

Newfoundland and Labrador Library Association Listserv Guidelines

NLLA listserv is an arena for its members to discuss topics in the field of librarianship and to place postings for events, meetings, educational programs, duplicate lists/offers of materials (inter-provincial only please) and other relevant announcements (i.e., library shutting for a period of time).

NLLA members are automatically added to the listserv upon joining the association. Members who wish to have e-mail addresses changed should forward such requests to the NLLA secretary who will respond appropriately. The list is unmoderated and members are asked to adhere to the listserv guidelines to ensure proper netiquette is observed. NLLA welcomes questions, comments and discussion to take place by all members.

Only NLLA members can post a message

Messages should be posted in either plain text or rich text. Neither attachments nor html-formatted posts are allowed on the listserv, as these are more likely to be a source of viruses as well as a trigger for SPAM filters.

Inter-library loan requests are acceptable. These should be sent to the list only if a person has exhausted all the usual sources and has checked online catalogues like MUN, CONA, Public Libraries, etc. Messages should have ILL in the subject line and indicate the library catalogues/locations already checked.

Reference questions are welcome but should have REF in the subject line to distinguish from general discussion. Please indicate sources you have already consulted so as not to duplicate work by members.

Personal messages such as birthday greetings, unrelated solicitations, commercial business announcements that are not library related and the like should be sent directly to the individual.

Common sense netiquette is to be used – no flaming, caps, derogatory remarks, etc. While controversial or lively debates are welcome, please use the same etiquette as if the discussion were face to face or by telephone.

Postings for jobs wanted (employment seeking) are not acceptable; NLLA job seekers should post resumes on the NLLA Resume Bank if they are seeking employment.

Postings for jobs available (employment available) are acceptable, however, copies of the job ad should be sent to the NLLA webmaster for inclusion on the NLLA Current Employment Postings page.

Adopted May 6, 2005