

Listserv Etiquette/Guidelines

This Listserv Etiquette resource document has three parts:

1. Purpose
2. Audience
3. General guidelines for listserv postings

Purpose:

To create connections with other peers in the general ATIXA listserv or your specific Community of Practice listserv. Participants have the opportunity to discuss successes and challenges, identify trends and best practices and offer issue-specific guidance, all while breaking down the barriers of isolation in their work.

Audience: All active ATIXA members including attorneys, corporate partners, non-profit organizations, and primarily Title IX campus practitioners are invited to join and participate in the listserv. This document applies to the main ATIXA listserv as well as the Community of Practice listservs.

When a member lets a membership expire or changes institutions, email addresses are removed from listserv.

General Guidelines:

- We highly encourage you to organize a separate folder in your email inbox for all emails from your listserv email address. This will allow you to better distinguish and organize listserv emails versus other emails you receive from ATIXA. If you need assistance setting up rules, please email members@atixa.org.
- ATIXA's membership is very engaged, which makes our listserv an active one. If you prefer to receive a daily digest/25 message digest or just the web based version, please email members@atixa.org to change your receipt preference.
- Please take a moment to re-read and copy-edit and format any questions that you submit to the listserv.
- Please include a thematic subject in the subject line. (i.e., "Question about Coordinator responsibilities" is easier to file and search by than simply "Question")
- Listserv emails will include identifiable information, such as the sender's email address and any signatures at the bottom of your email. Please see below for instructions on submitting an anonymous post.
- All posts are reviewed and vetted by ATIXA before being posted to the listserv. This means there may be a delay between when you submit your post or inquiry, and when you see it come through the listserv.
- In order to keep inboxes manageable and listserv communication content-based, non-substantive statements (such as "thank you" or "I would also be interested in an answer to this question") will not be approved for posting.
- Ensure that you do not "reply to all" with any other email address than the listserv email. This can cause your post/question to be sent out twice.
- When sending out survey style or poll style questions, please ask for any responses to be sent to you individually. We would additionally encourage you to set up a free online survey (i.e. [surveymonkey.com](https://www.surveymonkey.com)) so that other members can respond there directly. It would be appreciated if any data compiled from responses could be shared with the listserv directly.
- The listserv is intended as a resource for sharing best practices and as a daily training platform. It is not intended to be utilized for non-ATIXA based marketing or solicitation. Please email info@atixa.org for information on organizational or corporate partnership.
- The listserv is a member resource. Forwarding list postings to non-members is a violation of the terms of use.
- ATIXA would recommend that you set up a google email address if you would like to use the search function to browse historical topics prior to posting. See the helpful link [here](#) for a tutorial of google groups.
- Instructions for submitting anonymous questions:
 - Submit only to info@atixa.org and specify "anonymous question or response for the listserv".
 - Please place a valid subject in the subject line summarizing the scenario.
 - Do not submit anonymous questions to general listserv email inbox.
 - Please double check that you have not included any identifiable information in the body of your email.