

# MAILING LIST CHARTER

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This is the charter and general guidance for the Subterranea Britannica email lists.

Subterranea Britannica operates two private email lists for members, which they can use to further the objects of the society:

- **announce** - a very low-volume list for important announcements only, such as forthcoming site visits. All members are advised to subscribe to this list; and
- **subbrit** - a general discussion list.

## Subscribing to the lists

You can only subscribe to these lists if you have joined Sub Brit first. Subscription requests will be sent to the Membership Secretary to be checked against membership records.

There are two ways to subscribe to the lists, and to select user-configurable options. Use either the web interface (recommended) or email commands:

- **Via the web:** you can subscribe, unsubscribe and change any of your user options via the web interfaces at:  
**<http://www.subbrit.org.uk/mailman/listinfo/announce>**  
**<http://www.subbrit.org.uk/mailman/listinfo/subbrit>**
- **Via email commands:** send a message to:  
**[announce-request@subbrit.org.uk](mailto:announce-request@subbrit.org.uk)**  
**[subbrit-request@subbrit.org.uk](mailto:subbrit-request@subbrit.org.uk)**  
with the word "help" in either the Subject line or the body of the message. The system will reply by e-mail, explaining what commands are available.

## Setting options

The web interfaces at the above URLs, among other things, enable you to:

- Subscribe and unsubscribe from each list;
- Set a password;
- Obtain a password reminder;
- Choose to receive emails one-at-a-time or bunched as a 'digest';
- View the list archive;
- Change your email address; and
- Disable delivery, e.g. when on holiday.

Some of these options are also available via email commands: see under 'Subscribing to the lists' above.

## **Posting a message to a list**

Once your subscription request has been approved, you will be able to post messages to the lists. Please send them to either [subbrit@subbrit.org.uk](mailto:subbrit@subbrit.org.uk) or [announce@subbrit.org.uk](mailto:announce@subbrit.org.uk) as appropriate (but never both). Both lists are moderated and your message will be queued for review before reaching other members.

## **On and off topic postings**

Off-topic postings should contain 'OT-<subject>' in the message header.

Limited off-topic postings are permitted when seeking non Sub Brit type information but further discussion should be carried out off-list between the original poster and any respondents.

Sub Brit takes an interest in disused military sites but generally avoids active ones. Members wishing to discuss the latter are advised to read the Defence Advisory Notices at <http://www.dnotice.org.uk/> before posting.

Postings can be on any subterranean matter or allied subject (such as torches, cap lamps, maps, books, surface buildings of underground facilities, forthcoming TV programmes that may be of interest etc.) Postings on military, cold war, civil defence or civil contingency subjects are also permitted.

Members are encouraged to provide as much accurate information as possible when posting.

Members may offer for sale items related to Sub Brit's interests.

## **Replies to postings**

The list is set so that replies to postings only go to the sender. If you wish all subscribers to see your reply you should use the 'Reply To All' or 'Group Reply' on your email software.

Reply postings should follow standard email etiquette with the response being posted below the original message.

Please remember to quote just enough of the original post to provide context for your response, especially if the latter is brief.

This is particularly important for people who receive the postings in 'digest' mode. Nobody wants to plough through yards of repeated material in a quest for your brief gem.

If you reply to a digest, please restore the Subject line so it contains the original subject.

Replies should be 'on topic'.

If you wish to debate a point or disagree with the original post on list, please do so in a constructive manner without resorting to a slanging match. A plain-text 'emoticon' sometimes helps. :-)

## **Acceptable use policy (AUP)**

Racist, sexist, homophobic, religious, political and pornographic material or comments must not be posted to the list.

Before copying any private email to the list, you must obtain the consent of its author.

Before copying anything from the list to a public forum, e.g. the uk.rec.subterranea Usenet newsgroup, you must obtain the consent of its author(s).

The attaching of files to emails is not permitted. Such files are automatically deleted by the server.

Email virus warnings, jokes and general circular material may not be posted to the list.

If your computer uses a Microsoft Windows operating system, you should use anti-virus software. A good anti-virus package, free of charge for personal use, is available from <http://free.grisoft.com/>.

You may only post to the list from an email address that you are entitled to use.

If a discussion has gone on too long, is too boring or too off-topic, a moderator may call an end to it and you are expected to comply with this.

Personal attacks via the list are not permitted.

### **Breach of charter/AUP**

In the first instance of a breach of this charter or AUP, the member will be asked (off list) to refrain from the offending conduct. If the circumstances warrant it, a moderator may temporarily unsubscribe a member pending review by the committee at its next meeting. The member will be notified of the outcome of that meeting.

The committee reserves the right to ban (i.e. unsubscribe permanently) a member from the list but this would only be done for the most serious, repeated transgressions or the posting of offensive material or unacceptable conduct.

Any member who has been unsubscribed may appeal to the committee for reinstatement to the list. A member whose appeal is unsuccessful has a further right of appeal to an Annual General Meeting.

### **Liability**

Posters of messages bear sole responsibility for their content.

Sub Brit, our hosting providers, the list manager and the moderators do not accept any liability whatsoever for information posted on the email list.

Sub Brit, our hosting providers, the list manager and the moderators do not accept any liability whatsoever in respect of virus or 'spam' propagation.

### **Operational difficulties**

If you are having difficulties with your email account, you will need to resolve these with your email provider. If you are having difficulties which only affect the Sub Brit lists please contact the list manager:

mailman-owner@subbrit.org.uk

Never ask the list manager to do things which you can do yourself via the web or email interfaces (see above).

### **Amendments**

The committee reserves the right to amend this charter as it sees fit.