



Instructional Computing and Information Technology - ICIT Request for new **LISTSERV** list

To apply, fill out and return this form to ICIT User Services, 4th Floor Thomas Hunter Building.
If you have questions about this form, call 212-772-4357 or email helpdesk@hunter.cuny.edu.
To return by FAX use 212-772-5799.

Name:

Department:

Institution:

1. Name of list

This should be short, fifteen or sixteen characters at most, ending with “-L”. The posting address for the list will be LISTNAME-L@hunter.cuny.edu.

2. List Description

Up to 70 characters. This is what users will see every time they receive an automatic message about the list.

3. List Owners

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

A list must have at least two owners. At least one owner must be a full-time Hunter College faculty member or employee. Please give both the email address and full name of each list owner. If a list owner

has more than one email address, you may wish to define "quiet" list owners; see the List Owner's manual for more details. If you would like to define more list owners, you may do so after the list has been set up, or may attach the additional details.

4. Subscription

Public (recommended for public lists)

By Owner (recommended for private lists)

Closed

Anyone may subscribe to a public list; for other types of lists, subscribers may only be added by the list owners.

5. Review

Public

Private

Owners (recommended)

Determines who may retrieve information about a list, including its members. Private means that only list members may retrieve this information; Owners means that only the list's owners can access it.

Because of the increasing incidence of Unsolicited Commercial Email (Spam), we strongly recommend against setting Review= Public or Private.

6. Send

Public (not recommended)

Private

Owner

Once the list is set up, you may wish to appoint moderators or editors; check the List Owner's guide for information on how to do this.

Again, because of the rising incidence of Spam, setting Send= Public is not recommended.

7. Confidential

Yes (recommended for private lists)

No (recommended for public lists)

Non-confidential lists will be listed in LSoft's global CataList (see www.lsoft.com).

8. Archives

Public (recommended for public lists)

Private (recommended for private lists)

None (not recommended)

Archives will be made available on the web at <http://hunter.listserv.cuny.edu>.

If your list is Confidential, it will not be listed on the front page; if you choose Private archives, then only list subscribers will have access.

List owners are required to be familiar with:

* The LSoft List Owner's Manual

This is available on the World Wide Web at

<http://www.lsoft.com/manuals/ownerindex.html>.

As an introduction to the List Owner's Manual, you may find LSoft's Quick Start Guide useful: <http://www.lsoft.com/manuals/qs/qs.html>