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## The LTAV List Server

LTAV has maintained a list-serve (group mailing list) for many years as a service to the profession. The main purpose of this service is to facilitate the interchange of information on how to carry out the tasks associated with the profession. Policy on the operation of this service has evolved over many years and has been modified many times.

It is also important to remember, that those who post to the list server and those who administer it, as well as the members of the LTAV committee, are all volunteers, and attacks on them for any reason will not be tolerated.

All postings on the list server are to be seen as the opinion of the writer and need not reflect the policies of LTAV (inc)

This policy does not change these conventions but places them all in one concise document.

- 1. Subscription to the list server**      Subscription to the list server is at no cost and is available to the following classes of people
  - a. Members of LTAV (inc)
  - b. Technicians currently employed, or who are former or prospectively employed, at the discretion of the moderator in educational institutions whether in Victoria or elsewhere.
  - c. People representing organisations that have an impact on the profession, at the discretion of the committee and with such conditions on participation as the Committee imposes on that participation.
- 2. Limitations on posting to the List Server**      The List server is visible to all subscribers and this includes those who are not members of LTAV, in order for the service to fulfil its objectives. There must be some limitations on what topics may be discussed, partly for legal reasons and partly to maintain a collegiate and cooperative environment.
  - a. **Allowable topics**
    - i. Techniques
    - ii. Procedures for practical activities in the laboratory, including modification of these procedures. For copyright reasons references must be properly attributed and comply with the concept of fair dealing.
    - iii. Information regarding safety in the laboratory.
    - iv. Information regarding best practice in the laboratory
    - v. Information regarding professional development



- vi. Discussion regarding staffing, qualifications, and problems in the laboratory, providing the discussion must not be about specific schools, employers, incidents or people. These discussions represent the opinions of the writer, not necessarily the views of LTAV, unless specifically stating ratified policies of LTAV as published
- vii. Discussion of sourcing materials and equipment.
- viii. Within the limits of common sense, social information of interest to all members.
- ix. Announcements intended for all subscribers, as approved by the committee.

**b. Disallowed topics**

- i. Anything of a defamatory nature.
- ii. Politics, Religion and Ethnicity
- iii. Industrial matters
- iv. Private messages
- v. Debate about LTAV policy.
- vi. “me too” messages.
- vii. Advertising of commercial services or products
- viii. Promotion of other organisations.
- ix. Anything that includes profanity, bad language, harassment, or personal comments about any person (see (i) above)
- x. Attachments without approval of the moderator
- xi. Any comment that includes “shouting” (use of all capitals) abuse or rude behaviour

**3. Management of the List Server.** The management and oversight of the list server is carried out by the committee, under the principal leadership of the moderator. The moderator oversees membership of the list server, the smooth operation of the server, and the content that is posted thereon.

**a. Posting of inappropriate material** When inappropriate material is posted the moderator may at his or her discretion and, in consultation with the committee where it is needed;

- i. Place the subscriber on moderation ( all future posts must be approved by the moderator or their delegate before it appears)
- ii. Suspend or cancel the “offender’s” membership of the list serve