Guidelines for CEAL-sponsored Moderated Mailing Lists

These guidelines are relevant to moderated mailing lists that may be established by CEAL committees to communicate information relevant to their work. The guidelines do not apply to group discussion lists established by CEAL committees to work on projects or discuss committee work. They also do not apply to group mailing lists maintained by CEAL members that may be used to discuss specific consortial database arrangements or negotiations.)

1. A CEAL committee may establish a moderated mailing list relevant to its work, with the approval of the Executive Board.

2. The committee chair will be the official sponsor but may delegate the role of moderator.

3. The working language for the lists will be English.

4. The existence of the mailing list will be made known on the CEAL website here: http://www.eastasianlib.org/Eastlibinstructions.htm and announced on eastlib when first established.

5. All CEAL members will be eligible to participate in CEAL-sponsored mailing lists.   The sponsor may decide to open membership to other individuals if that serves the goals of the committee.

6. Mailing list participants should be asked to observe good etiquette about what to contribute to a public forum.

7. Mailing lists may be hosted at any CEAL member's institution. The CEAL site page mentioned above will contain a link to the archive of the mailing lists maintained at the host institution.

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