



## **Commission for Certification In Geriatric Pharmacy**

### **Listserver Rules and Etiquette**

By joining and using the Commission for Certification in Geriatric Pharmacy's (CCGP) e-mail list, you agree that you have read and will follow the rules and guidelines set for this peer discussion group. You also agree to reserve list discussions for topics best suited to the medium.

As with any community, there are guidelines governing behavior on listservers. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the list manager noted in your welcome instructions. CCGP reserves the right to suspend or terminate membership on the list for members who violate these rules.

- Do not challenge or attack others. The discussions on the list are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything in a listserver message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list.
- Remember that CCGP and other e-mail list participants have the right to reproduce postings to this listserver.

### **Disclaimer and Legal Rules**

This list is provided as a service of the Commission for Certification in Geriatric Pharmacy (CCGP). CCGP accepts no responsibility for the opinions and information

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Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

CCGP does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to CCGP's attention, CCGP will take all appropriate action.

CCGP reserves the right to terminate access to any user who does not abide by these guidelines.

### **Listserver Etiquette**

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the 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.
- Only send a message to the entire list when it contains information that *everyone* can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using your e-mail application's forwarding option and typing in

or cutting and pasting in the e-mail address of the individual to whom you want to respond.

- Do not send administrative messages, such as remove me from the list, through the listserv. Instead, use the Web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you *do not* need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."