

Charter for the subscribers of the SWISS-LIB mailing list

You wish to subscribe to the Swiss mailing list of specialists in Information Science: this document aims to recap all the information regarding this service. Please take note of it before signing up. By subscribing, and by remaining a member or by sharing messages, you accept the content of this charter.

Public

This mailing list is addressed to all specialists in Information Science, be they librarians, documentalists or archivists, who are undertaking their profession in Switzerland. Professionals working outside of Switzerland are obviously welcome!

Language

The languages used within this list can be those of French, German, Italian or English.

Subjects

This list specifically contains subjects of Information Science: professional news (assemblies, conferences, expositions, etc.), job offers and propositions, exchanges of experience and information research.

The message title, that must be explicit, is preceded by the indication [SWISS-LIB], which is automatically added ("subject" field).

Attachments

The use of PDF attachments is authorized within this list. Nonetheless, please remain attentive to their size and verify that they are not bigger than maximum 300Kb.

By sending a message with a PDF attachment, you are the only person accountable for its content.

Broadcasting

The messages are broadcast to the Swiss-lib subscribers solely by email. Once a message is sent, it is no longer possible to retract it (also see chapter "Archives" below). Furthermore, once the messages have been sent, the moderators and the Information Science department cannot be held accountable for the use the subscribers make of them.

Job offers in German

From the 1st of May 2019, job offers in German will generally be transferred to the [Open Biblio Jobs](#) platform, which aims to gather all library, documentation and archive job offers within the German speaking community.

Netiquette

Do not forget that you are responsible for the content of the messages you send. Do not lose sight of the public character of the list.

The use of this list for publicity or commercial ends is prohibited.

Electronic messaging is a particular media, which calls into play redaction and the art of conversation: keep this in mind when writing a message!

In particular:

- Remember to sign your messages, but avoid signatures exceeding 4-5 lines.
- Cite your references precisely, so that interested parties might be able to use them.
- Indicate the complete URLs, so that they are accessible (i.e.: <http://www.switch.ch>).
- Do not post commercial or off topic messages.
- Do not publicly slander other individuals.
- Respect the subscribers, in particular the newcomers, who are sometimes confused by the lingo and the technical terms used within the network.
- If someone commits an infringement, do not publicly protest on the list, but rather contact a moderator.
- Avoid overly long citations.
- Avoid getting carried away!
- Avoid sarcasm and humor, which can sometimes be misunderstood.
- Always reread your messages before sending them.

Terms of use

See: <https://lists.switch.ch/sympa/info/swiss-lib>

Email address to use to send a contribution

swiss-lib@lists.switch.ch

Archives

Every message sent to the list is automatically archived indefinitely in the state in which it was received. This excludes the ulterior removal of part or all of a message.

Access to the archives is reserved to subscribers.

Exclusion

The Information Science department of the Geneva Business School (HEG) and Switch reserve the right to change characteristics of the list, and to refuse or ban individuals who do not abide by the rules.

Agreement to terms

You hereby implicitly acknowledge being informed and accepting the aforementioned content of this charter.

The present charter is formalized in French, German and English. In case of issues of interpretation, the French version prevails.

Carouge, April 15th 2019 [last update]

Matthieu Cevey & Michel Gorin

Swiss-Lib moderators

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