

Discussion Group Rules & Etiquette

Thank you for being part of our community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

This is a great medium with which to solicit the advice of your peers, benefit from their experience, share your own, find valuable resources for you and your business, and participate in an ongoing conversation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium.

Please take a moment to acquaint yourself with these important guidelines. In order to preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership in this community for anyone who violate these rules.

At any time, please contact us with questions via the Contact Us link on the site, or email Michelle Raymond at MRaymond@AMSP.org.

The Rules

- Don't post commercial/promotional messages on any discussion list, resource library entry, or other area where others might see it. Contact people directly with product and service information if you believe it would help them.
- Please refrain from submitting recruitment or hiring posts. The association will provide a tool which members can use to this end – please contact Michelle Raymond for more information.
- The NCA reserves the right to post content to the site with information regarding NCA-offered educational opportunities, or other opportunities as it sees fit.
- We encourage discussion and that users showcase their knowledge and expertise via conversation. However, the NCA reserves the right to remove posts that it deems excessively promotional or commercial in nature. (e.g., start a conversation on the importance of QA in print production, and add value to the site; don't blatantly post the \$500 workshop you're presenting/selling.)
- Treat others with respect. Let others have their say, just as you may. Opposing opinions can lead to lively and thought-provoking discussion, which we encourage. However, don't challenge or attack others. The discussions and comments are meant to stimulate conversation, not to create contention.
- Use caution when discussing products. Information posted on the lists and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.

- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.
- Remember that other participants have the right to reproduce postings to this site unless you specify otherwise.
- Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message.
- All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- **Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list.** Do this by using the "Reply to Sender" link to the left of every message.
- Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.

Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

The Legal Stuff

This site is provided as a service for the members of AMSP. AMSP is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by AMSP or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AMSP 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.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants AMSP and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

AMSP does not actively monitor the site 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 the attention of AMSP we will take all appropriate action.

AMSP reserves the right to terminate access to any user who does not abide by these guidelines.