Allusers Mailing List Policy

Introduction

allusers, (*allusers@arcetri.inaf.it, allusers@arcetri.astro.it*) is a mailing list including all Arcetri Observatory users having a valid account in the domain *username@arcetri.inaf.it* (or its alias *username@arcetri.astro.it*). Everyone with a valid account can send or receive emails to/from *allusers*. For safety reasons the list automatically rejects emails from external user accounts.

There are some technical restrictions in the usage of *allusers*: users cannot send messages to *allusers* and simultaneously to more than three other e-addresses, or messages exceeding 10MB in size.

Scope of this document is to share common guidelines in the usage of the *allusers* mailing list.

Policy

allusers is not a *discussion* list; its main purpose is to send in an easy and fast way to all the Arcetri Observatory community messages dealing with institutional or service communications that are useful to the whole community for the work activities and related functions, such as:

- Institutional messages coming from the Director, from the representatives of the research teams or working groups, from the service responsibles or from members of the RSU or CdS;
- Announcements of seminars, meetings, conferences, schools, events and guided tours, and all other activities related to the institutional purposes of INAF "..*to develop, promote and enhance scientific research and technology in the fields of astronomy and astrophysics and to disseminate its results, to promote and help technology transfer to industry, pursuing objectives of excellence at the international level*.", coming from everyone in the name of INAF. If such announcements are in name of a different institution, message to *allusers* should be first discussed with the Director or a director delegate, or with the administration responsible, or the responsibles of other services;
- Messages announcing new available services or a variation in the usage of a particular service or a temporary disruption, coming from the staff or sector services responsibles;
- Messages sent in case of need to report emergency or danger situations, possibly due to the malfunction of a service or incorrect use of the observatory facilities;
- Announcements for the arrival of new students, postdoctoral fellows or visitors.

Other types of messages to *allusers* should be ruled by the following guidelines:

- Announcements of events or activities not strictly related to the institutional purposes of INAF, as previously stated, should be first discussed with and approved by the Director or a director delegate or the administration responsible or the responsibles of other services;
- It can happen that someone is in search of an information or a service or a help (for example a claim for a lost or found object, or the search for a flat) and s/he doesn't know whom to address the request to. In this case s/he can send an email to *allusers*. Subsequent email exchanges should be carried on privately, avoiding iterations to the *allusers* list.