AguaClara Listserv

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The AguaClara listserv functions like any other Cornell E-list: sending an email to the listserv address will cause all addresses on that list to receive the email. You should note:

> The AguaClara listserv can be a useful tool to communicate with all members of the AguaClara team quickly and effectively. If you would like to be added or removed from the listserv, e-mail Rachel Philipson at rbp907@gmail.com.

"Listserv" is the term used to describe a Cornell University electronic mailing list. The traditional format of a CU listserv address is:

> *organization-l@cornell.edu,*

where 'organization' can be replaced by any word or acronym. For instance, the AguaClara listserv address is:

> *aguaclara-l@cornell.edu.*

Listservs have varying degrees of access in terms of who can send out e-mails and who can add/remove members; some can only be accessed by designated administrators, while others are accessible by anyone who is on the listserv. AguaClara's listserv lies in the middle; only administrators can edit the member list, but all members can send out e-mails.

Because aguaclara-l can be accessed so freely, and because of the number of people who receive e-mails from aguaclara-l, the listserv should be used with discretion. The listserv is subject to the same regulations as all Cornell listservs. The E-list is property of Cornell and can only be used for purposes that relate directly to the business of AguaClara and its members. We advise you to keep in mind that the E-list should only be utilized for significant issues that are applicable to all team members; if something can be communicated to a smaller number of people, you should send the message to individual addresses.

The final thing that we would remind you of is the concept of email asymmetry: the phenomena when one individual spends a small amount sending a trivial email to a large number of people, causing a large cumulative amount of time to be wasted (collectively by all recipients). For guidelines related to E-lists, refer to the Cornell E-list website.