

Subject: SLIS Listservs

Number: A 2 . 3 0

Date: 3 /10/17

POLICY

The School of Library and Information Science (SLIS) uses email lists (listservs) to communicate regularly with current faculty and staff, students and alumni. The school uses

- SLISFS-L – a closed list that consists of current SLIS faculty and staff and CIC staff;
- BSIS – a closed list that consists of current undergraduate major and minor students;
- SLISMLIS – a closed list that consists of current MLIS, Certificate, and Specialist students;
- SLISPHD – a closed list that consists of current doctoral students;
- COCKYREADS – a closed list of Cocky’s Reading Express volunteers;
- SLISALUM – an open list that consists of alumni;
- SLISJOBS – an open list that consists of interested subscribers; and
- SLM_NEWS – an open list for students seeking school library certification (new students are directed to self-enroll).

SLIS faculty and staff, CIC staff, and doctoral students may request to be added to a closed student list based on their interests or needs.

All students must be enrolled in their corresponding student list. USC email is used to add the students to the closed lists and to communicate with them.

PROCEDURE

One of the list managers adds faculty and staff to the closed lists when they are hired, and removes them when they resign or retire.

Each semester, the SLIS Student Services Office adds new students and removes students (due to graduation or dismissal) from the three students’ lists. Recent graduates are invited to subscribe to the SLISALUM list.

Requests by doctoral students to be added to a closed student list are sent to one of the list managers.

Any USC student, graduate, faculty or staff member who has given an e-mail address to the CRE Coordinator may join the COCKYREADS list.