



## ORANGE COUNTY SAFE COMMUNITIES LISTSERV RULES, POLICIES, AND TIPS FOR USE

*Revised: October 16, 2006*

The Orange County Safe Communities coalition ([www.safeorangenc.org](http://www.safeorangenc.org)) listserv, safeorangenc, is open to anyone who is interested in injury prevention programs, activities, and resources in Orange County North Carolina. This listserv is intended to provide members with a forum to discuss issues related to injury prevention programs, to exchange ideas, and to build and expand partnerships in these endeavors.

The listserv is set up and administered through the University of North Carolina at Chapel Hill List Server. Information about this service and help on using this system can be found through the UNC-CH Mailing Lists site found at <http://mail.unc.edu/lists/>.

The safeorangenc list is owned and maintained by the UNC Highway Safety Research Center. Questions or concerns about the listserv should be directed to Bill Hall <[hall@hsrc.unc.edu](mailto:hall@hsrc.unc.edu)>.

Please read the following information on rules and policies for the listserv as well as helpful hints on using the safeorangenc listserv.

1. Rules for the safeorangenc Listserv
2. Administrative Policies for the safeorangenc Listserv
3. Using the safeorangenc Listserv
4. Subscribing to the safeorangenc Listserv

### **1. RULES FOR THE SAFEORANGENC LISTSERV**

Failure to follow these rules and the terms and conditions could result in removal from the listserv and banned from re-subscribing.

- 1) Only members may post to the safeorangenc. Persons subscribing to this list will be required to provide their names as well as their email addresses. The server automatically rejects posts from non-members and members posting from a different email address than the one they signed up with.
- 2) Unless stated otherwise, individuals speak for themselves, not their entire organization.
- 3) All postings must relate to information, programs and resources related to decreasing unintentional and intentional injuries, disabilities and deaths with a focus on Orange County North Carolina and surrounding counties.
- 4) Personal messages, off-topic messages, gratuitous replies and lengthy, argumentative debates and non-constructive criticism should be dealt with off-list.
- 5) All postings, questions, responses and inquiries must be written in a respectful and professional manner and must not contain profanity, offensive language, or unnecessarily harsh language.

- 6) When posting to the lists, subscribers are cautioned to be considerate of the opinions of other subscribers. Keep in mind that slang, colloquialisms, sarcasm and jokes are easily misinterpreted on email lists.
- 7) Attachments to messages sent through the list are allowed. Attachments must be relevant and relate to appropriate content as the messages themselves are required to be. Members who post attachments infected with computer viruses or other "malware" will be subject to removal from the list. It is strongly urged that the sender scan the attachment for viruses and confirm that the attachment selected is the actual attachment intended before selecting the "send" button.
- 8) All complaints about individual subscribers must be submitted directly to the list administrator, Bill Hall <[hall@hsrc.unc.edu](mailto:hall@hsrc.unc.edu)>.

## 2. ADMINISTRATIVE POLICIES FOR THE SAFEORANGENC LISTSERV

- 1) This listserv is a closed listserv where all subscriptions will require the list administrator's approval and only list members will be able to post to the list. This is being done in order to try to prevent spammers from emailing to the list. Open lists are much more inviting to spammers. All legitimate requests to subscribe to the safeorangenc listserv will be approved by the administrator(s). The only information that is required to subscribe to the list is name and email address.
- 2) Subscribers to closed lists are only able to send messages to the list with the email address that they are subscribed with. Members subscribed to the list with their "work" email addresses may have problems sending messages from home if the home account comes through a different email service provider (e.g., AOL, Mindspring, Roadrunner, etc.). Members may subscribe with a different email address in order to solve this problem.

Persons subscribing to this list will be required to provide their names as well as their email addresses. Members subscribing with a different email address in order to solve a multiple address problem should subscribe with a slightly different name. For instance, Bubba Smith could subscribe again as "Bubba Smith2".

- 3) This is not a moderated list where all postings must be reviewed by a moderator prior to dissemination to all subscribers. However, subscribers who post messages which contain inappropriate, off topic, or inaccurate information or who fail to follow the safeorangenc listserv rules may be removed and banned from the list.
- 4) By default, subscribers choosing to reply to a message that someone else has sent will be replying to the entire list when choosing "Reply" as would be the case for any other email message. Members are urged to consider carefully whether the response is of interest to everyone or just the original poster before replying to the whole list.
- 5) Attachments are allowed through the UNC Listserv. Attachments must be relevant and relate to appropriate content as the messages themselves are required to be and should be of reasonable size such that they can be handled by most members and email systems.

Members should remember that email attachments are the most common way to transmit computer viruses and are urged to scan all attachments for viruses with up-to-date virus detection software.

Members who post attachments infected with computer viruses or other "malware" will be subject to removal from the list.

- 6) These policies, procedures and guidelines are subject to change at any time, as necessary. Safeorangenc members will be notified via the list in as timely a fashion as possible of any changes.

