

## **Distribution Lists**

AMICO uses electronic mail discussion lists to make sure everyone stays informed.

AMICO has one major mailing list, amico.announce, that all team members from a Member institution are subscribed to (unless they request to not be subscribed). This list is used by AMICO personnel to update the entire Membership base on various information related to the Consortium's operations. Only AMICO employees may post to this list, so list chatter is kept to a minimum.

Address: amico.announce@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.announce>

There are also D-Lists which correspond with each of AMICO's working committees (see committee explanations on pg. 13 in the Introducing AMICO section). When you elect a team member to be a committee participant, they are subscribed to the corresponding list. All list members may post to the committee lists.

Editorial Address: amico.editorial@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.editorial/>

Rights Address: amico.rights@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.rights/>

Technical Operations Address: amico.technical@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.technical/>

Users & Uses Address: amico.users@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.users/>

## **Listiquette**

The general announcements list is read only. Only AMICO staff can post to it, but you may send something to a staff member that you might want sent to the entire list.

The committee lists reply to the entire list, so remember that if you want to have a private email conversation, take it off the list and just email that one person directly.

Also, if you are out of the office for a long period (week and up vacations), please remember to email [info@amico.org](mailto:info@amico.org) to take you off any AMICO lists for that period because often those "out of the office" autoresponders get the list replying in an awful infinite loop which terrorizes everyone's email-box.

## **List Removals and Additions**

Email [info@amico.org](mailto:info@amico.org) if you wish to be removed from a particular committee list or the general list. *If you are participating in a committee you must be on the list, so removal from the list ALSO means that you are no longer a member of that certain committee.* We will confirm that you should be removed with your institution's Principal Contact and notify you and copy him/her when this is completed.