

### Disclaimer

The following are the rules and conditions exist for each OLC Discussion List:

*This list is provided as a service of Ohio Library Council. The OLC accepts no responsibility for the opinions and information posted on this site by others. The OLC disclaims all warranties with regard to information posted on this site, whether posted by the OLC or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall the OLC be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of any information posted on this site.*

Below are tips and netiquette guidelines for appropriate usage of OLC Discussion Lists.

### Original Posting

When you are the person posting a question, be sure that you entitle it with a good, concise, explanatory title in the subject line.

If you must post a long message, warn the other subscribers with a statement in the body of the message at the top: Example: WARNING: LONG MESSAGE.

### Replies & Me Too's

If your message is an informative response to someone's question, from which everyone can learn, you should respond and send your reply message to everyone.

However, try to avoid re-sending the entire message to which you are replying. Cut and paste the relevant parts of past messages when replying, and please do not re-send a digest back to the Discussion List.

REMEMBER: when you click on "reply" to a posting, your response is posted to the entire Discussion List.

If your reply is simply a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as: "Me, too"), please do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message by clicking on your "Forward to" button, and typing in or cutting and pasting in the e-mail address of the individual to whom you are responding.

Always remember to include a full "signature" block at the bottom of the messages you post so that other subscribers will know who you are and how to reach you directly.

### Attachments

Do not include attachments with any original posting or replies on the Discussion List. Exchange attachments via private, personal e-mail. You may provide links (URLs) to information available on other Web sites.

## Discussion List Netiquette

Do not post any defamatory, abusive, profane, threatening, offensive or illegal materials.

"Flames," emotionally charged postings which are often directed at someone, will not be tolerated. Think before you post. (e.g., Do you really want to say this to the world [list]? Did you really say what you intended to? Would you say the same thing if the entire group was face-to-face?) Once a message is sent, it can't be retrieved.

To signal humorous intent, use some sort of "smiley", such as :-). Facetiousness and sarcasm can be misunderstood easily in electronic communication.

Be professional and careful of what you say about others.

Cite all quotes, references and sources and respect copyright and license agreements.

Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner.

Do not post any material regarding specific prices or fees charged or paid.

Do not post any information concerning prices, discounts, or terms or conditions of sale either obtained by or offered to another entity.

Do not post materials concerning market shares, salaries, sales territories, profit margins, or encouraging the selection or rejection of customers or suppliers.

The OLC staff may periodically monitor the site for inappropriate postings, but will not censor or undertake editorial control of postings. In the event that any inappropriate posting is brought to the OLC's attention, appropriate action will be taken.

The OLC reserves the right to terminate access to any user who does not abide by these guidelines.