



## 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.
- It is preferable not to have messages with attachments, as many network administration systems block their receipt. Information should be contained within a message.
- 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 & requests for other useful information***

- Such requests may be for reference assistance, to ask for opinions on various library or work related products etc.
- Reference requests or requests for assistance should include a list of the sources already checked.
- Responses to requests should be posted to the entire list, not just the requestor – this is so the list membership at large can benefit from the answer.
- Requestors receiving a response that they feel has lasting value and / or would be of benefit to the ALLA membership at large are asked to place the response on the Research Q&A page on the ALLA wiki at [http://alla.asn.au/wiki/index.php?title=Research\\_Q%26A](http://alla.asn.au/wiki/index.php?title=Research_Q%26A) , and the useful Q & A

page at [http://alla.asn.au/wiki/index.php?title=Useful Q%26A](http://alla.asn.au/wiki/index.php?title=Useful_Q%26A) - these pages can be contributed to by all ALLA members and are set up primarily to assist new law librarians, or those working in one person libraries or those with limited resources. The page is for ALLA members only and the rationale for it is to assist each other.

### ***Inter-Library Loans***

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.

### ***Job Vacancies***

Notices about job vacancies are acceptable on a once only basis. One reminder notice re the closing date is acceptable.

ALLA members are also encouraged to place their job vacancy notices on the website – please contact the website coordinator at [admin@alla.asn.au](mailto:admin@alla.asn.au) to arrange this.

### ***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