

WVCAN Listserve Subscriber Guidelines

This page presents WVCAN's guidelines for using the listserv.

- All listserv subscription requests for the WVCAN Listserv must acknowledge and accept the subscriber guidelines.
- Subscribers agree that information posted or accessed will be used only for informational or educational purposes. Jokes, cartoons and .exe files are prohibited.
- Whenever possible, messages should be embedded within the email posting rather than added as an attachment. Large messages that include graphics and/or attachments will be rejected automatically by the listserv software and will not be posted.
- Only send a message to the entire list when it contains information that benefits everyone. Don't send messages such as "thanks for the information" or "me, too" to everyone - only to the person you are communicating with.
- If you receive a message that you would like to respond to, pressing the "reply" button will send your message back to the originator of the message. If you would like to send your reply to the entire listserv, press the "reply all" button.
- To identify yourself to other subscribers, it is suggested that you add a signature line to your emails, including your name, affiliation, location, and email address.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting.
- Do not send administrative messages, such as "remove me from the list," through the listserv. To unsubscribe from the list, please send requests to info@wvcan.org directly.
- Commercial and other unauthorized use of the listserv is prohibited.
- Subscribers may not conduct business or actively solicit actions that are prohibited by law or which violate any federal, state or local laws.
- The opinions expressed on WVCAN's Listserv by subscribers do not necessarily reflect the opinions and beliefs held by WVCAN.
- Messages that include libelous statements about another person or entity should not be posted on WVCAN's Listserv. A libelous statement is one that contains false information, malicious information or information that is injurious to the reputation of another. A statement can be libelous even though a person or entity is not specifically named but can be identified by others. Again, messages of this type may not be posted on the listserv.
- Unauthorized reproduction of copyrighted material should not be posted on the listserv. If the copyright owner has not consented in writing, please do not post it on WVCAN's Listserv.
- Listserv messages should not be posted if they encourage or facilitate listserv subscribers to arrive at any agreement which either expresses or implies an agreement to fixed prices, boycott others' businesses, or other conduct which is intended to illegally restrict free trade.
- WVCAN reserves the right to modify these guidelines at any time without prior notice.
- If 10 or more listserv messages are returned as undeliverable from a subscriber's email address, the email address will be deleted from the WVCAN Listserv database. Submission of a new request will be required before the subscriber's email address is reinstated.
- If a subscriber changes his/her email address, please notify the Listserv Administrator within 5 business days.

All questions concerning the WVCAN Listserv should be directed to the info@wvcan.org.