

# Maine GeoLibrary Mailing List Guidelines

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## 1. What is the Maine GeoLibrary List?

The Maine GeoLibrary List is Maine GeoLibrary's newest active communication tool. It is an unmoderated mailing list that allows members to send email messages to the entire group of subscribers using this single address [GEOLIBRARY-L@LISTS.MAINE.EDU](mailto:GEOLIBRARY-L@LISTS.MAINE.EDU). Messages can be read by anyone on the list

## 2. What is the purpose of the Maine GeoLibrary List?

The purpose of the Maine GeoLibrary List is to provide the Maine GIS community with an easy way to exchange information on GIS related events, issues, and training opportunities around the state as well as around the world. It has also been established to provide an easy means to lower the barriers for the use of GIS by allowing GIS users to ask questions when they need assistance and to obtain answers from others that have already addressed those issues and are willing to share what they have learned.

## 3. How do I subscribe to Maine GeoLibrary Mailing List?

To subscribe to the Maine GeoLibrary List, please send a message to: [GEOLIBRARY-L-Subscribe-Request@LISTS.MAINE.EDU](mailto:GEOLIBRARY-L-Subscribe-Request@LISTS.MAINE.EDU). The subject line and body of such a message are ignored and may be blank. On receiving your subscription request, a confirmation request will be sent to you. Click on the link provided in the message to confirm your subscription, and you are subscribed.

You can also subscribe at the GeoLibrary List web:  
<http://lists.maine.edu/archives/geolibrary-l.html>

## 4. How do I post a message to the Maine GeoLibrary List?

To post a message to the Maine GeoLibrary List, you must subscribe to the list. The email posting address is: [GEOLIBRARY-L@LISTS.MAINE.EDU](mailto:GEOLIBRARY-L@LISTS.MAINE.EDU).

You can also post an email at the GeoLibrary List web:  
<http://lists.maine.edu/archives/geolibrary-l.html>

## 5. What types of messages can be posted?

Feel free to post any message on GIS and mapping related topics, including upcoming events, reviews, commentaries, notice of newly available datasets, etc. No personal or off-topic messages should be sent. The list should not be used for commercial purposes such as advertising a particular software product or a company's services. However, GIS related training whether done by commercial vendors or by educational institutions are encouraged.

The list may be used to post ads for the sale or trade of used GIS related equipment such as computers or plotters. The list may also be used to post related internship or job opportunities in Maine.

The list shall not be used as a technical help source because there are already designated lists for this purpose such as MAPINFO-L, ESRI-L and so forth.

GeoLibrary Board meeting minutes will be posted. Articles of interest to the GIS Community are encouraged as well.

#### 6. How do I reply to posted messages?

If you believe your reply is of interest to the entire group, feel free to respond directly to the list email address. Otherwise, reply just to the original sender. Refer to your email program's "Reply" and "Reply To" functions to determine the best way to send your reply.

Please remember, however, that when you reply to the list, the reply will be sent to a large number of people! If the reply is intended only for a specific individual, please delete the list address in the To: field and type in the individual's address before sending.

#### 7. How do I change my email address?

Please send any email address changes to the list owner at: [GEOLIBRARY-L-request@LISTS.MAINE.EDU](mailto:GEOLIBRARY-L-request@LISTS.MAINE.EDU), including your name, old email address and new email address. Please title, in the subject line, your e-mail, "Change E-Mail Address."

#### 8. How do I unsubscribe?

To unsubscribe to the list, please send an email sign off message to: [GEOLIBRARY-L-Unsubscribe-Request@LISTS.MAINE.EDU](mailto:GEOLIBRARY-L-Unsubscribe-Request@LISTS.MAINE.EDU). Please title, in the subject line, your e-mail, "Remove E-Mail Address." You will be removed from the list shortly thereafter.

You can also unsubscribe from the list at the GeoLibrary List web:  
<http://lists.maine.edu/archives/geolibrary-l.html>

#### 9. Questions?

Please contact the list owner at [GEOLIBRARY-L-request@LISTS.MAINE.EDU](mailto:GEOLIBRARY-L-request@LISTS.MAINE.EDU) for more information.

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