

The Lyme Listserv

The Lyme listserv was created in 1987 to facilitate communication among Lyme's citizens. It is an email mailing list. When a subscriber posts a message, it is sent to the inbox of all the subscribers.

This document explains how to subscribe to the listserv, how to make changes to your subscription, and what guidelines you should follow when you post a message.

How To Manage Your Subscription

- To subscribe (or resubscribe), send an email to listserv@dartmouth.edu, with a blank Subject line and only this in the body: SUB LYME
- If you want to receive the listserv in "Digest" (compilation) format once a day, send an email to listserv@dartmouth.edu, with a blank Subject line and only this in the body: SET LYME DIGEST
- If you want to change from the Digest format to receive separate emails for each post, send an email to listserv@dartmouth.edu, with a blank Subject line and only this in the body: SET LYME MAIL
- If you want to end your subscription to the Lyme listserv, send an email to listserv@dartmouth.edu, with a blank Subject line and only this in the body: SIGNOFF LYME

How To Post a Message to the Listserv

To post a message on the listserv, send it in an email to LYME@listserv.dartmouth.edu. Use a short, helpful Subject line—sort of like a headline.

Posting Guidelines

Summary – Keep it local; keep it civil; limit commercial posts.

- **The Lyme listserv's mission is to focus on the Lyme community.** The topics needn't be unique to Lyme, but they should be specific to Lyme. Those in other towns are welcome to subscribe and read, but posting is reserved for Lyme residents.
- **The Lyme listserv should include only items directly affecting Lyme.** It is not for general announcements about Upper Valley events, or "FS" and "ISO's" from those outside the town. An occasional post by a Lyme resident involved in a non-profit event next door is OK, but in general, out-of-town events or items of interest to multiple towns should always be sent to listservs covering the entire Upper Valley.
- **Announcements from Lyme businesses are OK,** because this listserv exists for the convenience of our community. Information such as a new business in town, new services offered, seasonal hiring, changes in hours, etc. are all OK. Listings about babysitting or

homecare providers are also OK anytime, but no business, small or large, may use the Lyme listserv for repetitive promotion. Instead, contact your regular customers directly by email.

- **Please sign your post** if your name is not obvious from your email address.
- **All posts will appear as “text-only.”** Our listserv software automatically strips out all bold, italic and underline styling, and will omit all photos and attachments.
- **Subscribers who “cross-post” the same message to multiple listservs** will be warned and eventually suspended, and this guideline is mentioned by all listservs in the Upper Valley.
- **Reposting emails or web site content** not related to Lyme is not allowed, and instead of reposting any long text that IS related to Lyme, send a *short* post that describes the content and provide a link where readers can find the full information.
- **It is inappropriate to post the content of any private correspondence** without the expressed consent of all involved.
- **Lyme listserv postings should be civil and respectful.** Anyone using what a list manager would consider an abusive or threatening tone will have their posting privilege revoked. All local listserv managers reserve the right to warn, suspend, or permanently exclude any subscriber for rudeness, abuse or failure to observe the guidelines.

For questions, comments, or to bring up specific concerns, you can email the listserv managers at lyme-request@listserv.dartmouth.edu.