



## Code of Conduct for Fiji Library Association (FLA) mailing list

### Aim

- To improve networking and communication amongst FLA members.
- To provide a vehicle for information sharing & discussion on issues relating to the Fiji Library Association and issues facing libraries in Fiji generally.
- To encourage the interchange of information and ideas in these areas.
- To provide a forum in which to seek assistance with reference inquiries or other library related activities.

### Membership

- Any FLA financial member with an email address.

### Content

- All communication must be professional and courteous. List members must be assured that their comments will be treated with respect.
- Messages should be brief and to the point.
- Some background information should be provided as not everyone has the same knowledge of an issue.
- Messages should be proofread for spelling and grammar, etc. before sending.
- Include full contact details in any message posted, especially an email address.
- Reference requests or requests for assistance should include a list of the sources already checked.
- The list is not to be used in a way that is in conflict with the aim (eg not to be used to advertise personal items for sale, forward jokes).
- The list is not to be used for advertising or commercial purposes.
- Attachments are not to be included with messages, due to the number of email protection packages rejecting them and the possibility of spreading viruses.
- Material should be contained within a message or, if too long or this is inappropriate, can be made available on request
- The FLA council may send attachments, for important council information.
- If your email address changes at any time, please inform the administrator.
- The administrator will send a message to those who use the list inappropriately.
- If going on extended leave, please inform the administrator Please do not use 'Out of office' messages for absences while subscribed to the list.

### Management/Use

- To post a message to the list send an email to the following address:  
[fla@lyris.spc.int](mailto:fla@lyris.spc.int)
- To reply to a message and post to the whole list – select reply.
- Be careful when replying, when you select the reply button the following will appear  
Reply-To: "Fiji Library Association Members" <fla@lyris.spc.int>, or the [fla@lyris.spc.int](mailto:fla@lyris.spc.int) address will appear.
- This reply will go to all members of the listserv. If you want to reply to just one member of the listserv, write or paste their email in the address line.
- The administrator of this list is Samuela Nakalevu (SPC Library) [samuelan@spc.int]