



*"OSALL aims to link and support everyone interested in Law Librarianship in South Africa"*

## LISTSERV CODE OF CONDUCT

### The OSALL listserv:

- ❖ Enables the sharing of information
  - ❖ Is a forum for members' queries about law librarianship
    - ❖ Provides a means of communicating information about OSALL events and activities
1. **Listserv members are not under any obligation to respond to queries posted on the listserv.**
  2. **The listserv should be used as a last resort.**
    - Please be sure that the listserv is the correct place to find the information you need.
    - List the sources you have already consulted.
  3. **Treat others on the listserv as you would like to be treated – rules of common courtesy apply.**
  4. **"Flaming" - the use of strongly worded messages or negative/personal criticism - is unprofessional and should be avoided.**
  5. **Do not use capitals to type messages.**
    - Such messages are difficult to read.
    - The use of capitals is considered "shouting" ; if you really need to emphasize a point, use asterisks: \*...\*
  6. **Please do not use the word "Urgent" in your subject line:** all listserv queries can be regarded as urgent.
  7. **Provide a subject line that is full and accurate enough for listserv members to decide whether they should read the message or not.**
  8. **Keep your message short and to the point.**
    - Remember that the listserv may be regarded by some people as intrusive.
  9. **Avoid sending messages to the listserv with attachments.**
  10. **Some points to bear in mind when answering queries.**
    - Replies may need to be edited before being posted.
    - Quote the original request in your reply.
    - Send the reply to the person who posted the request.
    - Please double check the To: field before you press the send button.
    - Alert the listserv immediately when someone responds to your query.
    - Thank people personally who answer your request, and not on the listserv.
  11. **Whenever possible, give short feedback to the list as your answer may be valuable to others who have similar queries.**
  12. **Advertising on the listserv is subject to the OSALL Listserv Advertising Policy**