

## HPWBANA Newsgroup/List Serve Posting Guidelines

### **Welcome!**

Thank you for your interest in joining the HPWBANA Yahoo Newsgroup, sponsored by the Highland Park West Balcones Area Neighborhood Association for the benefit of residents, property owners, and others interested in the neighborhood.

For verification purposes, we require your:

Full name

Address

Phone number.

If you do not live within the Highland Park West Balcones Area Neighborhood Association boundaries, please also briefly explain why you want to join the HPWBANA newsgroup.

Please note our posting guidelines below. In particular, our rules prohibit unsolicited advertising of commercial enterprises, but responses to a specific request are welcome. (To avoid advertising your business every time you post, please remove e-marketing data from your signature unless you are responding to a specific request for items or service you provide.) Mentions of small efforts like babysitting, arts and crafts, etc. are always welcome.

### **HPWBANA Newsgroup Posting Guidelines**

The HPWBANA Newsgroup is for messages of a general interest to Highland Park West and Balcones area neighborhoods which may include discussions and opinions on issues affecting the neighborhood; the following types are also acceptable:

- 1) Announcements of neighborhood events
- 2) Requests for information
- 3) Requests for advice on volunteer or commercial services
- 4) Requests for volunteers for activity within the neighborhood
- 5) Positive suggestions for improving the neighborhood
- 6) Service, trade, restaurant recommendations, items wanted, and garage sale notices.

The following are NOT acceptable:

- 1) Insulting or inflammatory messages
- 2) One-on-one messages, messages to a specific individual, or "chats" between individuals
- 3) Messages which are intended to promote a business, unless the message is in response to a specific request for a service or product you provide (to avoid advertising your business every time you post, please remove your e-marketing data from you signature unless you are responding to a specific request)
- 4) A discussion of issues not related to our neighborhood.

In general, follow these netiquette guidelines:

- Avoid simply hitting “reply” and typing. If you do, you will resend the entire list serve posting to those who subscribe to the digest version, which makes it excessively long and hard to read.... Take time to prune your posting; you can use [snip] to indicate a portion deleted; only preserve the key thought you want to respond to.
- Think before you post
- Answer critics with respect
- Postings should deal with issues, not individuals—stay objective, no personal derogatory adjectives
- Probing to find out more about an individual who is posting to the newsgroup or remarks about an individual are not acceptable
- Use an identifiable e-mail id or sign your name to your postings—this listserv is not for anonymous postings.

Users who violate these guidelines are subject to a warning from the moderator and removal from the newsgroup for subsequent warnings.

Thank you,  
HPWBANA Newsgroup Administrators