

Guidelines for Using the MassLand List Serve

1) Appropriate topics

This list server 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 1,800 subscribers and is passed along to many more. Please send items of this nature to info@massland.org.

2) Moderator role

This is a moderated list server and all messages are held for review. **THE MODERATOR IS THE SOLE ARBITER as to who has access to the list server 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 server is not "private communication" in any sense. There are a great number of subscribers. **If you don't want it to be public, don't put it on the list server** (or in any e-mail, for that matter)! Please address sensitive communications to the Administrator at bmchugh@massland.org and I will respond to you privately.

4) Attachment 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, unless they are a response to a previous posting.

5) 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.

6) 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.

7) Message Identification

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

8) Thank you messages

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

9) 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,

Bernie McHugh, Coordinator
Massachusetts Land Trust Coalition
18 Wolbach Road
Sudbury, MA 01776
bmchugh@massland.org
Tel: 978-443-5588
Fax: 978-443-2333
www.MassLand.org