or state-aided libraries are eligible for this listserv.
- **Directors Forum** is for information and questions that are relevant only to library directors and administrators (example: policy questions, board governance). Only library directors of either BCPL System or state-aided libraries are eligible for this listserv.
- **Youth-mail** is for information and questions that are relevant only to youth services coordinators or staff (example: summer quest, programming). Youth services staff and other related System or Reading District staff may be on this listserv.
- **BCLA** is for the Berks County Library Association; only members of the Association will be added to this listserv.
- **RPL_L** is for the Reading Public Library administration to share relevant library information to their main and branch locations. Only staff of RPL or branches of RPL may be on this list.
- **Trustees** is for information and questions relevant only to trustees at all libraries in Berks County, System and non-system, which is typically sent by the District Consultant or BCPL System Administrator.

Berks County Public Library Listserv Policies:

Please read and understand these policies in their entirety before subscribing.

Each listserv will be reminded of this policy on an annual basis through an e-mail sent by the BCPL System Administrator.

It is each Library Director's responsibility to request removal of staff members and/or trustees who are no longer associated with their respective library. All requests for removal should be sent to the listserv administrator team.

By utilizing the Berks County Public Library System's listservs, you agree to accept and be bound by the following policies approved at the Berks County Public Libraries System Board meeting on **XX, 2021**.

Overview:

In an effort to create and foster a positive, collaborative, and considerate listserv environment, it is important that all subscribers work to keep their comments constructive, polite, and relevant to the listserv at large.

Disclaimer:

Berks County Public Library System accepts no responsibility for the information posted or distributed through this listserv. Opinions or points of view expressed in a listserv message are solely those of the contributing subscriber and do not necessarily reflect those of Berks County Public Library System.

Administration:

Berks County Public Library System listservs are un-moderated. The listserv administrator team is comprised of the BCPL System Administrator, Polaris Systems Administrator and the BCPL Technology Coordinator. The listserv administrator team's focus is resolving disputes or taking appropriate action when a listserv subscriber violates any of the stated listserv policies. Please see "Consequences for Inappropriate Listserv Behavior" below for further information.

Copyright:

It is a violation of Berks County Public Library System policy to post information that is not original unless it satisfies "fair use" guidelines. Furthermore, the text of a copyrighted article or document may not be reprinted via any listserv without the express permission of the author and/or publisher. If a subscriber has obtained permission or clearance, this should be clearly stated. When in doubt, err on the side of caution.

Appropriate listserv behavior:

All subscribers voluntarily submit themselves to the following guidelines and etiquette. The listserv administrator team reserves the right to remove any subscriber of the list who does not abide by these guidelines.

New Posts:

When posting a message, identify yourself, including your name, affiliation and email address.

Be specific in the subject line of the email, previewing the content of your post.

Do not monopolize: only send messages to the entire listserv when it contains information relevant to the purpose of the listserv.

Replying To Posts:

When replying to a message, include only the relevant information to which you are responding.

Take "personal conversations" off the list: please direct individual messages to the appropriate person off-list, utilizing that person's provided email address.

Unsolicited Emails:

Do not post commercial messages or chain letters.

Disagreements:

Attacking others is unprofessional conduct and will not be tolerated. Please remember that without benefit of facial expressions or spoken intonations, it is easier to take offense in a text-based environment; thus, word your posts and replies appropriately. Along these same lines, do not type in capital letters, as this gives the appearance of yelling. Never send an email in anger. Agree to disagree.

Complaints:

Complaints about any listserv may be sent to the listserv administrator team.

Harassment:

All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.

Ultimately, Remember To:

Say something substantial and/or say something new. Monitor previous posts and replies to be sure that you are not egregiously repeating information. Be civil and respect the rights of others. Please keep your email short and to the point to increase the likelihood it will be read.

Consequences for inappropriate listserv behavior:

If the listserv administrator team finds a subscriber to be in violation of any of the above stated policies, s/he will receive one warning from the team, stating this fact. If the subscriber continues to violate the stated policies, s/he will be removed from the list. Decisions about warnings and removal from the listserv will be made by the listserv administrator team.

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