

CAIRS LISTSERV GUIDELINES

Members of the CAIRS listserv should observe the following guidelines when posting messages to their lists.

1. **CAIRS listserv is a private forum** operated by CAIRS as a benefit for its members. Unless otherwise noted, lists are not moderated. CAIRS takes no responsibility for the content of messages posted to this list. Persons who post rude or offensive messages or abuse posting privileges may be removed from a list without notice. CAIRS maintains sole discretion regarding the use and membership in this list.
2. **Lists are for professional use:** Distribution of information unrelated to I&R issues or delivery of services to clients is strongly discouraged.
3. **Professional standards of conduct apply:** Members are encouraged to show respect to their peers and maintain a professional tone in their messages.
4. **Private messages should not be sent through the lists:** All subscribers receive message sent to the listserv. Private communications should be sent directly to the intended recipient. Messages intended for one person on the list should be sent directly to that person and not through the list.

Messages should be accessible; When forwarding information from other sources, headers should be removed from the messages. Attachments may be sent to lists, however they should be in accessible formats (.txt files) and must be related to the business of the lists. ***Do not send graphics, jokes, executable files or excessively large files as attachments.*** The server may reject them. Members should use sans serif fonts a minimum 14pt in size. Graphic or colored backgrounds should not be used as they can render text difficult to read.

5. **Good Netiquete standards should be observed.** Members should not "shout" (using all upper case font). Only mark items as

urgent when they truly are. Do not spam lists with advertising or promotional material unrelated to the business of the lists. More information on netiquette is available at <http://www.albion.com/netiquette/corerules.html>

7. **Heed the subject line:** Many members are selective about which messages they read. The subject line of your message should accurately reflect its content. If you begin a new subject thread, change the subject line of your message.
8. **Members are reminded to use “I” statements when speaking.** “You” statements are often received as attacks and can derail a fruitful discussion. Such statements inhibit participation.
9. **Members of the lists are responsible for the integrity and safety of the messages they send.** Members should only send from computers that are running up-to-date virus protection software. They should be sure that attachments are virus free before sending to the list. Members who knowingly send a virus, or fail to adequately ensure the safety of their postings may be removed from the list without notice.