

## **CODE OF CONDUCT FOR VICTORIAN LAW LIBRARIANS LIST**

### **Aim**

The aim of the list is to provide a vehicle for informed discussion on issues relating to Victorian law libraries and law librarianship, to encourage the interchange of information and ideas in these areas and to provide a forum in which to seek assistance with difficult reference inquiries.

### **Membership**

Members of ALLA (Vic)

### **Content**

All communication must be professional and courteous. List members must be assured that their comments will be treated with respect.

Messages should be brief and to the point.

Some background information should be provided as not everyone has the same knowledge of an issue.

Messages should be proof read for spelling and grammar etc before sending.

It is preferable not to have messages with images attached as some network administration systems block their receipt.

Reference request or requests for assistance should include a list of the sources already checked.

The list is not to be used as a first resort for inter library loans, however urgent. Standard methods should be attempted first. Requests for loans or copies should include a clear statement of the sources already checked.

All members are reminded that it is their responsibility to ensure that they comply with copyright law and any relevant licenses when requesting or supplying items via the list.

Notices about job vacancies are acceptable on a once off basis.

The list is not to be used for advertising or commercial purposes.

Publishers may use the mailing address labels of ALLA (Vic) members who have agreed to have their details in the membership directory made available on request for a fee from the membership secretary.

People offering professional services can place a once off notice on the list with brief details of the services offered.

Include full contact details in any message posted, especially an e-mail

address. **Administration**

If changing employment – notify membership secretary, who will forward new details, if applicable to the ALLA (Vic) Membership administrator.

If your email address changes at any time – notify membership administrator John Guerrato at the following email address: [victoria.alla1970@gmail.com](mailto:victoria.alla1970@gmail.com)

This code of conduct is based on that published by the ANZ Law Librarians' List of January 2001.

Updated: 6<sup>th</sup> October 2022