



Midlands Local Food Collaborative  
Listserv Guidelines

**Welcome to the Midlands Local Food Collaborative Listserv**

Thank you joining the Midlands Local Food Collaborative (MLFC) Listserv. To ensure the best possible experience for all Listserv members, we have established some basic guidelines for participation. By using the Listserv, you agree that you have read and will follow these guidelines. MLFC reserves the right to remove inappropriate content and suspend or terminate membership for members who violate these guidelines. If you do not accept these guidelines, please unsubscribe from the list by following the directions below.

**Directions for Use**

- To post a message to all the list members send an email to [MLFC\\_LIST@LISTSERV.SC.EDU](mailto:MLFC_LIST@LISTSERV.SC.EDU).
- To unsubscribe from the MLFC\_LIST, email [MLFC\\_LIST-signoff-request@LISTSERV.SC.EDU](mailto:MLFC_LIST-signoff-request@LISTSERV.SC.EDU).
- To report misuse of the listserv or listserv problems, email [MLFC\\_LIST-request@LISTSERV.SC.EDU](mailto:MLFC_LIST-request@LISTSERV.SC.EDU).
- To access listserv archives, visit [https://listserv.sc.edu/scripts/wa-scedu.exe?A0=MLFC\\_LIST](https://listserv.sc.edu/scripts/wa-scedu.exe?A0=MLFC_LIST).

**MLFC\_LIST Usage Guidelines**

- Please keep posts relevant to local and regional food system work
- The Listserv may not be used to advertise products or commercial services
- All defamatory, abusive, profane, threatening, offensive, or illegal materials or language are strictly prohibited. Such material will be immediately removed and membership may be terminated.
- Only send a message to the entire list when it contains information that benefits everyone.
- Use a clear subject line and please include the date and location for events, workshops, and other place-based opportunities.
- Please be discerning and do not "over post." Limit event postings to once a month (two is ok if the second post is a reminder closer to the event date).
- 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.
- 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 personalized messages or responses not relevant to the membership (such as "thanks for the information" or "me, too") to the Listserv. Such responses should be directed to the individual recipient.

- Do not reply to the list email or forward emails or posts from other listservs without editing the content and clearly identifying the purpose of the email in the subject. Unedited forwarded emails may be rejected.
- Do not send administrative messages, such as "remove me from the list", through the listserv. To unsubscribe from the list, follow the directions at the bottom of the listserv email message.
- When using an Auto Reply message for times you are out of the office, please be sure to "Create a Rule" (this is easily done with Microsoft Outlook's Out of Office Assistant) that would prohibit sending the message to the list.
- Attachments: The list does take attachments, but remember that for some list members, their emails may block or scrub attachments. It is best to put all of your information in the body of your email post and only use attachments if they are really important.