

The Do's and Don'ts of MOUG-L

1. DO include a CLEAR subject line on your postings so that readers can clearly distinguish if it is a message of interest to them or not. Please change the subject line if you change the subject of a discussion.
2. DON'T use the list to locate other email users (i.e., no "This message is for John Doe, everyone else please ignore" messages). If you have difficulty reaching someone via private e-mail, use the telephone or snailmail.
3. DO include a SHORT signature at the end of ALL your list posts. For purposes of the listserv, signatures should include your name, email address, and affiliation. If your email client allows you to set up more than one signature file (i.e. Outlook), it is recommended that you create a short version of your signature specifically for listservs.
4. DON'T include attachments. MOUG-L does not accept them, so don't try it.
5. DO maintain a civil tone; do not use profanity or abusive language and do not attack others on the list. Attacks of any kind are unprofessional and not in keeping with our organization as a whole. Always read over your emails before posting remembering that the written word is only about 7% effective in communicating our thoughts and ideas when body language and tone of voice are missing.
6. DON'T use a "return receipt message" option when sending posts to MOUG-L. If your system provides this option, disable it. The listowner has the right to delete your subscription if this feature is used.
7. DO be sure to check the TO line of your messages before you send them. It is very important to not send a message intended for an individual to the entire list. Also, pay attention to how the poster wants replies. Many surveys or other types of queries are posted with replies requested to the sender only. The original poster should be prepared to send a summary of responses to MOUG-L.
8. DON'T forward messages about viruses to MOUG-L. Although your intentions are good, many warnings are often hoaxes. Instead send the message to the listowner for evaluation.
9. DO provide a BRIEF context to your replies to list posts; paraphrase or quote a few relevant sentences only. Avoid extremes of quoting or adding in your replies amongst the original text of the post (this gets extremely long and confusing to those with digest subscriptions). It also is extremely useful, and highly recommended, to delete all previous replies from the body of your message (again, a big help to those with digest subscriptions).
10. DON'T forward messages from other lists to MOUG-L without first obtaining permission from the poster of the original message. Please make sure any forwarded messages are clearly and directly relevant to MOUG. If in doubt about the appropriateness of a particular message consult the listowner.
11. DO keep postings to MOUG-L within the scope of the list. We are a music librarianship organization specifically interested in OCLC products (how they work, what's new, how we use them in our jobs, etc.). While other aspects of librarianship can have a profound impact on our specialized field we ask that you think carefully about the scope of any other message you post

and keep other discussions to a minimum. For more information about the scope of the list please see the “About MOUG-L” section of: <http://musicocclusers.org/resources/listserv/>.

12. DON'T send posts to the list in all upper-case letters. This is the e-mail equivalent of shouting and can appear rude to readers.
13. DO check with your system administrator, if you use an “Out of Office” message when you are away, that these type messages will not be sent out to everyone who posts to MOUG-L during your absence. If your email client cannot distinguish between list-generated mail and mail sent from individuals, please set your MOUG-L subscription to NOMAIL. Failure to comply with this request can result in the deletion of your subscription by the listowner.
14. DON'T post signoff requests to MOUG-L. The unsubscribe instructions are on the Listserv website at <http://musicocclusers.org/resources/listserv/>. If you have any questions or run into any difficulties please contact the listowner (also listed on the website).
15. DO enjoy the conversations and the colleagues you meet virtually via MOUG-L. All questions are welcome; please don't be shy about posting. We were all beginners once and remember what it was like. This is why the listserv is here.