

Australian Law Librarians' Association (ALLA) Mailing List

Code of Conduct

AIM

The aim of the list is to provide a vehicle for informed discussion on issues relating to law libraries and law librarianship, to encourage the interchange of information and ideas in these areas and to provide a forum in which to seek assistance with difficult reference inquiries.

MEMBERSHIP

- Anyone with an interest in the area may join.
- Authors and publishers are eligible to join the list.
- Only members may post messages to the list.

CONTENT

- All communication must be professional and courteous. List members must be assured that their comments will be treated with respect.
- Messages should be brief and to the point.
- Some background information should be provided as not everyone has the same knowledge of an issue.
- Messages should be proofread for spelling and grammar, etc. before sending.
- Include full contact details in any message posted, especially an email address.
- Reference requests or requests for assistance should include a list of the sources already checked.
- The list is not to be used as a resource of first resort for inter-library loans, however urgent. Standard methods should be attempted first. Requests for loans or copies should include a clear statement of the

sources already checked. The administrator will send a message to those who use the list inappropriately as a first resort for ILL i.e. without first exploring the normal avenues.

- It is preferable not to have messages with attachments, as some network administration systems block their receipt. Information should be contained within a message or, if too long or this is inappropriate, can be made available on request or sent to the web site administrator for placement on the ALLA web site.

Job Vacancies

Notices about job vacancies are acceptable on a **once only** basis. One reminder notice re: 'closing date', from non-commercial employers only, will be accepted.

Professional Development

Notices about training sessions for library staff are acceptable on a **once only** basis. Should sessions be held in each State/Territory the dates and times for each session should be placed in one email - individual emails for each State/Territory will not be accepted.

Commercial Purposes

The list is not to be used by publishers for advertising or commercial purposes, excepting as follows.

- Publishers may use the list to inform subscribers on a **once-only** basis of a significant new development, e.g. a software update, change in company policy, the availability of a product and of any special offers, e.g. free trial of online titles. The advertising of individual book titles by commercial publishers will not be accepted.

- Professional services – People offering professional services can place a **once-only** notice on the list with brief details of the services offered.

The following are two options available to commercial entities.

- Place details on their own web page; a **once-only** message may be sent to the ALLA-ANZ list letting people know this will be the practice in future and advising people who are interested in being notified by email about these types of matters to register with that commercial entity. Some publishers/book sellers are already operating this way and have also set up RSS feeds for this purpose.
- Send the details to the Publishers' Liaison Coordinator, web page coordinator or the ALLA-ANZ list administrator for placement on the ALLA webpage in the Publishers' Liaison section. When there are updates to the web page a notice can be sent by one of the ALLA National Executive team to the list.

ADMINISTRATION

- If changing employment, unsubscribe before you leave .
- If your email address changes at any time, please unsubscribe with the old address and resubscribe with the new one.
- If going on leave, please unsubscribe beforehand. Please do not use 'Out of office' messages for absences while subscribed to the list.