



# University of Massachusetts Medical School

## ListServer Policy

### **Policy:**

#### **List Ownership:**

The e-Mail list owner must be a faculty, student, or staff member of the University of Massachusetts Medical School. An e-mail list owner must commit to maintaining the list on a regular basis. Information Services may require list owners and potential list owners to attend a training course on managing an e-mail list. If the ownership of a list changes, the new owner must satisfy these requirements and Information Services must be contacted to make the changes to the list.

#### **List Focus:**

The list focus must be consistent with the goals and mission of the University of Massachusetts Medical School. The list cannot be used for commercial or personal purposes. The list cannot be used for any illegal purposes. Use must comply with the UMMS Acceptable Use Policy.

#### **Limitations:**

The list daily threshold is restricted to the system default of 50 items per day. The maximum number of subscribers on any list is 2000.

#### **Membership:**

Lists open to membership from outside the UMass community must use moderated enrollment .

#### **Posting:**

Lists will only accept postings from members of the lists.

#### **List Owner Responsibilities:**

Listowners are responsible for assuring that their list:

- complies with the UMMS Acceptable Use Policy
- is adequately maintained and monitored (e.g., for use of excessive computer resources, invalid mail addresses, etc.)
- complies with policies of networks servicing the e-mail list (i.e. the Internet)

Listowners must notify IS of any changes to the management of the list ( eg. change of list ownership) in advance or if the list becomes inactive.

Listowners passwords are confidential and for their use only; they must not be revealed to anyone for any reason.

Information Services reserves the right to remove lists that violate ListServer policies, as well as lists which become inactive for an extended period of time.