

## STANDARDS AND GUIDELINES FOR LIST SERVICE OWNERS

1. List owners are responsible for monitoring list postings for compliance with University policy.
2. Specifically, list owners should monitor postings for violations of guidelines specified in the University **Policy for Acceptable Use of University Computer and Communication Resources**, as well as:
  - a. No postings that attack, libel or defame any private individual (flaming).
  - b. No postings with an obvious tone of racial, sexual or religious harassment.
  - c. No postings with an obvious intent to incite violence.
3. The list owner may appoint any other current OLLU faculty, staff or student as a co-owner to assist with list maintenance and monitoring.
4. List owners are responsible for ensuring that subscribers are familiar with posting guidelines and restrictions.
5. Unless a posting is of an extremely inflammatory nature, list owners must inform the posting subscriber of the intent and reason prior to deleting or disallowing the posting of any message.
6. If unable to resolve the issue, list owners should inform subscribers of grievance procedures in cases of disagreement over the handling of any list posting or subscriber status. Grievances should be handled according to standard University procedures.
7. List service lists may be configured in different ways and list owners should be familiar with each and request the appropriate restrictions for their list(s):
  - a. Announce-only lists are configured so only the list owner may post messages. Subscribers may only view messages.
  - b. Standard lists are configured so any subscriber may post messages or replies to the list.
  - c. Announce-only or Standard lists may be further configured with:
    - i. Required-membership, such as course-related faculty monitored lists or executive announcement lists. Users may not unsubscribe.

- ii. Open-membership, such as standard lists where users may subscribe and unsubscribe at will.
  - iii. Membership-approval, such as lists to be restricted only to a given set of users where the list owner can approve or disapprove of a user's subscription request.
  - iv. Hidden list, such as announce-only or class lists that should not be generally accessible by everyone.
8. List owners should inform subscribers of the proper methods for posting messages or replying to list messages.
  9. In the case of open-membership lists, list owners must allow subscribers to unsubscribe at their request.
  10. On the list information page, the list owner should clearly explain the purpose and type of list and outline any special restrictions on subscribers' rights and responsibilities, including the need to add the standard disclaimer on all postings of opinion or viewpoints as appropriate.