

Email Distribution lists / FIN-ITS-011

I. Purpose of the policy

The purpose of a listserv or distribution list at Plymouth State University is to facilitate and disseminate information to eligible members and affiliates of the University.

II. Applicability and Authority

This policy applies to all email distribution lists and listserv's hosted using PSU resources.

III. Detailed Policy Statement

Listserv services are available to current faculty, staff or student organizations. The person responsible for managing a list is known as the "list owner." If the list owner leaves the University, then the current list owner must find a new list owner and identify that new person to ITS. If a list owner cannot be identified, ITS reserves the right to disable the list.

- a. Lists are subject to all University e-mail policies.
- b. The listserv manager and ITS are responsible for determining if a mailing is abusive of resources.
- c. Official lists are pre-subscribed lists maintained by Plymouth State University for administrative purposes (membership is not optional).
- d. Escalation procedures for disagreements regarding the interpretation and application of this policy should be escalated through appropriate university channels, i.e., Student Affairs or department manager/chair.
- e. Abuse of a list should be brought to the attention of the listserv manager and/or other university authorities.
- f. Unofficial Lists:
 - i. Requests for a list are subject to ITS approval. Appeals should be directed to the appropriate Principal Administrator.
 - ii. List members should not be pre-subscribed to any unofficial list without their knowledge or permission.
 - iii. Subscribers who request to be unsubscribed from an unofficial list should be removed.
 - iv. Unofficial lists will not be created by ITS from the university databases.

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- v. The list owner(s) are responsible for subscribing and unsubscribing members to the list.
- vi. The list owner(s) are responsible for determining what constitutes off-topic or abusive mailings.
- vii. List owners have the right, and are responsible for, unsubscribing list members who abuse a list by sending off-topic mail to the list, misuse or abuse the resource or are abusive of other list members.
- viii. Membership to a list is not a right of the individual.
- ix. Lists are subject to university approval for continued use.

IV. Procedures

Requests for a distribution list should be directed to the PSU ITS Helpdesk.

V. Sanctions statement(s) for non-compliance

Any listserv / distribution list may be, at the discretion of the CIO/CSO or designee, removed or disabled, if its use is found to be in violation of PSU and USNH policy. Any employee found to have violated policy may be subject to disciplinary action, up to and including termination of employment.

VI. Definitions

CSO - Chief Security Officer.

Distribution list - a simple and efficient way to reach a large audience quickly, by automating the distribution of e-mail to all members of the list.

listserv - An electronic mailing list which provides mechanisms to automatically handle management tasks (moderation, archiving, subscription requests, etc.) offers an efficient way to disseminate information to large numbers of people and hold long-distance discussions among many people. Due to these capabilities, it is a superset of the traditional distribution list.

official listserv / Distribution list - is a list that is established by academic and

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administrative offices to which members are pre-subscribed to by virtue of their of their positions and responsibilities at the institution.

Unofficial listserv / Distribution list - are subsets of the campus community which members of the list are not pre-subscribed and maintained by the list owner.

VII. Related Policies / References for More Information

- a. Acceptable Use Policy
- b. Email Use Policy
- c. Sensitive and Confidential Information Policy

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