Joining email discussion lists, and list etiquette

Last updated 23 March 2020

JiscMail lists used in the South

- **LIB-SOUTH** – a list for library staff in the South West, Thames Valley, and Wessex covering many topics notably CPD, interlibrary matters (such as speculative requests, last resorts and other impediments to supply, and lost books), information forwarded from NICE about NHS Evidence etc. Includes library staff at affiliated SWIMS Network libraries in HE institutions and charities and other organisations. It also includes other NHS and health library staff such as Public Health England staff in our geographical area.

- **LIB-SOUTH-MANAGERS** – a list for NHS library managers in the South West, Thames Valley, and Wessex. Deputy library managers can be added at the request of the library manager.

- **SWIMS-SYSTEM** – a list for all library staff users of the Infor systems V-smart and V-insight – to include disruptions, upgrades as well as new features and module information sharing. All V-smart users should be on this list.

- **LIS-STANDS** - a list for STandS group members.

How to join JiscMail lists

Membership of our email discussion lists is strictly managed. In order to subscribe, you must already be on HLISD with your email address, and this email address needs to be the one you use to request subscription. This is because the list owners check HLISD to verify your identity.

If there is a reason that you don’t wish to be on HLISD, then at the same time as requesting membership (see below), please contact both the SWIMS Network administrators gwh.alis@nhs.net and Jenny Toller jenny.toller@hee.nhs.uk and copy in your library manager explaining who you are and which library you work in.

In the case of LIS-STANDS, contact LIS-STANDS-request@jiscmail.ac.uk rather than the SWIMS Network administrators and Jenny Toller.

Information about updating HLISD is at http://www.swimsnetwork.nhs.uk/membership/locations/

Provided you have satisfied the HLISD requirement, go to the following link as appropriate and follow the instructions to subscribe:

- [www.jiscmail.ac.uk/lib-south](http://www.jiscmail.ac.uk/lib-south)
- [www.jiscmail.ac.uk/lib-south-managers](http://www.jiscmail.ac.uk/lib-south-managers)
- [www.jiscmail.ac.uk/swims-system](http://www.jiscmail.ac.uk/swims-system)
- [www.jiscmail.ac.uk/lis-stands](http://www.jiscmail.ac.uk/lis-stands)

You will receive an email asking you to confirm. Please follow the instructions.
A list owner will then confirm your membership, and you will receive email confirmation. The confirmation emails include instructions on how to post to the list.

More than one email address per person is permitted, for example if you work in two different trusts. However this will mean you will receive the same messages in both email accounts.

To see the archives of the lists of which you are a member, i.e. all the messages sent to the list, go to the JiscMail home page and click on Subscriber’s Corner then follow the links.

**If your email address changes**
This will need to be updated in the lists so use the same links above – unsubscribe then resubscribe. If your old email address no longer works, please contact the list owner (see what to do in case of queries below) and ask them to delete the old email address. You still need to follow the procedure above to subscribe with your new email address.

**To leave a JiscMail list**
Go to the following link as appropriate and follow the instructions to unsubscribe:
- [www.jiscmail.ac.uk/lib-south](http://www.jiscmail.ac.uk/lib-south)
- [www.jiscmail.ac.uk/lib-south-managers](http://www.jiscmail.ac.uk/lib-south-managers)
- [www.jiscmail.ac.uk/swims-system](http://www.jiscmail.ac.uk/swims-system)
- [www.jiscmail.ac.uk/lis-stands](http://www.jiscmail.ac.uk/lis-stands)
You will receive an email asking you to confirm. Please follow the instructions.

**In case of queries**
More information about JiscMail is available from the JiscMail home page.
In the case of LIB-SOUTH, LIB-SOUTH-MANAGERS, and SWIMS-SYSTEM, contact the SWIMS Network administrators gwh.alis@nhs.net
In the case of LIS-STANDS, contact LIS-STANDS-request@jiscmail.ac.uk

**NHS LKS hosted list used in the South**
- **LIB-SOUTH-ERESOURCES** - a list for library staff in the South West, Thames Valley and Wessex administering e-resources and the infrastructure enabling access, in particular link resolver local administrators and OpenAthens local administrators. The list is used to share information on the link resolver interface, the OpenAthens interface, and content access issues, and for raising queries and sharing best practice. To sign up or leave this list, please visit the list homepage. The list is overseen by the regional OpenAthens and link resolver leads. Contact the list owners at lib-south-eresources-owner@libraryservices.nhs.uk
- **LIB-SOUTH-CLIO** - a list for staff at library services using the Clio system for interlibrary loans. To sign up or leave this list, please visit the list homepage. The list is overseen by the team at W14 Bath. Contact the list owner at lib-south-clio-owner@libraryservices.nhs.uk
National lists and other lists
For information about other discussion lists including national lists such as LIS-MEDICAL and the Content list, see the New starters guide on the HEE South LKS website.

List etiquette
Please remember when posting to the lists to ensure that the subject line indicates the target audience and the topic.

There is a JiscMail service policy [https://www.jiscmail.ac.uk/policyandsecurity/](https://www.jiscmail.ac.uk/policyandsecurity/) which applies when using JiscMail lists including LIB-SOUTH, SWIMS-SYSTEM and LIB-SOUTH-MANAGERS.

Messages are sent to members on the understanding that it is for their eyes only. It is not forbidden to forward messages to others who aren’t list members, but please note the provision relating to this in the service policy:

\textit{When forwarding messages be respectful, comply with copyright and data protection, don’t give out private email addresses or contact details of others (if in doubt check with the author).}

This is good practice not just with mailing lists but with emails generally – if you are forwarding, it’s always worth thinking about the confidentiality of the original email, and the spirit with which it was sent to you. Also if forwarding, please also think very carefully before amending the text as you may be misrepresenting the originator.