

## List Serve Rules and Etiquette

By joining the DMANF Online Community, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium: other questions may be posed directly to DMANF staff at [nonprofitfederation@the-dma.org](mailto:nonprofitfederation@the-dma.org).

**To join send email to: [subscribe-dmanf\\_online@list3.ga3.org](mailto:subscribe-dmanf_online@list3.ga3.org).**

**To unsubscribe send an email to: [unsubscribe-dmanf\\_online@list3.ga3.org](mailto:unsubscribe-dmanf_online@list3.ga3.org).**

**To post a message to the list serve send email to: [dmanf\\_online@list3.ga3.org](mailto:dmanf_online@list3.ga3.org).**

As with any community, there are guidelines governing behavior on the Online Community. For instance, violating antitrust regulations, libeling others, and overt selling and marketing are not permissible. Please take a moment to acquaint yourself with these guidelines. If you have questions, contact us. DMANF reserves the right to suspend or terminate membership on all lists for members who violate these rules.

- Do not challenge or attack others. The discussions on the lists are meant to stimulate conversation.
- Do not post commercial messages. Contact people directly with products and services that you believe may help them.
- Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything in a message that you would not want the world to see, or that you would not want anyone know that it came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding copyright ownership of information posted.
- Remember that DMANF and other e-mail list participants have the right to reproduce postings to this online community.

## Disclaimer and Legal Rules

This list is provided as a service of the Direct Marketing Association Nonprofit Federation. DMANF accepts no responsibility for the opinions and information posted on this site by others. DMANF disclaims all warranties with regard to information posted on this site, whether posted by DMANF or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall DMANF be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants DMANF and users of this list the

nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

**Messages will not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.**

Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

DMANF does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to our attention, DMANF will take all appropriate action. DMANF reserves the right to terminate access to any user who does not abide by these guidelines.

## List Serve Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that *everyone* can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals—not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as remove me from the list, through the Online Community. Instead, use the Web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you *do not* need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."



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