

Terms of participation

This document is designed to inform all subscribers to the aus-archivists list of the terms and conditions for participating on the aus-archivist list. It includes:

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2. Rules of use
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1. The aus-archivist list

The Australian Archivists List (aus-archivists) was established in 1995 by Bruce Smith on behalf of the Australian Society of Archivists (ASA) for the discussion, publication and promotion of professional issues and practice for the archival profession in Australia. It was established to serve the members of Society and other interested individuals and groups.

The principal audiences include archivists, recordkeeping professionals, educators and students enrolled in recordkeeping courses.

Other interested groups and individuals are welcome to participate in this list, especially members of other professional bodies representing the views of archivists or any other special interest groups working in this field.

The aim of the list is to be supportive, informative, creative, tolerant and to provide a forum for the discussion of professional issues confronting archivists in Australia.

2. Rules of use

When you subscribe to this listserv, you are agreeing that you will not use this listserv to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violative of any law. You agree not to post any copyrighted material unless the copyright is owned by you. Please note that advertisements, chain letters, pyramid schemes, and solicitations are inappropriate on this listserv.

You also agree to follow generally accepted principles of netiquette, to respect the interests and rights of other participants, and to respect the law. The aus-archivists list is an un-moderated forum. Participants are solely responsible for their postings.

3. Getting yourself published

- **Who May Submit Messages to Aus-Archivists**

Aus-Archivists currently posts messages from both ASA members and non-members. Frequent contributors and regular readers are strongly urged to join ASA and support the organization along with their colleagues. Membership information can be found in the Membership section of the ASA web site at <http://www.archivists.org.au/membership.html>.

- **Postings to Aus-Archivists**

Submissions/Messages to Aus-Archivists should be of sufficient professional concern to Australian Archivists. Postings should be about substantive issues relevant to at least a significant subset of the Aus-Archivists subscribing membership.

- Messages should identify who you are. Include your name, affiliation and e-mail address. In the subject line, be specific in describing the subject matter of what you are positing.
- When replying to a message, make sure you include reference to relevant information to which you are responding. This will make others who read your message understand the context of the conversation.
- Job announcements for positions are acceptable, and we encourage users to include detailed job descriptions and salary ranges whenever possible. However, announcements for specific positions should not be posted to Aus-Archivists more than once in any seven-day period.
- The aus-archivists list does not receive attachments to postings. If you include attachments in your email to the list, your posting will be set aside for the list administrator to moderate.

Don't send formatted, styled or HTML based emails to the list. These postings will be set aside for the list administrator to moderate.

Subscribers are encouraged to follow the core rules of netiquette. See <http://www.albion.com/netiquette/corerules.html>

4. Aus-Archivists List Administration

The list moderators do not screen messages submitted to Aus-Archivists before they are posted. Submissions deemed inappropriate according to the following guidelines will be dealt with as outlined below. Aus-Archivists reserves the right to revoke the

subscription of, and/or block further messages from, those who do not abide by the list rules and guidelines.

5. Privacy

The Australian Society of Archivists (ASA) collects personal information when you sign onto its listserv so that it can deliver this service to you. The information we collect includes your email address, your name (optional) and a password.

Once you have subscribed to the listserv, you are consenting to allow the ASA to make your details available to other members of the list through the “view subscriber list” option on the subscription page. Your details are protected from more public viewing as subscribers will need to enter their username and password to view the subscriber list. HOWEVER, the ASA listserv is a public forum and anyone is able to join.

The ASA will not on sell or reuse the information collected as a part of administering this listserv. The information you supply will only be used to provide you access to the listserv. However, the ASA reserves the right to reveal your identity (or whatever information we know about you) in the event of a complaint or legal action arising from any message posted by you.

Once you post to the ASA listserv, your posting INCLUDING YOUR EMAIL ADDRESS will be in the archives of the list in the public domain. Once this information is published the ASA cannot control how it will be re-used. Because of the online public archive of postings as well as technology such as cacheing, once your email address has been released into the public domain through posting to the listserv it cannot be retracted. We will assist you in minimising spam by masking your address in the archive so that it is harder to recognise as an email address by trawling software tools.

For further information see the ASA Privacy Policy [coming soon!!]

5. List rules

When you subscribe to this listserv, you are agreeing that you will not use this listserv to post any material which is knowingly false and/or defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violative of any law. You agree not to post any copyrighted material unless the copyright is owned by you. Please note that advertisements, chain letters, pyramid schemes, and solicitations are inappropriate on this listserv.

You also agree to follow generally accepted principles of netiquette, to respect the interests and rights of other participants, and to respect the law. The aus-archivists list is an un-moderated forum. Participants are solely responsible for their postings.

6. Contact details and email address

You are responsible for maintaining your own contact information. The listserv interface allows you to unsubscribe, or to modify your details. If you are unable to complete this action yourself, you can request this be done by the listserv administrator by emailing: listadmin@archivists.org.au

Send your messages from the same email address you joined with. If you use a different address the mailing list will automatically reject the message.

Please remember that we do not actively monitor the contents of posted messages and are not responsible for any messages posted. We do not vouch for or warrant the accuracy, completeness or usefulness of any message, and are not responsible for the contents of any posting.

7. Disclaimer

All postings made to the aus-archivist list reflect the views of the author, not the views of the ASA or any entity associated with it unless the ASA is specifically identified as the author of the communication.

The ASA does not certify, endorse, verify, edit or review the contents of any communication posted to the aus-archivist list. The ASA makes no warranty of any kind, express or implied, with regard to the posted communications or information contained therein. The ASA is not responsible for defamatory, offensive or illegal conduct of any author posting to this list.

Any subscriber who feels that a posted message is objectionable is encouraged to contact the listserv administrator immediately by email listadmin@archivists.org.au. The ASA does not have the ability to retract postings, however the administrator can remove the subscriber from the listserv. **See disciplinary actions**

8. Disciplinary Actions

The administrator of the listserv will unsubscribe and ban a user of the listserv if they post a message which is (or seems to be):

- knowingly false and/or defamatory,
- abusive,
- vulgar,
- hateful,
- harassing,
- obscene,
- profane,
- sexually oriented,
- threatening,
- invasive of a person's privacy,
- or otherwise violative of any law including copyright.

This decision will be made at the individual administrator's discretion; however, if there is dispute about the actions taken by the administrator/s, the Council of the ASA will convene a board of review which will decide whether the rights of the poster should be reinstated.

The board of review will consist of:

- A representative of the Archives and Manuscripts Editorial Board (the representative may be replaced by a member of the proposed Publications Committee)
- A representative of the Advisory Committee on Ethical Standards
- The convener of the branch and SIG/s related to the poster of the email. If the poster is not a member of the ASA and therefore does not have an affiliation with a particular Branch or SIG, the two other members of the board will elect a third member of their choosing.
- The Archives and Manuscripts Editorial Board and the Advisory Committee on Ethical Standards are requested to nominate this position as soon as possible so in the event of a complaint this can be dealt with as soon as possible.

9. Copyright

Subscribers retain copyright to their individual postings. All subscribers should assume responsibility for all materials they post to the list and ensure that a high standard of respect for copyright is observed.