

WIFV LISTSERV Guidelines – wifvdiscuss@lists.wifvdc.org

To post a message to the WIFV listserv, just send an e-mail to the address above.

A few guidelines:

1. Keep in mind that many professional members of WIFV will view your e-mail. Although this is an electronic medium, in the end you are speaking directly to real people.
2. Be brief, write clearly, and use good common sense.
3. If you disagree with another's thoughts and wish to respond, you should do so **DIRECTLY**. Please do not hit "Reply all," as that will post your message on the listserv to be viewed by the entire WIFV community.
4. Do not send duplicate or repetitive messages. If announcing an event, reserve your reminder notice for the week prior to the event.
5. Be specific and concise in your subject line. "No Subject" postings are not permitted. Please use "OT" when the subject is "off-topic" (i.e. anything not related to our industry).
6. When asking the listserv for suggestions or information (both professional and OT) please post a follow-up to the listserv with a summary of the information that was provided to you.
7. Job search postings, resume postings, press release postings, and/or advertising products or services are **NOT** permitted.
8. Any self-promotional announcements (including screenings or television airings, blogs, and classes offered) must be emailed to the Executive Director at the WIFV office for review, not posted directly to the listserv. If the announcement follows the listserv guidelines, the Executive Director will send out the posting on behalf of the member.
9. Attachments to listserv postings are **NOT** permitted.
10. Sharing a posting with another public forum without the original poster's permission is **NOT** permitted. Many WIFV members recognize the value of recommendations of their colleagues and only want to work with WIFV resources. Sharing the posting with an individual who is an appropriate resource for the original poster is permitted.
11. Women in Film & Video accepts no responsibility or legal liability for anything its members post on the WIFV listserv. This is an open forum for WIFV members, and each member takes responsibility for his/her own postings.

Finally, a word about networking. Please remember that the listserv is not the only way to network. The online WIFV directory lists members' names, job titles, accomplishments, and contact info. WIFV is always eager to accept articles about members and their accomplishments for the monthly newsletter. Finally, it is recommended you attend a WIFV event to promote yourself in person. The listserv should not be used as a substitute for good, old- fashioned networking.

Repeated disregard of the Listserv Guidelines will result in being removed from the listserv. The WIFV Office does see all postings and does contact violators directly. Feel free to report violations to director@wifv.org. Questions? Call the WIFV Office at 202-429-9438. Please know that WIFV closes its office in observance of Federal holidays.