

## **USAGE GUIDELINES FOR WNYLIB-L**

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The following Guidelines were compiled by the WNYLRC Board of Trustees Guidelines Task Force consisting of WNYLRC Board members and standing Committee members. The Guidelines were approved by the Board on April 5, 2005. These guidelines have been affirmed and amended in June 2023. These guidelines are specific to WNYLRC's primary listserv - WNYLIB-L. However, best practices for using the listserv for communications can be applied to any WNYLRC hosted listservs.

### ***About WNYLIB-L:***

WNYLIB-L is a professional listserv hosted by the Western New York Library Resources Council (WNYLRC). Its primary purpose is to facilitate and foster the exchange of communication between WNYLRC and WNYLRC member institutions. This includes the dissemination of information that may be of professional use to individual members: event announcements, workshops, resources and job postings, for example.

WNYLIB-L also serves as primary forum for the discussion of issues relevant to librarianship in the Western New York area. List members may, for example, use this list to ask questions pertaining to libraries, announce new colleagues or developments in their institution, advertise workshops or training sessions, sell or give away library-related materials, or to notify list members of the formation of special interest groups of possible interest to library professionals.

### ***Subscribe to WNYLIB-L:***

- Complete the webform at [Wnylrc.org](http://Wnylrc.org)
- Subscribe on your own:
  - Send email to: [listserv@listserv.buffalo.edu](mailto:listserv@listserv.buffalo.edu)
  - In the body of the email message write: *subscribe wnylib-l Firstname Lastname*
  - Leave the subject area of the message blank and delete any signature file you may have at the end of
  - your message. You will receive an email that you must respond to and confirm that you want to be added to the list.
  - To leave the list, send an email to: Caitlin at [ckennedy@wnylrc.org](mailto:ckennedy@wnylrc.org) to request removal

### ***Using WNYLIB-L Archives:***

The archives of this list are searchable by members only. To search the database, go to: <http://listserv.buffalo.edu/>

### ***Implementing WNYLIB-L Digest Subscription:***

Users can sign up for digested rather than immediate delivery of list items using the command SET wnylib-l digests. This option is an alternative to MAIL and NOMAIL.

- To enable digest send email to: [listserv@listserv.buffalo.edu](mailto:listserv@listserv.buffalo.edu)
- In the body of the email message write: *SET wnylib-l digests*
- Leave the subject area of the message blank and delete any signature file you may have at the end of your message.
- When switching around between these delivery options, users will observe the following behavior (digests will be assumed to be daily for the sake of clarity):
  - When switching to NOMAIL: delivery stops immediately. The day's digest is not sent, as the user is assumed to desire immediate termination of traffic from the list. Any mail already "in the pipeline" to the subscriber will still be delivered.
  - When switching from any option to DIGEST: mail delivery stops immediately, and the first digest may contain some items the user has already seen (if switching from MAIL to DIGEST). This is because the digests are global to the list - they are the same for everyone, just like regular issues of newspapers
  - When switching from DIGEST to NODIGEST, the current, unfinished digest is immediately mailed to the user.
- New messages are delivered normally, as they arrive. Thus, a "trick" to get a copy of the current digest is to switch to NODIGEST and then back to DIGEST. You can send both commands in the same mail message to make sure they are executed together.

#### ***WNYLIB-L Usage Best Practices***

- The opinions expressed by listserv members do not reflect or represent the opinions or policy positions of WNYLRC.
- Postings may not contain material that is under copyright restriction.
- List members are expected to maintain a level of professional conduct, treating fellow posters with respect and using a professional tone. In your postings, please be sensitive to the diversity of individuals and institutions subscribing to this list. A good rule of thumb to keep in mind is: never post anything you would not say publicly in a meeting or classroom. "I" statements, rather than "you" statements, help to encourage participation in discussion. Under no circumstances will personal attacks be tolerated.
- Please do not forward jokes, chain letters, spam or potential hoaxes to the list, including virus warnings that may be false. If you are in doubt, urban legends and hoax warnings can be found at:
  - <http://www.snopes.com/>
  - <http://hoaxbusters.ciac.org/>
- The direct solicitation of funds is not allowed on this list, unless directly sponsored by a library organization (i.e., book sales, library fundraisers, etc.)

- Do not send personal messages to the list. Also, if you'd like to follow up on a list message directly with the individual poster, consider continuing the conversation off-list (unless the topic would be of interest/use to all members). When responding privately, please make sure you are sending your email only to the sender and not to the list at large.
- Try to make your subject lines as precise as possible. An email with a vague subject line ("Re: Hello") will probably be deleted, unopened, by many recipients for fear of opening spam, and an important message might fail to be received by its intended recipients.
- The disregard of these guidelines by any list member will be addressed by WNYLRC. If you have any questions regarding the listserv itself, please contact the List Administrator at [WNYLIB-L-request@listserv.buffalo.edu](mailto:WNYLIB-L-request@listserv.buffalo.edu).