BEST PRACTICES FOR INTERNAL COMMUNICATIONS

Library email lists are an effective way to communicate with your colleagues, especially when these best practices are followed.

CU-LIB

Who is on it: all CUL staff are automatically subscribed, so it is a very broad audience of close to 400 people with very diverse interests

Purpose: announcements that are relevant to all CUL staff regardless of duties

Administrator: Lyndsi Prignon

Who can post: any member

Best practices:

1) Use CU-LIB for work-related messages only. *(There is a [CUL-community-l list](#) for non-work-related messages such as looking for service provider recommendations.)*
2) Given the very broad audience, discussions are discouraged on CU-LIB. Please take them to [more focused email lists](#). Consequently, it is very rarely appropriate to use 'reply all,' since that reply will go to everyone on the list as well as the poster and other individuals named in the header. Do not "reply all" with thanks and appreciation; rather, reply to the sender only.
3) Be considerate and keep the number of posts down.
4) To help recipients with their email management and automatic filters, please use descriptive subject lines depending on the content of your message. The following examples of prefixes should be used in all caps, followed by a colon and more detail:
   - CHANGES: xyz [use for announcing organizational or other major changes]
   - ALL STAFF: xyz [use for announcing all staff meetings]
   - BOOK TALK: xyz [use for announcing book talks]
   - EXHIBIT: xyz [use for announcing exhibits]
   - RECEPTION: xyz [use for announcing receptions]
   - TOUR: xyz [use for announcing tours for staff]
   - WORKSHOP: xyz [use for announcing workshops]
   - CELEBRATION: xyz [use for any staff or public celebration event organized, except for all staff meetings, book talks, and candidate presentations, etc.]
   - STAFF NEWS: xyz [use for announcing new staff, promotions, departures, etc.]
   - MINUTES: xyz [use for posting minutes of high level committees or administrative bodies]
   - AGENDA: xyz [use for posting agendas of high level committees or administrative bodies]
   - LIBRARY IN THE NEWS: xyz [use for Library in the News]
   - CANDIDATE PRESENTATION: xyz [use for announcing candidate presentations]
   - OPENINGS: xyz [use for open positions CUL is actively recruiting for]
5) For events, please create an Outlook calendar entry and use "Forward --- Forward as iCalendar" function for your event announcement to CU-LIB. Mention in the message that clicking on the attachment will put

the event on someone's calendar, and further messages for the event will be sent to those who clicked on the attachment. This will:

   a. make it more convenient for those interested in attending to add the event to their calendars
   b. eliminate the need for reminders, as the event will be on people's calendars
   c. cut down on overall CU-LIB traffic by limiting further communications (agendas, location changes, etc.) to those who have expressed interest in attending.

6) If CU-LIB messages end up in your clutter folder you will miss important information. Check your clutter folder periodically, and if you find CU-LIB messages there, transfer them to the IN box to teach the algorithm to keep these messages out of Clutter.

OTHER EMAIL LISTS

Consult this list for email lists with more focused professional interests (as well as a community list that can be used for non-work-related posts). Any interested CUL member can sign up for any of these lists.

Specific teams, committees, and task forces also create email lists for easy communication. These tend to be only open to the members of these groups.