

# WLA Email & E-List Guidelines



## MEMBER DATABASE

The WLA Board governs policy for use of member and event attendee lists. WLA does not share member information with third parties.

WLA members have access to the member database when logged into their member profile. Members may not use this information for commercial purposes nor share it with a non-member party.

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## WLA E-Lists

WLA's E-Lists enable professional discussion between WLA members across the state.

Possible content includes:

- WLA business and activities
- Professional networking
- Announcements of grants, resources, conferences, workshops, publications, position openings, and other news relevant to libraries
- Resource sharing
- Civil, professional discourse

E-Lists may not be used for:

- Harassment (please see [WLA's Code of Conduct Policy](#) for more information on behaviors that are considered harassment), rants, name-calling, or defamatory remarks
- Comparing wages, charges, or prices (or anything approaching anti-trust issues)
- Advertisements or sales pitches, such as promoting a specific product or service
- Supporting or opposing any candidate for public office

Members are advised that failure to follow this policy may result in the loss of access to E-Lists. WLA assumes no liability regarding any event or interaction created or posted by any participant in any WLA E-List.

### SEND TO A E-List

You must be a current WLA member to send to any E-List, and you must send from the email address associated with your WLA membership.

The all-member E-List ([wla@wla.org](mailto:wla@wla.org)) is moderated. Each Division and Section has its own E-List, and to send to each E-List you must be a member of that Section or Division. When a member joins WLA, they are automatically subscribed to the [wla@wla.org](mailto:wla@wla.org) E-List, along with the E-Lists for any Divisions or Sections they joined.

- Academic Library Division - [academiclibraries@wla.org](mailto:academiclibraries@wla.org)
- Public Library Division - [publiclibraries@wla.org](mailto:publiclibraries@wla.org)
- School Library Division - [schoollibraries@wla.org](mailto:schoollibraries@wla.org)
- Special Library Division - [speciallibraries@wla.org](mailto:speciallibraries@wla.org)
- CATS (Collection Development & Technical Services) - [cats@wla.org](mailto:cats@wla.org)
- CAYAS (Children's and Young Adult Services) - [cayas@wla.org](mailto:cayas@wla.org)
- CLAWS (College Libraries Across Washington State) - [claws@wla.org](mailto:claws@wla.org)
- IFS (Intellectual Freedom Section) - [ifs@wla.org](mailto:ifs@wla.org)
- LIFE (Leadership Is For Everyone) - [life@wla.org](mailto:life@wla.org)
- LISS (Library & Information Student Section) - [liss@wla.org](mailto:liss@wla.org)
- SAIL (Serving Adults in Libraries) - [sail@wla.org](mailto:sail@wla.org)
- SRRT (Social Responsibilities Roundtable) - [srrt@wla.org](mailto:srrt@wla.org)
- WALE (WA Library Employees) - [wale@wla.org](mailto:wale@wla.org)
- WALT (WA Library Trainers) - [walt@wla.org](mailto:walt@wla.org)
- WLFFTA (WA Library Friends, Foundations, Trustees & Advocates) - [wlffta@wla.org](mailto:wlffta@wla.org)

To subscribe or unsubscribe, simply e-mail [info@wla.org](mailto:info@wla.org). Requests should take no more than one business day. You may also click the link at the bottom of the email that says "Remove my email or manage preferences." If you're a WLA member, you may also [log in](#) to your member profile to update your E-List subscriptions (Profile > Contact Preferences).

## REPLY TO A E-List

Before you reply to a post on the E-List, please consider if your response should be directed to the sender or to the entire E-List. Always double check the "to" field before you send your response.

To reply to the sender, simply click reply on the email.

To respond to the full E-List, click reply and then replace the sender's email with the E-List.

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## WLA WEDNESDAY E-NEWSLETTER

If a member has an announcement of relevance to the entire membership, they may request to include it in the WLA Wednesday e-newsletter. If you join WLA or sign up for a WLA conference or event, you are automatically subscribed to WLA Wednesday. To unsubscribe, click the link at the bottom of the newsletter that says "Remove my email or manage preferences," or email [info@wla.org](mailto:info@wla.org).

To request inclusion of an item in WLA Wednesday, please send it to [info@wla.org](mailto:info@wla.org) by Monday to be included in that week's digest. Please include "For WLA Wednesday" in the subject line.