**Listserv Best Practices**

Thank you for being part of our Listserv community. This is a great way to solicit the advice of your peers, benefit from their experience and participate in an ongoing conversation. To ensure the best possible experience for all Listserv members, we have established some basic best practices for participation. We will periodically send this information out to members as a friendly reminder for experienced users and to assist new users with listserv operations.

* Listserv messages go to the entire list. If you reply to someone who sent a message via the listserv it goes to that person AND everyone else on the list. Double check the “To:” line at the top of your email before clicking send.
* Do not send administrative messages, such as “remove me from the list” or “please add Susie Que to this listserv” through the listserv. To unsubscribe from the list, follow the directions at the bottom of the listserv email message.
* Only send a message to the entire list when it contains information that benefits everyone. Send messages such as “thank you for the information” or “me, too” to individuals ~ not “reply all”.
* State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search email archives by subject.
* Include a signature tag on all messages. Include your name, school/district affiliation and email address.
* If you will be out of the office for a length of time, please set up a rule in your email client to exclude the listserv email address from automated replies. This will ensure that members do not get a large volume of “out of Office” replies when they post to the listserv.
* Do not post commercial messages or solicit services. Contact individuals directly with products and services you believe will help them.
* All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.