### **3. USING THE SAFEORANGENC LISTSERV**

Following is information adapted from "Subscribing to a List" found on the UNC-CH Mailing Lists site found at <http://mail.unc.edu/lists/>. The direct link to this information is <http://help.unc.edu/?id=62#d0e86>

#### **Posting a Message to the List**

To send or post a message to the list, send an email message to the address [safeorangenc@listserv.unc.edu](mailto:safeorangenc@listserv.unc.edu). Enter the subject and content information as you normally would.

#### **Replying to a Posted Message**

If you would like to reply to a message that someone else has sent, simply choose Reply as you would for any other message. By default, you will be replying to the whole list rather than just the original sender. Before you reply to the whole list, consider carefully whether your response is of interest to everyone or just the original poster.

To reply only to the original sender, choose "reply" from your email menu but be sure to delete the safeorangenc@listserv.unc.edu address and enter the individual's email address.

#### **General Posting Netiquette**

When posting to a list, be aware that some people get hundreds of email messages a day. These people do not want to receive unnecessary messages and they may get rather testy if they do. So be sure that any messages you post to a list are interesting and useful to those who read the list (messages like "Great!", for example, are rather useless) and especially ensure that the message is relevant to the list. If people start "email arguments" do not participate.

Breaches of netiquette such as flaming, using this list for Spam, serious email arguments, messages that would be considered offensive or threatening by most individuals, and other serious lapses of common sense can get you banned from the list.

#### **A Word on Privacy**

Email sent to a list is as secure as any other email. But unlike an email message that you send to an individual, email sent to a list is sent to many different people and you may not know all the people who are subscribed to the list. The safeorangenc list is set up as a closed list (meaning that the manager(s) of the list must approve all subscribers), but that does not prevent a member of the list from forwarding mail that they received from the list to whomever they chose. You might want to consider a list to be much like a bulletin board. It may be like the board that is in the back hallway of your office suite or in some other public area. In either case many people will be reading the messages that you send and the more people who read a message, the less the message is private.

The point is, it is always wise to consider how what you put in an email message will be perceived by the person reading the message. The lack of body language and voice inflection sometimes makes it possible to interpret an email message in many different ways. This is particularly important in email sent to a list because of the large and diverse number of people who may read your message. Some persons coming from other areas of the United States or the world may have a different understanding on colloquialisms and sarcasm that the sender may find elementary, so it is advisable to refrain from that. Clearly state what you mean.

## Visiting Your List on the Web and Modifying Your Settings

Once you have joined a list you can visit it on the web by going to the List Server site at <http://mail.unc.edu/lists/> and choosing Read Lists. You will be prompted to enter your email address and, if required, the password for the list. Under the My Lists tab, choose the list that you want to access. You can also unsubscribe from any list by clicking on the word unsubscribe next to any of the lists you see.

## Reading and Posting Messages

Once you have chosen a list that you are subscribed to, you can choose the Messages tab to read messages, reply to messages and compose new messages. Messages in this view can be displayed by Date, Subject, Replies or Author - just click on the arrows in the appropriate column to do a sort. If a message has 1 or more replies, just click on the message to view the entire thread.

## Adjusting your personal settings

To adjust your personal settings for the list, choose the My Account tab and adjust any of the options under the "Essentials" and "Advanced" tabs. Options under the "Essentials" tab include:

- Your email address: you can change your email address that you use to subscribe to the list here. Note that you will need to use the new address the next time you login.
- Your name: Here is where you would update how your name appears in your postings.
- Membership Type: this is how you receive your mail. Options include:
  - Normal: receive messages as they are contributed
  - Digest: one daily message with all the contributions for that day
  - Mimedigest: one daily message with all the contributions for that day in MIME format
  - Index: one daily message with only the subject lines for that day
  - No Email: receive no mail from this mailing list

## Additional Information and Assistance

Additional information and assistance related to UNC email lists is available through the Frequently Asked Questions (FAQ) section of the UNC-CH Mailing Lists site found at <http://mail.unc.edu/lists/>. The direct link to this information is <http://mail.unc.edu/lists/index.php?reason=faq>

## 4. SUBSCRIBING TO THE SAFEORANGENC LISTSERV

The Orange County Safe Communities coalition email listserv, safeorangenc, is open to anyone who is interested in injury prevention programs, activities, and resources in Orange County North Carolina and list members are welcome to encourage others to join. Following are instructions that can be passed on to others with an interest in subscribing.

To join the safeorangenc listserv, go to <http://mail.unc.edu/lists/> and choose "Search for Lists" under User Tools. type the name "safeorangenc" in the Search field and click the Search button. Next, click the Subscribe button. You will be presented with the following fields on the next screen:

1. Email address: this is required and must be a valid internet email address.
2. Your Name: this is also required for the safeorangenc list.
3. Password: here you can set a personal password. This is optional.

Click Save when you are finished and your request will be forwarded to the list administrator(s) for approval. safeorangenc has been set up as a closed list in order to try to reduce the chances of spammers being able to send messages to the list. No legitimate requests to join the list will be denied.