

# Memorandum

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TO: ALA Chapter Presidents and Presidents-Elect

FROM: Jan Waugh, Director of Member Services

SUBJECT: Chapter Presidents Listserv

I am pleased to invite your participation in ALA's Chapter Presidents Listserv, a convenient e-mail forum for sharing information, exchanging ideas and discussing matters of general interest to chapter leaders.

A listserv shouldn't be confused with the Open Forum or Professional Development Networks (PDNs) in ALA's Web site. The Chapter Presidents Listserv described here operates through your e-mail system and is **not** a part of the Web site. Listservs are comprised of individuals who have requested and been granted access to ongoing e-mail exchanges which are generally on a common-interest topic (in this case, chapter management and ALA business). A message posted by a listserv participant goes to the entire listserv group as well as responses to that message.

Here are some important details about the Chapter Presidents Listserv, including how to subscribe and unsubscribe yourself. *Please keep this memo handy for future reference!*

**RESTRICTED ACCESS.** This listserv was originally established for the exclusive use of Chapter Presidents. **However, we cordially invite Presidents-Elect, Vice Presidents and other key chapter officers to subscribe,** and Past Presidents are welcome to remain subscribed for as long as they wish. ALA's Board of Directors and Regional Officers may also participate because of their interest in the issues, concerns and ideas of chapter leaders, and key staff members are also subscribed for purposes of sharing information, answering questions and providing technical support.

ALA staff will regularly scan the list of subscribers and automatically delete anyone who is unauthorized to participate in this listserv.

**HOW TO SUBSCRIBE.** Address an e-mail to [chapterprez-subscribe@alalist.org](mailto:chapterprez-subscribe@alalist.org) and hit "send." You will soon receive a response asking you to confirm your intent to subscribe. To do so, simply click on the "reply" button and you will be subscribed to the list. At that point you'll receive a welcome message similar in content to this one.

**HOW TO SEND MESSAGES.** To send a message to the listserv, address an e-mail to [chapterprez@alalist.org](mailto:chapterprez@alalist.org). Your message will be distributed to every subscriber to the list. Be sure to provide a meaningful description of your topic in the "subject" line.

**HOW TO REPLY TO A MESSAGE.** To add to the discussion thread so that your reply is distributed to every member of the list, click on "reply to all," remove all addresses except the list address, type your response and then send the message. If you want to reply *only* to the person who sent the message, click "reply," type your response and then send your message.

**HOW TO UNSUBSCRIBE.** Address a message to [chapterprez-unsubscribe@alalist.org](mailto:chapterprez-unsubscribe@alalist.org) and hit "send." You will soon receive a response asking you to confirm your intent to unsubscribe. To do so, simply click on the "reply" button and you will be unsubscribed from the list.

**IF YOUR E-MAIL ADDRESS CHANGES.** If your e-mail address changes in any way (including a simple change in syntax), you will no longer receive or be able to post messages in this listserv without resubscribing from your new e-mail address. If you have difficulties or questions about this or related access issues, please contact [Webmaster@alanel.org](mailto:Webmaster@alanel.org).



**WHERE TO REPORT PROBLEMS.** Questions or problems of a technical nature should be directed to Webmaster@alanet.org. Questions relating to listserv topics and related matters should be directed to me at jwaugh@alanet.org.

**LISTSERVE GUIDELINES.** ALA wants to protect the rights of all listserv users, to comply with copyright and other regulations, and to prevent violations of the law. Therefore, by participating in the listserv you agree to abide by the following guidelines and agree, also, to the disclaimer appearing at the end of this paragraph:

1. Always check the "To" address line before you begin composing a reply to be certain your message will be sent to your intended recipient.
2. To maintain the confidentiality of discussions here, do not forward listserv messages or threads to others.
3. This is a discussion group where opinions are welcome but challenging or attacking others is not.
4. Do not post commercial messages nor defamatory, abusive, profane, threatening, offensive or illegal materials.
5. Do not post information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that s/he owns the copyright or has received permission from the copyright owner.
6. Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct that is intended to illegally restrict free trade.

Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices; discounts; terms or conditions of sale; salaries; profits, profit margins or cost data; market shares, sales territories or markets; allocation of customers or territories; or selection, rejection or termination of customers or suppliers.

7. ALA reserves the right to terminate access, without notice, to any user who does not abide by these guidelines.

DISCLAIMER: This listserv is provided as a service of ALA. ALA accepts no responsibility for the opinions and information posted by others herein. ALA disclaims all warranties with regard to information posted, including all implied warranties of merchantability and fitness. In no event shall ALA 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 the listserv.

ALA does not actively monitor this listserv for inappropriate postings nor undertake editorial control of postings. However, in the event that an inappropriate posting is brought to ALA's attention, appropriate action will be taken.

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Although you may subscribe to the listserv at any time during your term of office, I encourage you to do so right away. It's a great communications tool and a good way to stay in the loop on important Association business. Be aware that the system does not archive messages so you will not be able to retrieve messages that were posted prior to your subscription date.

Don't miss out on an interesting and lively place to "hang out" with fellow Association leaders. Ask questions, share solutions, commiserate and have fun. In return, we'll keep you informed of the latest association happenings, details on conferences, retreats and Chapter Leadership Institutes, certification, and anything else you want to know.

I look forward to "seeing you" online!

