

SHARP- L: Privacy and Editorial Policy

SHARP-L is a mailing list hosted by Indiana University in the USA:

<https://list.indiana.edu/sympa/info/sharp-l>

There are currently four listowners and moderators:

Jason Ensor, Director of Electronic Resources

Ian Gadd, Past President

Vincent Trott, SHARP Executive Assistant

Patrick Leary, founding listowner of SHARP-L

You can contact them at sharp-l-request@list.indiana.edu

Personal data on SHARP-L

Membership of SHARP-L is free and open to all interested in the history of the book broadly defined. Individuals can manually subscribe or unsubscribe via

<https://list.indiana.edu/sympa/info/sharp-l> or by using the instructions at

<http://www.sharpweb.org/main/sharp-l/>

A fuller list of the automated commands you can use with the mailing list is available at <https://kb.iu.edu/d/bbvs>

By using the SHARP-L mailing list your personal data (email address and name) may be used by the list owners to manage your membership, support you in using this mailing list, to identify problems, or to make the mailing list better. If you post messages to this mailing list, be aware that any personal data you share within your email (email address, name and signature information) may be visible to others.

Only subscribers can post to the list. All messages are moderated.

Your email address will continue to be subscribed to the mailing list until you unsubscribe yourself using the methods above or ask the list owners to remove your details. Subscribers to SHARP-L are individually responsible for managing their subscription. If you are having problems managing your membership, please contact the list owners at sharp-l-request@list.indiana.edu

Only the list owners can view the full list of subscribers.

Messages you post to SHARP-L lists are archived in web-accessible form by the list (on the Indiana University website) and may also be archived by individual list subscribers (stored in subscriber email accounts). SHARP-L maintains public archives at <https://list.indiana.edu/sympa/arc/sharp-l>

This means that all moderated SHARP-L messages can be accessed by anyone across the web, although these are not routinely indexed by search engines. Any

email messages you post to SHARP-L that has been approved by the moderators will remain in the SHARP-L web-accessible archives. You should be aware of this policy before you post messages to the list.

By posting to SHARP-L, you are agreeing to a CC-BY ([Creative Commons By Attribution](#)) Licence: this allows SHARP and others to reproduce your posting elsewhere on its digital or print platforms, with full attribution.

Moderation

SHARP strives to be a community that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sex, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, and mental and physical ability. We are committed to providing a welcoming and inspiring community for all, including online.

SHARP-L is moderated by a team managed by the Director of Electronic Resources. The moderators are able to consult with the SHARP-L Advisory Board where necessary.

Only members of SHARP-L can post messages. All postings to SHARP-L are moderated, which means that every posting has to be approved by a moderator. Under normal circumstances, postings will be assessed within 24 hours, and if the message is rejected or queried, the poster will be contacted and given a reason. A message may be rejected for the following reasons: it does not focus on a topic related to book history; its tone is inappropriate; it is clearly a commercial announcement. If you are unhappy with this rejection, please contact the Director of Electronic Resources at webmaster@sharpweb.org in the first instance. Their decision is final.

Moderators will also remove messages that have been addressed to everyone on the list if these messages do not concern all subscribers.

Guidance on postings

Please maintain a cordial and collegiate tone; disagreement should always be respectfully couched. We recommend that new subscribers wait a few weeks before posting their first message, so that they can gauge which tone and topics are appropriate for the discussions. If clicking 'reply all' when responding to a message, make sure that you do want to reply to *everyone on the list*.

You may also find SHARP's Social Media Guidelines helpful:
<http://www.sharpweb.org/main/social-media-guidelines/>

Postings will generally take one of the following forms:

- a query

- a response to a query
- an announcement.

Before sending queries, please check the standard reference resources first, as SHARP-L is best suited to queries that are not easily answered in a library reference room.

Make sure that you also provide as much information as you can that you feel would be helpful to those reading your message.

Announcements might include: conferences; information about activities or events of interest to the book history community; calls for contributions to journals or books; or announcements of new publications – these, however, should be submitted by contributors, not publishers, and should not include price information. A link to the publishers' website is sufficient.

When replying, please also delete the previous message in your own message text in order to keep the discussion thread tidy.

You are advised not to attach files to your posting: the listserv software is inconsistent in how effectively it handles attachments and all members who subscribe to the 'daily digest' summaries will not receive any attachments. We recommend instead that you upload the file to a web-server and include a link in your email.

Useful emails and links

To subscribe or change your membership settings: list@list.indiana.edu

To post a message: sharp-l@indiana.edu

To contact the list owners: sharp-l-request@list.indiana.edu

SHARP-L page on SHARP website: <http://www.sharpweb.org/sharp-l/>

SHARP-L page on the Indiana website:

<https://list.indiana.edu/sympa/info/sharp-l>

SHARP-L archive: <https://list.indiana.edu/sympa/arc/sharp-l>

NB. This document has been written in light of the new EU General Data Protection Regulations. We may amend this policy from time to time. Any significant changes to this policy or to the way we treat your data will be communicated via SHARP-L.

Last updated: 24 May 2018