

## **Local Government Archives List**

### **Terms of Participation**

POSTING ADDRESS: Send all messages to [LocalGovt\\_Archives@lists.maine.edu](mailto:LocalGovt_Archives@lists.maine.edu)

TO SUBSCRIBE OR UNSUBSCRIBE:

The address to subscribe to the list is [LocalGovt\\_Archives-subscribe-request@lists.maine.edu](mailto:LocalGovt_Archives-subscribe-request@lists.maine.edu).

The address to signoff to the list is [LocalGovt\\_Archives-unsubscribe-request@lists.maine.edu](mailto:LocalGovt_Archives-unsubscribe-request@lists.maine.edu) or [LocalGovt\\_Archives-signoff-request@lists.maine.edu](mailto:LocalGovt_Archives-signoff-request@lists.maine.edu)

The list web site may be found at [http://lists.maine.edu/archives/localgovt\\_archives.html](http://lists.maine.edu/archives/localgovt_archives.html)

### **LGAL TERMS OF PARTICIPATION**

#### **Mission**

The Local Government Archives List (LGAL) is designed to facilitate timely communications among the archivists, records managers, local government officials, and others who work to preserve Local Government records of enduring value in the United States.

#### **Background**

In 2005, the Council of State Archivists (CoSA) received a two-year grant from the National Historical Publications and Records Commission (NHPRC) to support a project designed to lay the groundwork for stronger local government archives in each state. The project will analyze current conditions and determine what services, standards, and funding strategies will work best to ensure the long-term preservation of and access to local government records.

The Local Government Archives List, along with the CoSA website, will enable all of those interested in the project to receive information about and make contributions throughout the process. CoSA has established the Local Government Archives List for this project, but hopes it will prove to be a valuable tool beyond the life of the project for those who work with Local Government records and will continue to sponsor it as long as it is actively used.

Local government records represent the foundation of the U.S. archival system and are truly "Closest to Home," created and used in the communities in which we, as citizens, live and work. They are arguably the records that most affect our daily lives and those of our neighbors, documenting our marriages; the education of our children; the homes, land, and businesses we own; the social services we receive; and civil and criminal legal proceedings in our communities.

#### **Scope of the List**

The Local Government Archives List (LGAL) is intended to facilitate discussion on issues facing those who work to ensure the preservation of and access to Local Government records. At the outset, it will be used to disseminate information about and ask for feedback on the Local Government Archives project, "Closest to Home," although other postings are encouraged as well. The LGAL is not intended to address the day-to-day work of archivists in general--the Archives and Archivists Listserv already exists for that purpose.

(<http://listserv.muohio.edu/archives/archives.html>) Postings to the LGAL should be related to the care of Local Government records and the special challenges that face those who care for them.

Posters to the List are encouraged to use the subject line to clearly indicate the topic involved.

Subjects to be avoided include:

- \* Off-topic discussions;
- \* Spam;
- \* Messages unrelated to archives or the profession;
- \* Commercial advertisements for goods or services;
- \* Messages directed to specific individuals (contact them directly);
- \* Flames (personal attacks); and
- \* Virus warnings, chain letters, or "please post widely" messages. Generally, such messages are hoaxes;

Participants

Anyone may subscribe to the List, although it is intended primarily for those who regularly work with Local Government records.

Only subscribers can search and view the posting archives.

Those wishing to post to the List agree to abide by these Terms of Participation; to restrict their messages to the scope of the List; to respect the interests and rights of other readers and of the List host; to follow generally accepted principles of netiquette; and to respect the law.

The List is unmoderated. Hence, individuals are solely responsible for their postings and are expected to be self-policing.

The List sponsor and manager reserve the right to block an individual from posting if off-topic or abusive postings threaten to disrupt the functioning of the List. Further, the List manager may block an individual from posting if he or she believes that the individual has violated these Terms of Participation and has persisted in postings messages that violate these Terms after notice from the manager. An individual blocked from posting may be allowed to resume posting when the List manager and sponsors feel that the individual is willing to abide by these guidelines.

Copyright Notice

PLEASE READ CAREFULLY. CoSA considers all messages posted to the Local Government Archives List to be a form of publication. One of the primary purposes of this List is to provide a vehicle for quick and easy dissemination of information about the Local Government Archives project, "Closes to Home." To facilitate this intent, while authors of messages to LGAL retain the copyright in those messages, sending messages to this List constitutes permission to LGAL and its subscribers for electronic distribution of those messages and downloading for nonprofit educational purposes with proper attribution to the author, the originating List, and the date of original postings.

