

Guidelines for Using the MassLand List Serve

1) Appropriate topics

This list serve is intended to be used only for discussion of land conservation and land trust organizational questions. **Action alerts, event or program announcements, job openings, training opportunities, etc. should be submitted for publication in the MassLand E-News**, which is sent directly to over 2,300 subscribers and is passed along to many more. Please send items of this nature to enews@massland.org.

2) Moderator role

This is a moderated list serve and all messages are held for review. **THE MODERATOR IS THE SOLE ARBITER as to who has access to the list serve and what constitutes an acceptable posting. This is NOT an opinion forum or a soapbox for the airing of grievances, real or imagined.** Mutual respect for differing opinion, courtesy and politeness are required of all participants.

3) Message audience

The MassLand list serve is not "private communication" in any sense. There are almost 500 subscribers. **If you don't want it to be public, don't put it on the list serve** (or in any e-mail, for that matter)! Please address sensitive communications to the Administrator at admin@massland.org and I will respond to you privately.

4) Replying

Hitting "Reply" will send your message to the entire subscription list. If you wish to respond only to the original poster, you must enter an individual's address as if you were sending a new message.

5) Attachments and size limits

No attachments or messages with complex HTML are allowed. This is to protect participants from viruses, spam, and big, flashing, red letters. Messages larger than 10KB will be rejected, except in very unusual circumstance where nothing else will do. Even in these circumstances the list serve, having a personality of its own, sometimes seriously mangles large messages and attachments.

6) Posting delays

There may be up to a 48-hour delay in processing postings, depending on whether the moderator is on the job or chasing the elusive Bristle-thighed Curlew somewhere on the Seward Peninsula.

7) Subject lines

When responding to a posting, please do not change the subject line unless you are changing the topic. This will ensure that your comments remain in the same "thread" for archival purposes.

8) Message identification

Include a signature tag on all messages with your name, affiliation, location, and email address.

9) Thank you messages

Please send messages such as "thanks for the information" or "me, too" to individuals - not to the entire list.

10) The archives are password-protected so as to be inaccessible to search engines.

To access the MassLand Archives, go to

<http://lists.massland.org/mailman/private/massland/> and enter your email address and password.

If you've forgotten your password, go to:

<http://lists.massland.org/mailman/listinfo/massland>, scroll to the bottom of the page and enter your email address next to "Unsubscribe or Edit". This will take you to your account maintenance page, where you can request a password reminder.

Thank you for your understanding and cooperation.

Regards,

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