



Email Listserv Rules & Etiquette

Thank you for being a part of our email listserv / Google Group. To ensure the best possible experience for all group members, we have established some basic guidelines for participation. Please save this message for future reference.

By participating in AHDI email listservs, you agree to the following:

- You agree not to post material which is abusive, offensive, defamatory, or illegal. The discussions on the lists are meant to stimulate conversation not to create contention.
- You agree not to post commercial messages on any email listservs. Contact people directly with product and service information if you believe it would help them.
- You agree to share at your own risk. There is no way we can ensure confidential material to remain on the list. AHDI and other e-mail list participants have the right to reproduce postings to the email listservs.
- You agree to send your message only to the most appropriate list(s). Do not spam several lists with the same message.
- You agree to have read the disclaimer and legal issues below.

Email Listservs Etiquette

- Only send a message to the entire list when it contains information that everyone can benefit from.
- Avoid sending messages with limited substance, such as "I agree!" or "thanks for the information" to the entire list. Send these messages to the individual by typing in or cutting and pasting in the e-mail address.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- 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.
- 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."
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Do not send administrative messages, such as remove me from the list, through the email listservs. 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.



Legal Issues

These email listservs / Google Groups are provided as a service of AHDi. AHDi is not responsible for the opinions and information posted on this site by others. AHDi disclaims all warranties with regard to information posted on this site, whether posted by AHDi or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall AHDi 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 AHDi and users of this list 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.

AHDi does not actively monitor the site for inappropriate postings and do not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to AHDi attention, AHDi will take all appropriate action.

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

For further questions contact us at toll free 1-800-982-2182 or by email: ahdi@ahdionline.org.