

## **MCOM LISTSERV USE AND NETIQUETTE**

The **PURPOSE** of the MCM listserv is to provide a method for Club members to communicate with each other on topics germane to the interests of the Mountain Club of Maryland; e.g., hiking, backpacking, canoeing, biking, trail maintenance, conservation, and the environment. These types of messages are allowed.

Messages by individual members wishing to buy or sell items owned by members and related to MCOM's activities are allowed. A member's announcement of personal participation in a hiking/walking/running fund-raising or charitable event is allowed so long as a link (URL) is provided to another site that gives full particulars or asks that private communication (off the listserv) be used for full particulars.

**NOT ALLOWED:** Commercial messages, political messages and ads, religious messages, chain mail letters, and general solicitations for charity/fund raising events are not allowed.

**If you are not sure if a message is acceptable**, contact the Club president at [President@mcomd.org](mailto:President@mcomd.org) or the MCOM listserv moderator at [email.List@mcomd.org](mailto:email.List@mcomd.org).

### **NETIQUETTE GUIDELINES**

These are good practices for e-mail and mailing lists for efficient communication. Following the guidelines helps our listserv group run smoothly and helps members access information.

**PLEASE BE POLITE**, even if you disagree with a post. Deliberately impolite posts will cause a member to be banned from this group immediately.

**STAY ON TOPIC.** Our listserv is a tool for notification on updates and changes to the published Club event calendar. It is not a forum for debate/argument or general discussion of topics not germane to the interests of the Mountain Club of Maryland. However, it is often used to introduce topics related to hiking, backpacking, canoeing, biking, trail maintenance, trail monitoring, conservation, the environment, and other related Club topics. All other subjects are off topic.

**USE A SUBJECT HEADER** that reflects the content of the message. If you reply, you may update the subject header by adding to it.

**BEFORE HITTING "SEND"**, please take a minute to read and edit your post. Be sure it is useful, positive and polite. Messages over 100 lines are considered "long". Be brief without being overly terse. Remember the recipient is a human being whose culture, language, or humor may have different points of reference from your own. Be especially careful with sarcasm.

**AVOID SENDING LARGE DOCUMENTS** such as photos. This listserv will accept file attachments to e-mail, and text attachments are generally ok. Please do not attach images (photos, etc.), because many listserv members have dial-up internet access. This means that it takes a long time to download photographs. If you wish to share a photo(s), inform members they can request photos directly from you or post a URL photo viewing site.

**USE THE BCC LINE:** If you put the listserv address ([mountainclub@googlegroups.com](mailto:mountainclub@googlegroups.com)) in the BCC line of your email rather than the TO line, member responses will only go to the sender and not to other listserv participants.

**REPLYING TO MESSAGES:** Be careful. Avoid using "Reply ALL." You may accidentally send a personal response to a great many people, embarrassing all involved. If you find a personal message has gone to a list, send an apology to the person and to the list.

If you do intend to "Reply to All", please trim your message by deleting footers and headers, and all unnecessary text. This streamlines your reply.