



Maine  
Philanthropy  
Center

## Maine Philanthropy Center Listserv Policy and Guidelines

Thank you for participating in our listserv community! The terms of use below provide guidance on how to best participate in a manner that will contribute to a positive experience for all readers.

### **POSTING A MESSAGE TO ONE OF OUR LISTS**

To send your email to one of our listservs, please use the appropriate email addresses. Reach out to Emilie Jensen at [emilie@mainephilanthropy.org](mailto:emilie@mainephilanthropy.org) if you need help finding a list's email address.

### **Listserv Guidelines**

1. **Participation on these listservs is limited to MPC members and members of participating Networks.**
2. **Contents and opinions expressed on this listserv are those of the authors and do not necessarily reflect the positions of the Maine Philanthropy Center.**
3. **Messages posted to this list should not be shared externally without the permission of the original sender(s).**
4. **If you wish to share copyrighted information to the list (such as reports, articles, and email messages), make sure that you are sharing the original source with attribution.**
5. **MPC reserves the right to publish the contents of listserv messages to our member-only resource pages as anonymized resources for other members.**
6. **Send messages such as "thanks for the information" or "me, too" directly to individuals, NOT to the entire list.**
7. **Some types of postings are prohibited.** It is not appropriate to post messages that include advertising of fee-based services or products, chain letters and petitions, and individuals seeking employment. Libelous or profane postings are also inappropriate.
8. **You should avoid sending large attachments to the list.** Instead, subscribers should email large attachments to Emilie Jensen at

[emilie@mainephilanthropy.org](mailto:emilie@mainephilanthropy.org) so that she can upload the documents to MPC's website and distribute the link to all the subscribers. Alternatively, subscribers can post the documents on their own websites and provide a link within their listserv message.

9. **When someone asks a discussion question that elicits interest from many, MPC staff will determine if a conference call or webinar is an appropriate next step.** The topic may also be addressed in the next meeting of that Network.
10. **Recognize the list as a community of diverse thoughts and perspectives.** We encourage you to post as often as you wish on issues of interest or concern, but ask you to also not treat the list as your personal space. The frequency of your postings may have the unintentional consequence of discouraging broader participation by other members of the online services.
11. **Give yourself credit.** Identify yourself at the bottom of the message with your name, organization, phone number and email address. This information will help other subscribers respond efficiently to your message.
12. **Feel free to jump in** -- the success of our listserv depends upon you! Post burning questions, post your best ideas to share, post job openings, post your best practices and accomplishments, etc.

## **UNSUBSCRIBE**

You can unsubscribe from lists using the unsubscribe email address specified in the footer of each listserv message. If you cannot locate this, you can contact Emilie at [mpc@mainephilanthropy.org](mailto:mpc@mainephilanthropy.org) to unsubscribe.

## **AUTO-REPLY**

If you're used to setting up an out-of-office auto-reply feature in your email client, please consider taking these steps to avoid sending this automatic reply to all list participants:

- A. Create a rule in your auto-reply section to NOT send replies to any email message with "@lists.mainephilanthropy.org" in the "To" line.
- B. Configure your auto-reply feature to reply only to the individual sender instead of "reply to all".

**PLEASE NOTE:** Every email client is different and may require additional or different settings. Please consult with your technical support personnel for assistance in configuring your auto-reply messages.

## **LEGAL GUIDELINES**

*Listservs are provided as a service of Maine Philanthropy Center (MPC), which accepts no responsibility for the opinions and information posted by others. MPC disclaims all warranties with regard to information posted, whether posted by MPC or any third party; this disclaimer includes all implied warranties of merchantability and fitness.*

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**QUESTIONS?** If you have any questions, comments or thoughts, MPC would love to hear them! You can send them to [mpc@mainephilanthropy.org](mailto:mpc@mainephilanthropy.org).