Appendix XI: APA Division Listserv® Request Form

In order to initiate a request for a listserv® on the Internet, please respond to the following questions. Approval of the current division president is needed. This can be done through a call to Sarah Jordan, Director, Division Services, at (202) 336-6022 or by e-mail sent to Sarah Jordan.

Please complete this form and the required welcome message and submit them to Sarah Jordan, Director, Division Services, American Psychological Association, 750 First Street, NE, Washington, DC 20002-4242. The request will be reviewed by the APA Executive Office for final approval.

IMPORTANT: The APA strives to obtain the highest list subscriber satisfaction for lists that are hosted on APA systems. Based on feedback from list subscribers, all new forum lists are required to be moderated initially. Among other things this allows the administrator to remove subscribers who have been added to the list without their permission without messages going to everyone on the list. Based on our experience, bulk additions to Lists whereby subscribers are added to a list without their knowledge are frequently not well-received and result in many requests for removal from the list. Accordingly, we REQUIRE that potential list members give their consent BEFORE being added to any APA hosted Listserv® list. The List Administrator can send a separate message notifying potential subscribers of the existence of the new list with instructions to join. Those potential members can then choose whether or not to join.

Part I. Questions

1. What is the proposed list name? (Primary division lists should be named div## with the ## replaced by the division number.) The name should not exceed 8 characters and MUST be less than 30 contiguous characters.

2. What is the specific purpose of the list and what topics will be covered? (This will also be used as the list description.) This MUST be less than 80 contiguous characters, including spaces.

3. Provide the name, address, email address, and phone numbers of the list administrator.

   Name
   Address
   Email Address
   Phone Numbers

4. List options (check one choice for each)

   a. Type:

   - Announce-only list--List is used for dissemination of information, NOT for discussion. Only specified persons, usually the List Administrators, may post to the list.
   - Forum/discussion--List is used for dissemination of information and discussion. All members of the list can post to the list.
b. Replies: Where should replies to messages posted on the list be sent?

- Sender of the message--Whoever sent the messages will be the only one receiving the replies to his or her message.
- Entire list--The entire list will receive the reply messages to all messages. The may be useful on forum type lists. NOT RECOMMENDED ON ANNOUNCE-ONLY LISTS.
- Specific email address--All replies to messages posted to the list will go to a specific address or the owners of the list. Where should replies go to: (Circle ONE) List Administrator OR Other. If "Other" please print the email address you wish replies to go to: __________________________

c. List Content:

- Moderated--All messages must be approved by the listowner.
- Un-moderated--Subscribers can send messages directly to the list.

d. Subscriptions:

- Open--Anyone with email can subscribe to the list.
- Closed--Only Listowner approved members can be on the list.

5. Will the list administrator require training to administer the list? _________

6. Will this person require training to moderate the list? _________

7. What is the anticipated number of subscribers to this list? _________

8. Does the proposed list currently exist? _________ If yes, please provide the current name and Internet address:

______________________________________________________________

Part II. Responsibilities of List Administrator

1. List Administrator shall maintain or appoint experienced administrators to manage the lists, which includes but is not limited to, adding and removing subscribers, responding to inquiries related to the list, and responsibility for all training of administrators in the performance of their duties.

2. List Administrator will be responsible for maintaining archival of list content/data.

3. List Administrator agrees that Provider has no control over or responsibility regarding the content of any transmissions. List Administrator agrees to comply with, and will require that all subscribers to the list comply with, all applicable U.S. law with regard to the transmission of technical data domestically and internationally through the Internet services supplied by Provider. List Administrator further agrees, and will require that all subscribers to the list agree, not to use the Internet connection for illegal purposes, including but not limited to, defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws, or to interfere with or disrupt other network users, network services, or network equipment. Interference or disruptions include, but are not limited to, distribution of unsolicited advertising or chain letters, any commercial use ("Commercial" as used for purposes of evaluating listserv® messages means communications whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv® members to purchase products or services.)
Examples of messages that may be of financial benefit to listserv® members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv® member conveying the information is not in the business of selling the products or services. Announcements that provide useful professional information to List members but may also have some incidental commercial benefit to the sender (e.g. an author who is a listmember merely advising the List of publication of a professional book) typically would not be "commercial" for purposes of this restriction.), propagation of computer worms and viruses, and use of the network to make unauthorized entry to any other machine accessible via the network.

Violations of the foregoing by list administrator or subscribers to the list may result in immediate termination of all services by Provider. Provider and List Administrator agree that subscribers will be informed by the **Default welcome message** of the aforementioned requirements when they subscribe to the list and that subscriber agreement will be signified by their agreement to subscribe to the list.

