**NCCSD LISTSERV PROTOCOL**

1. Be sure to include a descriptive subject line. Emails received with no subject line may be perceived as spam by an email filter and be deleted before reaching the recipient's inbox.
2. This listserv default is to reply-all to the list. Responses to many listserv questions and discussion topics are of interest to the entire list. However, please consider the nature of your response and whether it’s better suited to reply to the sender only – none of us needs more unnecessary emails! Examples may be me-too responses, survey replies, questions about vendors, etc.
3. If you receive a notice that your original email was “rejected” or you received a “delivery error,” find out the reason for the rejection before resending the message so people do not receive duplicate emails. Often times, the error was in response to a problem with a single recipient’s email and the message was indeed sent and received by others on the listserv.
4. Chatter, banter, and excessively long postings are inappropriate for this list (and most other lists). Because we lose verbal and gestural clues when communicating via email, some special considerations apply to listservs. Avoid using all-caps (IT FEELS LIKE SHOUTING AND IS ANNOYING).