

Indiana State Library Listserv Usage Policy

The Indiana State Library provides and administers a variety of Listservs for library employees of all types across the state. The Listservs were created to provide an avenue for Indiana library employees to share library-related information with one another. Individuals using any Listserv provided by the Indiana State Library must adhere to the following usage policies and guidelines. Users who violate any of the below guidelines are subject to removal from the Listserv.

- Messages posted to a Listserv should be related to the purpose for which that particular Listserv was created. See Listserv descriptions [here](#).
- Messages sent via Listserv should not include obscenity, gratuitous profanity, vulgarity, pornography or libelous content.
- When interacting with other users, please be civil. Abusive conduct will not be tolerated.
- Do not disclose information which is confidential by law or regulation.
- Information and/or comments that could reasonably compromise the safety of a public official, agency employee or member of the general public are not permitted.
- Advertising is permitted in a very limited capacity and must be exclusively library related.
- Selling, soliciting or offering library materials, furniture, equipment or supplies is permitted (e.g., giving away or offering for sale a computer workstation).
- Listservs may not be used for personal financial gain.
- Sharing of political or campaign information is permitted when it relates to the library community. However, the Indiana State Library does not - and cannot - endorse any politician or political campaign.
- Members of a Listserv are expected to manage their own account profiles. The Indiana State Library may provide assistance if a technical issue arises, but users are responsible for their own subscriptions and passwords and for unsubscribing from a Listserv.
- Non-members may submit messages to any Listserv, but those messages will be held for moderation and may be discarded or rejected if they violate any terms of usage.
- Messages submitted by non-members may not be approved immediately.
- Sharing of library job postings is permitted. However, sharing a job posting on a Listserv does not mean that it will be added to the Indiana State Library's jobs page or included in the statewide newsletter. To be added to the State Library's jobs page and included in the newsletter, the position must be submitted [here](#).
- Any violation of federal, state or local law, ordinance or regulations will be reported to the State Police Government Facilities Unit.

To appeal removal from a Listserv, please contact the Indiana State Library's [communications director](#). General questions may also be directed to the communications director.