



AMIA

AMIA STUDENT L

Rules & Guidelines

AMIA-Student-L is a listserv sponsored by the AMIA Education Committee for AMIA student members. AMIA-Student-L is intended as a forum to discuss AMIA activities, academic work, student chapter activities, projects/internships, professional development, to promote networking, and provide advice and support for students entering the workforce.

Only current AMIA members may be registered as students are subscribed to the listserv. Once that person registers as an individual AMIA (no longer a student) member they will be removed from AMIA-Student-L. If the student wishes to be removed from the listserv before that time, he/she will have to request the removal from the AMIA office (amia@amianet.org).

AMIA-Student-L List Administration

A moderator will not screen messages submitted to AMIA-Student-L before they are posted. Submissions deemed inappropriate according to the following guidelines will be dealt with as outlined below. AMIA reserves the right to revoke the AMIA-Student-L subscription of, and/or block further messages from, those who do not abide by the list rules and guidelines.

The prime consideration for those submitting messages: Please do not submit messages to AMIA-Student-L unless you are reasonably certain they are of sufficient concern to a group of AMIA-Student-L subscribers - or that a reply would be of sufficient service to yourself and that it warrants delivery to the entire AMIA-Student-L list.

Submission Requirements: Each submission must contain the following: A substantive question, comment or information that meets the description of an "Appropriate Submission" as described below. All postings must contain the submitter's full name, institutional or professional affiliation (if any) and e-mail address at the end of the message.

Disclaimer

This list is provided as a service of the Association of Moving Image Archivists (AMIA). AMIA accepts no responsibility for the opinions and information posted on this site by others. AMIA disclaims all warranties with regard to information posted on this site, whether by AMIA or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AMIA be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of, or in connection with, the use or performance of any information posted on this site. Neither the Association of Moving

Image Archivists, the AMIA-Student-L administrators nor the administrators of the list's host site can verify the content of postings for accuracy or be held accountable for message content.

Parties submitting messages to AMIA-Student-L bear sole responsibility and liability for the content of their postings. This includes any information or other material protected by copyright without the permission of the copyright owner. By posting such material, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants AMIA and users of this list the non-exclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material.

AMIA does not actively monitor the list for inappropriate postings, and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to AMIA's attention, AMIA will take appropriate action as described below. AMIA reserves the right to terminate the list access of any user who does not abide by these guidelines and rules.

Sanctions

Subscribers who violate any of the AMIA-Student-L rules or guidelines as stipulated below may receive an e-mailed warning of violation or may be suspended from the list. A second incidence will result in removal from the list permanently. Note that the penalties do not relate to the e-mail address of the poster, but rather to the individual poster.

While freedom of speech is a right in the United States, participation in AMIA-Student-L is not. By subscribing to AMIA-Student-L you specifically agree to the rules and guidelines and to the terms for removal.

Postings to AMIA-Student-L

Postings about substantive issues relevant to at least a significant subset of the AMIA membership or AMIA-Student-L subscribers are generally appropriate, except as described below in the Inappropriate Submissions Section.

Appropriate Submissions:

- When posting a message, let us know who you are. Include your name, affiliation and e-mail address. In the subject line, be specific in describing the subject matter of what you are posting. Do not use 'teaser' subject lines, e.g. wording which invites a reader to open the message but which does not provide a substantive indication of its content. For example, 'Effect of water contamination on Mini DV cassettes' is an appropriate subject heading, but 'Look what happened to my videotape!' is not.
- When replying to a message, include only the relevant information to which you are responding. This will make others who read your message understand the context of the conversation. Economize space by quoting only the relevant portion of the original message. Please indent the quoted text to indicate it as such, if your email client software or web interface allows. Please also amend the subject header information in a reply if appropriate (e.g. if the subject matter of the 'thread' has changed substantially). The minimum that is asked of subscribers is to put your response at the top of the original posting.
- Please note that all AMIA-Student-L messages will be archived and available for

subscribers to read online indefinitely. AMIA-Student-L messages will be saved in member accessible archive files for future use by AMIA-Student-L subscribers and AMIA members.

- Note that AMIA-Student-L discussions are limited to AMIA members only and are not intended for non-member communication, nor for the general public.
- Job announcements for positions are acceptable. All job announcements must include the name and address of the employing organization, plus a job description and details of the application procedure. We strongly encourage you to include a named contact for enquiries. However, announcements for specific positions should not be posted to AMIA-Student-L more than once in any seven-day period.
- Messages posted to AMIA-Student-L must be civil and professional in tone and sensitive to issues of diversity. Communication via AMIA-Student-L cannot provide the same freedom of expression as would be possible in a private conversation among confidants.

Inappropriate Submissions:

- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Proper etiquette applies for all postings and you should not say anything in a message that you would not want the world to see and to know came from you.
- Commercial advertisements (SPAMs) or solicitations should not be posted. Do not post commercial messages. The Cyberspace term for this is "spamming." It is considered very bad.
- Do not post anything that is not original unless it meets the "fair use" guidelines of copyright law, or unless you have permission from the original source. Gain permission to reprint copyrighted material before posting it. If you send information that is not your original work or ideas, please specify to readers the original source of your information. When posting materials, the poster voluntarily presents him/herself as the copyright owner or as having received permission to reprint copyrighted materials. AMIA reserves the right to reject any postings to AMIA-Student-L containing material that may be in violation of copyright.
- Replies to individuals' requests for information that are obviously not of significant interest to the membership at large should not be sent to the entire list.
- Personal or confidential information about others, or personal communications between individuals are not appropriate. Personal criticism of, or attacks on, individuals will not be accepted. The discussions put forward on AMIA-Student-L are meant to stimulate conversation using acceptable rules of etiquette, and should not create a contentious environment or defame or intentionally hurt another individual.
- Messages whose content, were it posted, might present legal problems for the AMIA or AMIA-Student-L subscribers are not acceptable. Messages of inconsequential or non-substantive content should not be posted on AMIA-Student-L. This includes messages

devoted solely to humor, jokes, or light conversation that are off topic. If you are replying with a message that just says, "thanks for the information," a request to receive a copy of what someone has offered to share, or simply to agree with someone by saying, "me, too," then please do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message.

- **Attachments and Long Messages:** Exceptionally long messages in the body of the e-mail, are discouraged because they cause problems for some subscribers with limited e-mail storage. Persons wishing to share large documents such as term lists or catalogs should instead announce that interested individuals may request the material directly from the person making the offer, and the document(s) should then be sent directly to the interested parties' e-mail addresses, not via AMIA-Student-L. Attachments are prohibited, as they can carry potentially harmful viruses. You should not send anything to AMIA-Student-L that existed as a word processing document unless you first convert it to plain ASCII text. In most cases, you can simply cut and paste from your original document to your e-mail message. If you have any questions, please contact your local network administrator.
- **Replies to Requests for Specific Information:** Replies to online surveys or to requests for an isolated bit of information for one's own need should be sent directly to the inquirer, not the entire AMIA-Student-L list. When appropriate, the inquirer can later post a single summary of multiple responses to the list.

Questions: Please contact the AMIA-Student-L List Administrators at amiaeducationcommittee@gmail.com or amia@amianet.org with any questions or problems you might have.

List created September, 2015