4. Provider reserves the right to review and approve, prior to implementation, any reference to the Provider in the welcome message.

5. List Administrator is REQUIRED to notify the Provider when he/she discontinues their duties as List Administrator. The Provider reserves the right to inactivate lists when the List Administrator does not respond to inquiries, instructions, contacts or other communications from Provider regarding the list for a period of twenty-one calendar days. The Provider reserves the right to inactivate and/or delete lists that have been inactive for six months.

6. The APA strives to obtain the highest list subscriber satisfaction for lists that are hosted on APA systems. Based on feedback from list subscribers, all new forum lists are required to be moderated initially. Among other things this allows the administrator to remove subscribers who have been added to the list without their permission without messages going to everyone on the list. Based on our experience, bulk additions to Lists whereby subscribers are added to a list without their knowledge are frequently not well-received and result in many requests for removal from the list. Accordingly, we REQUIRE that potential list members should give their consent BEFORE being added to any APA hosted Listserv® list. The List Administrator can send a separate message notifying potential subscribers of the existence of the new list with instructions to join. Those potential members can then choose whether or not to join.

7. List Administrator agrees to allow Provider to be a subscriber to the list.

8. List Administrator agrees to be a subscriber to the list and will monitor the use of the list for compliance with the terms of this agreement.

Part III. Welcome Message for Division Listservs®

A welcome message is required for all lists. This is provided as a guide for developing a welcome message for your listserv. The two sections marked “required” are required as presented. This wording provides the most protection for the List Administrator and APA by limiting liability in the event of misuse. Please note that an accompanying Subscription Notice Email will automatically be sent out with your Welcome Message. To speed up the list creation process and to ensure your Welcome Message is error-free, please send an electronic copy of your Welcome Message to listmaster@apa.org.

Welcome Letter

Dear Colleague,

Congratulations and welcome to the ___________________________. If you are getting this message, you have successfully subscribed to this list.
OPTIONAL

[In this section you may want to include a brief introduction and purpose of the list. You may want to also include the List Options, such as the type of list this is (forum, newsletter, etc.) and where replies to messages go (back to only the sender, or to the entire list, etc.)]

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1. REQUIRED on Welcome Message

The resources (hardware, software, and technical assistance) for this effort are provided without charge by the American Psychological Association as a public service.

Do not use this forum for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office. The Federal law providing for the American Psychological Association's tax exempt status absolutely forbids the use of APA resources or facilities, including this forum, in any way that would even appear to support or oppose such a political candidate.

==================================================================

OPTIONAL

There are very few rules as a member of this list/forum. Few restrictions, we have found, result in the greatest number of innovative contributions. However, three rules are critically important.

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2. REQUIRED on Welcome Message

If you subscribed to this forum and especially if you send messages to the forum, you are agreeing to three rules. These rules, by the way, apply to members of nearly any Internet news or interest group. Please read the accompanying Subscription Notice Email for these rules.

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OPTIONAL

In addition to these rules, various standards have emerged within the *culture* of electronic list forums. These standards do NOT mean requirements, however. By following these standards and rules, you will contribute to a climate of trust and collegiality that encourages a friendly, informed and, yet spontaneous discourse.

Standard 1: Please send a message to all of us and introduce yourself. Just send the message to: ________________________________ (put list name here) Try to keep your messages brief. For your introduction, you might note your name, affiliation professional), where you live, why you joined the list, and any request or question you might have now. For example, new members note that they would like to collaborate with colleagues who are interested in certain issues. If you feel uncomfortable sending a message to the entire network, just send it to me. I will be glad to hear from you.

Standard 2: Please sign each of your messages, including your Email address. This enables us to be able to communicate with you in response to your message. Most Email software includes a signature option that automatically generates this information and any other you wish.

Standard 3: Please keep your messages constructive, courteous, and brief.

Standard 4: If your Email software program includes and you utilize an option that repeats the message to which you are responding, please, please do not repeat any part of the message that is not essential. This will save considerable space (bandwidth) for everyone who receives your message.

Standard 5: Please think global. Though most of our members are from the US, some list members may not be familiar with American culture as US members. Thus, try to avoid the use of Americanist terms that may
not be well known internationally, or long and complicated sentences (think about your trying to wade through many messages in French, for example, if your first language is English!).

Standard 6: Please be supportive of fellow Forum members and show mutual respect.

Some day you may wish to unsubscribe from the Forum. If so, please send me a message. However, if you can remember, simply send a message to:

listserv@lists.apa.org

Use no subject line. Your message should say only:

signoff [LISTNAME]

So, we welcome you to this Forum and look forward to your introduction. Let me know if you have any questions or comments.

To contact the owner of the list address your message to: [LISTNAME]-request@lists.apa.org