

OSTI LISTSERV GUIDELINES
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Revised 09/10/18 by Susanne Kraetschmer

DESCRIPTION/PURPOSE OF THE LIST

The OSTI listserv is a benefit of OSTI membership and is a free, private mailing list with access restricted to members of OSTI.

POLICY

By subscribing to the listserv you are confirming that you have read and agree to the terms of the OSTI listserv guidelines. The listserv guidelines also apply to messages posted on social media channels, e.g. Facebook, Twitter, etc. Messages posted on the OSTI listserv and/or Facebook and Twitter are not reviewed in advance. The opinions expressed are the individual poster's responsibility and OSTI accepts no responsibility for statements made by individual members on the OSTI listserv.

The OSTI listserv presents a forum **to discuss/share only information related to translation and interpretation topics.**

Specifically encouraged are:

- Sharing of T&I ideas/information of interest to colleagues, e.g.
 - ➔ discussions related to technical and computer topics (like CAT-Tools, etc.)
 - ➔ Special T&I events (non-profit only)
 - ➔ Other topics to T&I
- Asking for advice/help related to T&I or general business questions

Events of Interest to the Profession:

- Advertising, promotion and/or announcements of products or services of for-profit entities, including our own members' businesses are permissible, however, only when the protocols set forth in the OSTI listserv guideline are strictly adhered to.
- Announcements of such events must be submitted to OSTI at least one week prior to the event using the form designed for that purpose to ensure that all necessary information is included in the original posting so that multiple amendments are not necessary.
- The number of announcements for the same event shall be limited as follows:
 - (a) events scheduled for a date less than 4 weeks out may be announced twice, once to make the public aware of the event plus 1 tickler reminder shortly before the event,

(b) events scheduled with leadtimes exceeding 2 months out, shall be limited to 3 announcements – 1 initial announcement, 1 follow-up announcement and 1 tickler reminder shortly before the event.

- (**NOTE:** Conferences or events organized by OSTI or other non-profit organizations may be announced on the listserv, but must be submitted using the same process to ensure that all necessary information is included and amended announcements are not necessary).

Specifically prohibited are:

- Posting of confidential information, articles on political views or any other issues not related to the professions of interpreting and translating.
- Discussions of rates of pay, charges for services or reliability or performance of agencies, companies or colleagues.
- Listserv subscribers agree to refrain from using the names of specific individuals, specific government entities or specific companies on the listserv. References to such entities should be kept as general in nature as possible to avoid any potential liabilities.
- Do not forward messages to recipients outside of the OSTI membership.

LIST ETIQUETTE

The listmaster retains the right to unsubscribe any member that engages in obnoxious or offensive listserv communication or violates the listserv policy after consultation with the OSTI board.

- Cyberspace etiquette shall be observed at all times.
- Flaming, spamming, yelling (ALL CAPS), and other inconsiderate behavior will not be tolerated. Do not use the OSTI listserv as a vehicle to vent personal disagreements with other members.
- No message may be forwarded electronically or otherwise to anyone who is not a subscriber to the listserv without the originator's permission. In addition, any member forwarding a message should verify the accuracy of the message before posting it to the list.
- Do not forward any copyrighted material to the list without express permission from the copyright owner. If you see an item on the web which you think might be of interest to OSTI members, forward the URL ONLY. Do not forward the entire item or article to the list.

- Use the listserv only if you want to simultaneously reach **all** subscribers.
- Use 'Reply' when responding to a posted message. This will maintain the thread on a particular topic. Remember that any of your replies to a message will be sent automatically to everyone on the mailing list.
- If you want to respond to only the person who posted something to the list, you should respond with a PRIVATE message to that member's email address or use the 'Forward' function instead of the 'Reply' function.
- To unsubscribe from the OSTI listserv, send an email to: osti-boardandcom+unsubscribe@googlegroups.com

EMAIL PROGRAM SETTINGS SUGGESTIONS:

- Turn off features that create attachments (like VCards in MSOutlook).
- Avoid sending HTML-formatted messages to lists (uncheck the option in your client).
- Send replies either to the sender or the list, but not both (the automatic hitting of the reply button will send a message to the entire list).

MESSAGE CONTENT SUGGESTIONS:

- Create and maintain descriptive subject lines, e.g.
GERMAN: if you have a German-language question
FOR INFORMATION: if you are providing information that might be of interest
QUESTION: if you have a question
EVENT: if you wish to announce a forthcoming event
- Don't include email attachments unless explicitly allowed (So please no resumes when responding to a job posting. Sent it to the sender instead.).
- Respect other people's news.

Thanks for helping to keep our mailing list useful and a pleasant place!

Your OSTI Board

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