

ARMA SIG Jiscmail lists – Useful Guidance and Conditions of Use

1. Members are encouraged to use the ARMA SIG Jiscmail lists to share information that they believe is likely to be of interest to others in the SIG. Members are also encouraged to raise questions and seek opinions using the lists. And remember, there is no such thing as a silly question!
2. **If you're posting information**, and want to gauge interest in, or would like members to respond to, a suggestion, initiative, idea or viewpoint, please **think carefully** about whether they should respond to you personally rather than using the default 'reply all' functionality that the SIG lists offer.

Communications using the SIG lists should add value, share experience or contribute knowledge to the group as a whole. **If you are simply looking for a response that will be of limited benefit to others, such as inviting members to indicate support for, or express an interest in something, please consider asking respondents to reply to you directly, ensuring that you clearly state this in your message.** And don't forget to include your email address!

3. Alternatively, consider setting up an **online sign-up page** if you are wanting people to register their interest. For example, an online form, google-doc, or SharePoint spreadsheet?
4. **If you are responding** to a SIG Jiscmail message, think carefully before you hit the reply button, as this will, by default, circulate your response to all those on the mailing list. If you're simply sending a one-word or other brief response, perhaps expressing interest in attending an event or expressing support for an initiative, **look for an option just to reply to the sender**. But you will probably need to manually change the [Send] field, as this will likely be populated with the full list.
5. While the purpose of our SIG mailing lists is absolutely to share, do be considerate to other users, ensuring that your messages carry value of one kind or another.
6. It is understood that content should be appropriate for a specialist professional community and be pertinent to the SIG in question.
7. SIG Jiscmail lists may not be used to sell or endorse either the sender's or a third party's products or services.
8. No material likely to be in breach of copyright, trademarks or any other forms of legal protection may be reproduced.

9. No content of an obscene or illegal nature, or that is potentially defamatory or libellous may be posted, as may anything likely to bring the Association's name into disrepute.