

NSCNA Email List User Guidelines

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The NSCNA Email List (<http://groups.yahoo.com/group/NSCNA>), sometimes called the Yahoo Group, is affiliated with the North Shoal Creek Neighborhood Association (www.nscna.org). This list is for messages of general interest to people living in the North Shoal Creek area. Membership in this list is open to anybody living in North Shoal Creek, as well as other area residents who are interested in activities in our neighborhood.

To help ensure that this list is an open and useful resource to everybody, the neighborhood has adopted the following guidelines. Please review and abide by them when posting to the list. In the event of problems, questions, or concerns, contact the Administration Team (see below) at: listmaster@nscna.org

The following types of messages are *appropriate* for this list:

- Discussions about issues that affect our neighborhood
- Announcements about events of interest to the neighborhood
- Requests for information or assistance from neighbors
- Requests, reviews and discussion about local services and merchants
- Positive suggestions for improving the neighborhood

The following types of messages are *not appropriate* for this list:

- Messages outside the charter of this list (i.e., not one of the types listed above)
- Inflammatory messages or personal attacks
- Messages or chat between individuals that would be more appropriate for private email
- Messages that are intended to promote a business (see "Commercial Use Policy" below)
- Frequently forwarded emails, such as chain letters and warnings (see "Netiquette Guidelines" below)

Posts to this list must be signed with your real, full name. It's also helpful if you sign your posts with the street you live on. That helps neighbors visualize who lives where, and reminds people that we are all neighbors. For example, you may sign your messages something like "Bob Smith on Rockwood Lane."

When you post a message to this list you are responsible for its content, including any forwarded or excerpted messages. Please be sure that any forwarded or excerpted material does not violate these guidelines.

The NSCNA email list does not support email attachments, such as photos or documents. If you try to post an attachment it will be stripped from your message. If you want to share a file or document with the list, upload it to an online sharing site and post a link instead. Contact the administrators (see below) if you need assistance.

The NSCNA email list is set up so replies are directed to the entire list. If you want to reply only to one person, you must enter their email address manually.

Commercial Use Policy

This list is chartered for non-commercial use by our neighbors. Advertising and promotion are *not permitted*. On the other hand, messages about commercial products and services can be of value, and those are permitted. This includes independent reviews (say, of a local shop) and referrals (say, for a local housecleaner). We also permit one-time announcements of non-professional, part-time services. It would be all right, for instance, for your teenager to post that they are available as a babysitter.

A good rule of thumb is that if your message would be appropriate for an advertisement (say, in the neighborhood newsletter), then it's *not appropriate* for posting to the NSCNA email list.

Netiquette Guidelines

Basic email etiquette (sometimes called "netiquette") will help you get the most out of your email interactions. Here are a few guidelines:

- Think before you post.
- If you compose an email in anger, take a break before you hit "send." The issue will still be there when you get back.
- Vigorous debate about issues is acceptable. Personal attack and debate about individuals is not.
- Remember that our neighbors have a wide range of e-skills. Try to give members the benefit of the doubt and don't jump to insult.
- Answer critics with respect. Consider ignoring people who may be trying to incite an inflammatory response.
- Edit email replies by deleting unnecessary text from the original message(s). For example, if you are responding to a lengthy post, remove the text of the previous post that does not pertain to your point. This makes the format easier to read.
- Frequently forwarded emails such as chain letters and warnings are often hoaxes. Even when true, they often are unwanted and off-topic. If you receive one, don't forward it. You can verify its accuracy at:
 - [Urban Legends Reference Page](#)
- Here are some more resources to learn about using email effectively:
 - [10 Best Rules of Netiquette](#)
 - [E-mail Etiquette](#)
 - [The Core Rules of Netiquette](#)

Administration Team

The NSCNA email list is unmoderated and participants are expected to take responsibility to follow these guidelines.

In the event that problems arise, an administration team will try to guide the list back on track. The administration team will take the following actions as necessary:

- Send content warnings and guideline reminders to individuals or the entire list
- Remove offending messages from the archives
- Temporarily place members into "moderated status," so their messages are held for review with respect to these guidelines before being posted to the list
- In the event of continuing problems, request the NSCNA Board of Directors approve further action such as long-term moderation or removal of individuals

The current administration team members are Ben Brumfield and Juliette Kernion. These administrators are neighborhood volunteers who have been appointed by the NSCNA Media Committee. If you have any suggestions or concerns about these guidelines or the NSCNA email list in general, or if you encounter a message that violates these guidelines, please contact the administration team at listmaster@nscna.org.

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