



Australian Law Librarians' Association (ALLA) Email List Code of Conduct

WHAT IS THE CODE OF CONDUCT AND WHEN DOES IT APPLY?

This Code of Conduct sets out the rules that apply to use of the ALLA Email List (**List**). The Code of Conduct applies to anyone who subscribes to the List (referred to in this document as a "subscriber").

AIM OF THE LIST

The aim of the List is to provide a vehicle for informed discussion on issues relating to law libraries and law librarianship, to encourage the interchange of information and ideas in these areas and to provide a forum for subscribers to seek assistance with difficult reference inquiries - namely, where or how to locate a document.

Importantly, because of restrictions in the Copyright Act 1968 (Cth), the List must not be used to request material that may be protected by copyright (e.g. articles, cases and other documents).

JOINING THE LIST

- Anyone with an interest in the area may join the List.
- Authors and publishers are eligible to join the List.
- Only subscribers are permitted to send messages to the List.

CONTENT

- All communications using the List must be professional and courteous. Subscribers must be assured that their communications 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.
- It is preferable not to have messages with attachments, as many network administration systems block their receipt. Information should be contained within a message.
- Subscribers must comply with the Copyright Act 1968 (Cth) and any relevant third party licence terms and conditions.
- Messages should be proofread for spelling and grammar, etc. before sending.
- Include full contact details in any message posted, especially an email address.

Reference Requests & requests for other useful information

- Subscribers may use the List to request reference assistance, namely where or how to locate a document.
- Subscribers must not use the List to request material that may be protected by copyright. Subscribers also must not use the List to distribute material that may be protected by copyright unless the subscriber owns the copyright or has permission from the copyright owner to do so.
- Subscribers may use the List to ask for opinions on various library or work related products etc.
- Reference requests or requests for assistance should include a list of the sources already checked.
- Responses to requests should be sent to the entire List(i.e. as a "reply all"), not just the requestor – this is so all subscribers can benefit from the answer.

Inter-Library Loans

The List is not to be used for inter-library loans. Requests for inter-library loans should be made directly to the officer in charge of the relevant library.

Job Vacancies

Notices about job vacancies may be posted twice, once at the beginning of advertising and a second, reminder notice nearer the closing date.

Professional Development

Notices about training sessions for library staff are acceptable on a once only basis. Should sessions be held in each State/Territory the dates and times for each session should be placed in one email - individual emails for each State/Territory will not be accepted.

Commercial Purposes

The List is not to be used by publishers for advertising or commercial purposes, except as follows:

- Publishers may use the List to inform subscribers on a once-only basis of a significant new development, e.g. a software update, change in company policy, the availability of a product and of any special offers, e.g. free trial of online titles. The advertising of individual book titles by commercial publishers will not be accepted.
- Professional services – People offering professional services can send a once-only message to the List with brief details of the services offered.
- ALLA Journal editors can advertise items included in the Journal advertising package purchased by a publisher.

NON-COMPLIANCE WITH THIS CODE OF CONDUCT

ALLA may monitor communications sent using the List to ensure compliance with this Code of Conduct. If ALLA identifies that a subscriber has not complied with the Code of Conduct it may issue a warning to the subscriber. ALLA may suspend or remove a subscriber from the List for serious or repeated non-compliance with the Code of Conduct.

ADMINISTRATION

- If changing employment, unsubscribe before you leave.
- If your email address changes at any time, please unsubscribe with the old address and resubscribe with the new one.
- If going on leave, please unsubscribe beforehand. Please do not use 'Out of office' messages for absences while subscribed to the List.

Approved by: ALLA National Board

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