

## GUIDELINES FOR USING THE CT LAND TRUST LISTSERV

### 1. Appropriate topics

This listserv is intended to be used only for discussion of land conservation and land trust organizational questions. Job postings for conservation positions in Connecticut are allowed on this listserv. Announcements of statewide trainings/events are permitted.

Please DO NOT send any messages that include:

- Action alerts, local event/program announcements and training opportunities. Items of this nature may be submitted for publication in the Connecticut Land Conservation Council E-News, which is sent directly to over 2,300 subscribers and is passed along to many more. Please contact [abpaterson@ctconservation.org](mailto:abpaterson@ctconservation.org) for further information.
- Commercial advertising for services or products. However, if you have personal experience with a product or service already under discussion, your input is welcome.
- Solicitations for membership, donations or fundraising.
- Virus warnings or other chain mail.

Please DO NOT send any administrative requests to the whole list.

### 2. Moderator role

The forum is "community moderated". Mutual respect for differing opinion, courtesy and politeness are required of all participants.

### 3. Message audience

The CT Land Trust listserv is not "private communication" in any sense. There are many subscribers to this list. If you don't want it to be public, don't put it on the listserv. Please address sensitive communications to the Administrator we will respond to you privately:

CT\_LAND\_TRUST-L-request@LISTSERV.UCONN.EDU

### 4. Replying

Hitting "Reply" will send your message to the entire subscription list. If you wish to respond only to the original poster, you must enter an individual's address as if you were sending a new message.

## **5. Attachments and size limits**

No attachments or messages with complex HTML are allowed. It is best to delete large threads from your posting and keep only the previous poster's thread. Message over 40KB are held for administrative approval and if the thread is too long your message will not be posted. If your email is over 40KB because of an attachment, you may want to contact the administrator directly so that it can be approved. If the attachment is too large, it is best to only include a link to the document within your email, rather than include the attachment.

## **6. Subject lines**

The subject line of your email should clearly describe the body text of your email. When responding to a posting, please do not change the subject line unless you are changing the topic. This will ensure that your comments remain in the same "thread" for archival purposes.

## **7. Message identification**

Include a signature tag on all messages with your name, affiliation, location, and email address.

## **8. Thank you messages**

Please send messages such as "thanks for the information" or "me, too" to individuals – not to the entire list.

**Failure to follow these guidelines may result in your removal from the list or moderating of all postings.**

**If you believe any subscriber is not following these guidelines, please contact the listserv administrator.**

**To join the listserv, visit this website and follow the instructions:**

[https://listserv.uconn.edu/scripts/wa.exe?SUBED1=CT\\_LAND\\_TRUST-L&A=1](https://listserv.uconn.edu/scripts/wa.exe?SUBED1=CT_LAND_TRUST-L&A=1)

**If you have any comments or questions on the list, please contact the CT Land Trust Listserv Administrators:**

[CT\\_LAND\\_TRUST-L-request@LISTSERV.UCONN.EDU](mailto:CT_LAND_TRUST-L-request@LISTSERV.UCONN.EDU)

Thank you and enjoy this service of the [Connecticut Land Conservation Council](#).