

Best Practice Guidelines for the Listserv

The ISLMA's listserv can be a school librarian's best friend! There are all those experts out there, willing to help with almost any dilemma, but the number of listserv emails can be overwhelming – lots of great advice but hard-to-manage email volume. To help, here are BEST PRACTICE guidelines so everyone can make the best use of this wonderful resource.

1. Topic idea suggestions to post on ISLMAnet
 - a. Program ideas -- both what worked and what didn't work
 - b. Book help
 - c. Research help
 - d. Technology ideas (apps, 1:1 schools, etc.)
2. Please include your personal email on each of your posts so listserv members can respond to your question personally, if appropriate; not all email services automatically include the listserv member's email address.
3. Please include a meaningful title in your subject line and include the grade levels that are appropriate (i.e., "Preschool," "K-3," "High School," etc.); that allows members to easily find information that applies to them, or that they can help with.
4. Please limit advertising of blogs, websites, etc. to once a month.
5. ISLMA has a WIKI, which is the perfect place to share content that multiple people would be interested in. Please consider posting your content there – and save yourself the trouble of having to send the same attachment to MANY different people!

ISLMA Wiki Help

If you have a great document or link to share with members, you can post that item on the ISLMA wiki instead of emailing it – individually – to those who would like the document. The wiki can be viewed by all librarians.

To add/edit the wiki you must be a member. Follow these instructions to gain membership to the wiki.

1. Go to <http://illinoisschoollibraries.wikispaces.com/>
2. Click on Join

3. Your request will be approved within 24 hours

To post your item:

1. Go to <http://illinoisschoollibraries.wikispaces.com/>
2. Sign into your account
3. Locate the Page (left column) that your item/link can be added to. If you do not see a Page that fits your document, then create a new Page.
4. Once on the Page, click Edit. Add your item by either loading a file or linking a website.
5. Click Save when finished editing.
6. Your item should be listed as you posted.

If you have any questions about accessing or posting to the wiki, please contact the Jennifer Campbell, Virtual Communications, at jccampbell07@gmail.com.