

AISGW LISTSERV RULES & GUIDELINES

By joining and using AISGW's listserv, members agree that they have read and will follow the rules and guidelines set for these peer discussion groups. They also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on the listservs. For instance, violating antitrust regulations, libeling others, selling, promoting non-AISGW events, announcing position vacancies, and marketing are not permissible. Please scroll further down for a fuller explanation of potential antitrust violations. AISGW reserves the right to suspend or terminate membership on all lists for members who violate these rules.

1. Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation, not to create contention. Let others have their say, just as you may.
2. Do not post commercial messages.
3. Contact people directly with products and services information that you believe would help them. Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
4. All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything in a listserv message that you would not want the general public to see or that you would not want anyone to know came from you.
5. Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding copyright ownership and antitrust.
6. Remember that AISGW and other email list participants have the right to reproduce postings to this listserv.
7. Announcements, reminders, confirmations and other communications for non-AISGW events such as workshops, conferences, and lectures are not allowed on AISGW listservs. The AISGW Website's Calendar of Member School Events is available to member schools for such purposes.

Disclaimer and Legal Rules

Listservs are provided as a service of AISGW. AISGW accepts no responsibility for the opinions and information posted on this site by others. AISGW disclaims all warranties with regard to information posted on this site, whether posted by AISGW or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AISGW be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants AISGW and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers. For additional information on listserv postings prohibited because of antitrust concerns, see "Antitrust Guidelines" on pages 17 and 18 of this booklet.

AISGW does not actively monitor the site for inappropriate postings and does not, on its own, undertake editorial control of postings. However, in the event that any inappropriate posting is brought to AISGW's attention, AISGW will take all appropriate action.

AISGW reserves the right to terminate access to any user who does not abide by these guidelines.

Listserv Etiquette

1. Include a signature tag on all messages. Include your name, affiliation, location, and email address.
2. State concisely and clearly the specific topic of the 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.
3. Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
4. Only send a message to the entire list when it contains information that everyone can benefit from.
5. 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 email address of the individual to whom you want to respond.
6. Do not send administrative messages, such as "remove me from the list," through the listserv. Instead, please contact the AISGW office (info@aisgw.org). Please also contact AISGW if you are changing email addresses.
7. Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."