

## ALA Listserv Guidelines

**List Guidelines.** ALA wants to protect the rights of all list users, to comply with copyright and other regulations, and to prevent violations of the law. Therefore, by participating in the list you agree to abide by the following guidelines and agree to the disclaimer appearing at the end of this page.

1. Always check the "To" address line before you begin composing a reply to be certain your message will be sent to your intended recipient.
2. To maintain the confidentiality of discussions here, do not forward list messages or threads to others.
3. This is a discussion group where opinions are welcome but challenging or attacking others is not.
4. Do not post commercial messages nor defamatory, abusive, profane, threatening, offensive or illegal materials.
5. Do not post information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that s/he owns the copyright or has received permission from the copyright owner.
6. Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct that is intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices; discounts; terms or conditions of sale; salaries; profits, profit margins or cost data; market shares, sales territories or markets; allocation of customers or territories; or selection, rejection or termination of customers or suppliers.
7. ALA reserves the right to terminate access, without notice, to any user who does not abide by these guidelines.

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