



ASGPP Listserv Guidelines

Thanks for being part of The ASGPP Listserv Community. To ensure the best possible experience for all Listserv members, we have established some basic guidelines for participation. We will periodically send this document out to the section lists as a friendly reminder for experienced users and to assist newer users with listserv operations. The guidelines and instructions are also posted on the ASGPP website.

Purpose and Audience:

The ASGPP Listserv is an electronic discussion list for members of ASGPP. It provides for the rapid exchange of information, assistance, and discussion of professional issues among ASGPP members. Participation in the listserv is a benefit of ASGPP membership

The Listserv is NOT for:

- Questions from the general public.
- Outside advertisements or market research.
- **Announcements/advertisements of upcoming trainings, workshops, or publications.**

(To post an Event on the website Events Calendar, click on the Member Events link under the Events tab and then click on [Add My Events to ASGPP Calendar!](#))

Only subscribed users can post messages.

Messages sent from non-subscribers are automatically rejected. Messages from subscribed members must be sent from the e-mail address known by the list software, or they cannot be accepted. **Send messages intended for all ASGPP subscribers to: ASGPP-Membership@mail-list.com**

Listserv Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- **Only send a message to the entire list when it contains information that benefits everyone. Just as it is important to share public information with the whole group,**

private messages should remain just that - private. Send personal messages directly to individuals by entering the individual's address in the "to" field. When you want to write to an individual, don't just use the "reply" feature of your e-mail system to respond to a message from the ASGPP list - if you do, your reply will go to the whole list instead of the individual.

- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as "remove me from the list", through the listserv. To unsubscribe from the list, please contact the national office at office@asgpp.org

The Guidelines

- Do not attack others. The discussions on the lists are meant to stimulate conversation, not to create contention. Attacking may involve the making of derogatory comments, ridicule, excessive sarcasm and innuendo. Let others have their say, just as you have yours.
- Use caution when discussing items. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- Do not post commercial messages *including announcements of trainings, workshops, or publications* on the ASGPP listserv. Contact people directly with product and service information if you believe it would help them.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials or language are strictly prohibited. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list.
- Remember that the ASGPP and other e-mail list participants have the right to reproduce postings to this listserv.
- Do not distribute any SPAM, solicitation, jokes, chain letters, petitions for signatures or letters relating to pyramid schemes, missing persons or once-in-a-lifetime deals.
- Do not use the listserv to invite the entire list to join your social network (Facebook, Myspace, LinkedIn, etc). You may invite individuals to join your network but may not invite the entire list