

## OCCLIB-L Listserv User Guidelines

Approved on June 17<sup>th</sup>, 2002 by the Heads of Libraries and Learning Resources (HLLR) Executive Committee

OCCLIB-L is the official listserv of Ontario's community college library and learning resource centres. Subscription to this list is limited to active employees of libraries, learning resource centres and media centres in the Ontario community college system. The purpose of the listserv is promote discussion and share information on operational and professional issues of common concern.

1. The list is currently managed on behalf of HLLR by Lynne Bentley, Director of Library & Media Services, at Humber College. Lynne can be contacted at [lynne.bentley@humber.ca](mailto:lynne.bentley@humber.ca). Any questions or complaints regarding the use of the listserv should be directed to her.
2. Discussion is unmoderated. Professional discourse is expected.
3. Before posting a question to the listserv, the subscriber should assess if individual responses to the question will be of interest to the majority of occlib-l subscribers. If the answer is NO, the respondents should be instructed to send their response to the email address of the subscriber who is initiating the question NOT to the listserv.
4. Similarly, messages used to conduct surveys should include instructions to respond to the survey initiator, NOT to the listserv. A summary of survey responses should be posted to the listserv. HLLR will endeavor to provide a web link to documents that summarize responses to surveys.
5. When responding to someone else's question, edit the original message and remove any text that is not applicable to your reply.
6. Use discretion when forwarding a long mail message. It is preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the mail message.  
**Example: WARNING: LONG MESSAGE**

### HELPFUL HINTS

It is useful to have your email address included in your signature. This makes it easier for subscribers to email their response directly to you. Also include your email address in the text of your message if you are requesting people to respond directly to your question/survey.

Learn the reply features of your email system; for example – the “reply sender” feature may direct your response to the listserv instead of the originator of the email message.