

# AILA List Guidelines

## Purpose

- The AILA List is a general communication vehicle for members of the association.

## Subscription Guidelines

- The AILA List is a voluntary, AILA members only, unmoderated subscription request list. AILA members must make a request to the list manager(s) to be put on the list or make the request via the membership form. Membership includes a list subscription (posting and receiving) for one e-mail address.
- Members are responsible for informing the list manager of any e-mail address change.
- If an individual member does not renew his/her membership, s/he will be unsubscribed from the AILA list after a grace period.

## Management

- The Executive Director is the listserv manager. Send email inquiries to [ailawebsite@gmail.com](mailto:ailawebsite@gmail.com)

## Location:

- The list will be hosted at a location agreed upon by the executive board. The list is currently generously hosted free of charge on a server based at the National Museum of the American Indian, Smithsonian Institution.

## Posting Guidelines:

- As an unmoderated list, there are no restrictions on free speech. However, the discussions put forward on the AILA List are meant to stimulate conversation using acceptable rules of etiquette, and should not create a contentious environment or defame or intentionally hurt another individual.
- Personal or confidential information about others, or personal communications between individuals are not appropriate.
- Personal criticism of, or attacks on, individuals will not be accepted.
- The list manager(s) reserve the right to unsubscribe any member posting outside these guidelines. Members have the right to appeal to the executive board for re-subscription.
- AILA has tax exempt status, and so is prohibited by the U.S. Internal Revenue Code from using its resources to engage in political speech.
- Members are strongly discouraged from sending attached files to the list to prevent the spread of computer viruses. S

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- Since the list is not moderated, all postings are sent directly to all subscribed AILA members. Postings can NOT be recalled.
- As a courtesy, members should seek permission of the original author/poster, before forwarding AILA List e-mail since authors retain copyright.

## Job Position Ads

- The AILA list currently accepts job position postings for a fee. Job position announcements are sent to the list manager for posting. The list manager should confirm that the requester is aware of the \$50 fee, then provide the requester with an invoice after posting the ad. The list manager works with AILA's treasurer to ensure invoices are paid.
- As a membership benefit, any AILA members may post position openings from their own institutions for free on the AILA list.
- AILA members may also post, for free, announcements for jobs with specifically relevant duties that would support the object of the Association which, in accordance with the AILA bylaws, is to "promote the development of and access to library and information services by American Indian people."

## Archives:

- Currently, all AILA list postings are archived at the American Native Press Archives (ANPA), University of Arkansas, Little Rock.
  - Hard copies are submitted quarterly or more frequently to ANPA by the list manager.
- Authors retain copyright.
- Minimal accessioning and organization at ANPA often lags by a year or more. For more details see the ANPA website at:  
[http://anpa.ualr.edu/finding\\_aids/collection\\_finding\\_aids.htm](http://anpa.ualr.edu/finding_aids/collection_finding_aids.htm)