

INTRODUCTION

The Pacific Seabird Group (PSG) has had an active electronic mailing list (also called a “listserv”) since ~2007. The PSG email list 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 email list is open to all PSG members and the public. The PSG email list is currently hosted on Google Groups with access by request, and is administered by the PSG Communications Committee with support from the Executive Council.

All participants in any virtual community or exchange hosted by PSG, and whether member of PSG or otherwise involved in the practice, promotion, or education of seabird science, are expected to abide by these rules and the PSG Code of Conduct ([link](#)).

Acceptable Topics for Posting and Discussion

1. News items or commentary directly connected to science, conservation, restoration, education of seabirds (in particular, Pacific seabirds) or achievements of PSG members.
2. Advertisement of awards, fellowships, graduate and post-doctoral opportunities, academic programs, or relevant conferences.
3. Invitations to submit to journals or other publications or contribute to specialist groups.
4. Requests for scholarly information or advice (e.g., field methods, relevant publications, expert opinions).
5. 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 and/or other PSG Email List moderators.
6. Keep it non-partisan, non-political, non-commercial, and polite!

Unacceptable Topics

7. News items or commentary that do not directly connect to seabird science, conservation, restoration, or education, including partisan political commentary.
8. Deliberately misleading announcements.
9. Self-promotion or advertisement of one’s services or commercial services for payment.
10. Spam messages.

Expected Behavior

1. Treat all participants with kindness, respect and consideration, valuing a diversity of views and opinions (including those you may not share).
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, and communicate openly, with respect for other participants, critiquing ideas rather than individuals. The discussions on the lists are meant to stimulate conversation—*not* to create contention. Let others have their say, just as you may.

3. Refrain from demeaning, discriminatory, or harassing behavior and speech directed toward other participants.
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 email 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. 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.
7. Members of the press are expected to identify themselves as press when posting.
8. If a conversation that begins on the public PSG email list results in direct replies to the private email of someone who posted on the email list, these policies and the Code of Conduct still apply.

Unacceptable Behavior

1. Subscribers will not engage, contribute, or perpetuate personal attacks on individuals, organizations or any entity through the email list.
2. All subscribers agree to not post material containing
 - a. obscene, abusive, offensive, libelous, defamatory, fraudulent, harassing or hateful language (also known as flaming);
 - b. language or images that are pornographic or that appear 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 email list 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.

TERMS OF USE

1. All email list subscribers will manage their subscription in accordance with the PSG Email list Guidelines and all other relevant PSG policies and guidelines.
2. All subscribers will use the email list 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.

3. Use of the email list 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.
4. If you want to send a survey, poll, questionnaire, or fundraising request or any other mass inquiry via the email list, please contact the Communications Committee for approval first.

SUBSCRIBING and UNSUBSCRIBING

1. Subscribing is free and available by visiting the PSG Website or visiting this link: https://groups.google.com/a/pacificseabirdgroup.org/g/PSG_email_list
2. To change your subscription options, please visit the following link and click on “My membership settings”:
https://groups.google.com/a/pacificseabirdgroup.org/g/PSG_email_list
3. To unsubscribe or change your subscription options, please email communications@pacificseabirdgroup.org.

INSTRUCTIONS FOR USING THE PSG EMAIL LIST

1. Send messages to: PSG_email_list@pacificseabirdgroup.org
2. The default setting for Google Groups is to respond to the entire group when a subscriber hits “reply”. Instead, please reply to the individual - copy that person’s email 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 blocked through firewalls, and subscribers may have slow Internet connections.
5. All subscribers can contact the Communications Committee 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 Email List Guidelines or is believed to intend to cause harm to PSG’s account or members (e.g., security issues or hacking).

Please contact the PSG Communications Committee for technical assistance, information, or any other questions or issues related to the PSG Email List.

Email: communications@pacificseabirdgroup.org

Policy developed for PSG by: Verena Gill and Jo Smith; updated by Juliet Lamb, Rachel Sprague, Wieteke Holthuijzen, and the 2024-2025 PSG Executive Council

Approved by EXCO on 18 June 2024