Original messages to LGAL are not in the public domain and may not be used for other than educational, nonprofit purposes without the permission of the copyright holder and notification to LGAL. In general, the author retains copyright rights to publication of any submission to the List, and grants to LGAL and CoSA permission to store, disseminate with full attribution, and make available to subscribers such submissions without further permission.

As members of a profession directly associated with protecting the intellectual property rights of authors whose works are in our custody, participants are encouraged to set a high standard of respect for copyright with the above provisions in mind.

Participants forwarding messages written by others should recognize that they are effectively publishing those messages. Participants should assume that any material not authored personally to be protected by copyright. As such, the participant should consider the possibility that they are violating the original author's copyright and that they are opening themselves to the possibility of litigation.

Simply put, copyrighted material beyond brief quotations should not be posted to the List without appropriate permissions. Participants wishing to direct others to copyrighted text are encouraged to post a link to the copyrighted materials on the web as long as: a) such links do not circumvent any fees charged by the site; b) the URL is not to a site which is itself in violation of copyright.

**PARTICIPANTS ASSUME RESPONSIBILITY FOR ALL MATERIALS THEY POST TO THE LOCAL GOVERNMENT ARCHIVES LIST.**

Individuals or organizations who feel their copyright has been infringed should send a hard-copy letter (on letterhead, if appropriate) to the Executive Director, Council of State Archivists, 308 East Burlington Street #189, Iowa City IA 52240. Complaints should:

- a) specify the content they believe to be infringed;
- b) the date of posting;
- c) other information necessary to identify the content in question, and;
- d) include a clear statement that the individual making the complaint is the owner of copyright or authorized to act on behalf of the owner of copyright. On receipt of a bona fide complaint of copyright infringement, the List manager will contact the individual(s) responsible for the alleged violation and request that the individual(s) cease future postings from that source. If the individual making the post believes the complaint to be in error or that that the material has been misidentified, it is the responsibility of the individual making the post to earn acknowledgement of error/misidentification either from the complainant or from a court of law, at which point CoSA will permit future postings.

If CoSA receives multiple, bona fide complaints regarding an individual posting copyrighted materials, the List manager may block posts from that individual as described in Participation.

#### Netiquette

For a general discussion of netiquette, see Netiquette by Virginia Shea:  
<http://www.albion.com/netiquette/book/index.html>

Messages should trigger discussion through a question or observation, or should further a discussion by adding something new.

Participants should remember that other readers receive messages in a different context from the author. Messages—especially responses—should be long enough to be understandable, including enough of the original message (by quoting or paraphrasing) to provide context. However, when replying to a message, avoid including the full text of long messages.

Avoid inflammatory remarks of a personal nature. Similarly, when reading a message, be slow to take offense. In general, assume that an individual had good intentions when posting a message, but the rapidity of the medium, the lack of visual cues, and other factors may make an otherwise innocent message seem insulting. Countering with insults on the List is considered off-topic.

Participants should consider whether their reply is of interest to the List as a whole or only to the individual making the posting. Do not automatically use the reply key (which usually responds to the whole List). The best and most experienced participants will occasionally make this mistake, which is entirely forgivable.

Avoid posting styled text (messages formatted with html code) to the List, as many e-mail readers and the digest readers are unable to read these messages easily.

#### List Ownership

The Local Government Archives List is sponsored by the Council of State Archivists and hosted by the Maine State Archives through the courtesy of the University of Maine. Copies of this document and additional information about this List are available on the CoSA website at <http://www.statearchivists.org/lga/listserv/listservterms.htm>.

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The Local Government Archives List (LGAL) is sponsored by the Council of State Archivists (CoSA) <<http://www.statearchivists.org>>.

Additional information about the List, including terms of participation, may be found at <<http://www.statearchivists.org/lga/listserv/>>.

To unsubscribe, send an e-mail to: [LocalGovt\\_Archives-unsubscribe-request@lists.maine.edu](mailto:LocalGovt_Archives-unsubscribe-request@lists.maine.edu) or [LocalGovt\\_Archives-signoff-request@lists.maine.edu](mailto:LocalGovt_Archives-signoff-request@lists.maine.edu)

Disclaimer: The opinions and views expressed on this List and the information provided by the participants do not necessarily reflect the opinions, views, or policies of the Council of State Archivists or other sponsoring institutions or organizations.