



PSG LISTSERV POLICY

Version 1.4

7 February 2018

INTRODUCTION

The Pacific Seabird Group (PSG) has had an active listserv for about 10 years. A listserv is an electronic mailing list of e-mail addresses of people that subscribe to a certain topic. The PSG listserv is an online communications platform and the purpose is for PSG members and other interested parties to exchange ideas and announcements related to PSG's mission, and to facilitate networking amongst colleagues in the field of seabird research, management, and conservation. The PSG listserv is open to all PSG members and the public. The PSG listserv is currently hosted on a private service and is administered by the PSG Communications Committee with technical support and subscriber assistance from the PSG Listserv Coordinator.

TERMS OF USE

1. All Listserv subscribers will manage their subscription in accordance with the PSG Listserv Policy and all other relevant PSG policies and guidelines.
2. All subscribers agree to be courteous and respectful to other subscribers and in the content of their posting. All subscribers will treat each other professionally. Subscribers will not engage, contribute, or perpetuate personal attacks on individuals, organizations or any entity through the listserv.
3. All subscribers will post messages that are relevant to the conservation of Pacific seabirds. The PSG listserv is not used for personal, commercial, or self-promotional postings.
4. All subscribers will do their best to stay on topic with their postings. If a subscriber consistently strays from the topic, they may be contacted by the PSG Communications Committee Coordinator.
5. All subscribers will use the listserv for lawful purposes that do not violate the copyright, trademark, trade secret or any other personal or proprietary rights of any third party except with the permission of the owner of such rights.
6. All subscribers agree to not post material containing (a) obscene, abusive, offensive, libelous, defamatory, fraudulent, harassing or hateful language (also known as flaming); (b) pornographic or that appears intended to offend or demean members of particular racial, ethnic, religious, sexual, and/or gender groups; (c) violation of patent, copyright, trade secret, trademark and/or privacy laws or rights; (d) a computer virus, worm, or other content that may harm the equipment or networks of other PSG listserv users; (e) material intended to impersonate an individual, business, or entity other than its actual sender; (f) content which may be construed to constitute unauthorized advertising or invasion of anyone's privacy; and (g) words which may encourage conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law or regulation.
7. Use of the listserv as a means of obtaining email addresses or contact information in connection with the sending of third-party emails, regardless of their content or origin, is strictly prohibited.

PSG Listserv Policy

8. If you want to send a survey, poll, questionnaire or any other mass inquiry via the listserv, please contact the PSG Communications Committee for approval first.

SUBSCRIBING and UNSUBSCRIBING

Subscribing is *free* and available by visiting the PSG Website or visiting this link:
http://lists-psg.org/mailman/listinfo/pacificseabirds_lists-psg.org.

To unsubscribe or change your subscription options, visit the link below, enter the email address used to subscribe to the list in the box at the bottom, then select 'Unsubscribe or edit options'.
http://lists-psg.org/mailman/listinfo/pacificseabirds_lists-psg.org

INSTRUCTIONS FOR USING THE PSG LISTSERV

1. Send messages to: pacificseabirds@lists-psg.org
2. The default setting for the listserv program is to respond to the entire group when a subscriber hits "reply". Instead, please reply to the individual - copy that person's e-mail address and create a new message.
3. If a subscriber agrees with someone's message, send them a reply individually; please avoid sending "me too" messages.
4. Include attachments only when necessary. Attachments should be less than 1 MB because some subscribers may not have the capability to open or read attachments, attachments may be block through firewalls, and subscribers may have slow Internet connections.
5. All subscribers can contact the PSG Listserv Coordinator to ask whether a message is appropriate, if they are unsure. A reply can be expected within 48 hours.
6. Sign postings with your full name and email address. It is recommended, but not required, to include your affiliation or organization. It is not recommended to include your telephone number or home contact information.

Please note that the PSG reserves the right to remove or refuse any content that does not follow the Listserv Policy or is believed to intend to cause harm to PSG's account or members (e.g., security issues or hacking).

Please contact the PSG Listserv Coordinator for technical assistance or information:

Email: listserv@pacificseabirdgroup.org.

Please contact the PSG Communications Coordinator for any other questions or issues related to the PSG listserv.

Email: communications@pacificseabirdgroup.org.

Policy developed for PSG by:

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Approved by EXCO on 29 September 2017