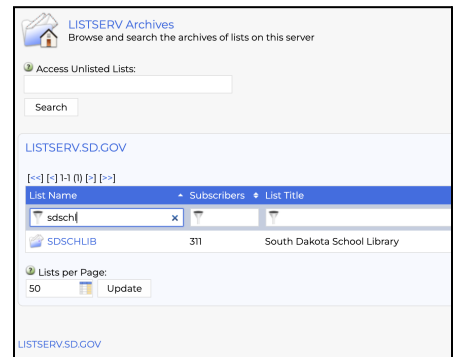
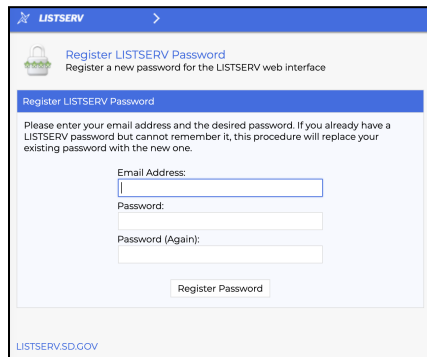
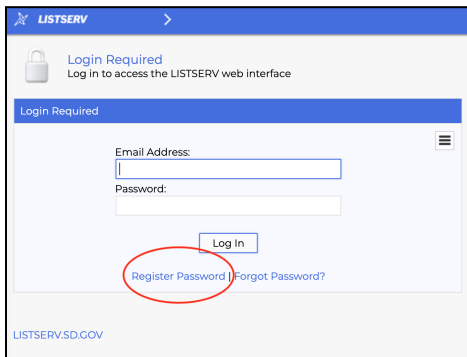


THE SCHOOL LIBRARY LISTSERV GUIDE

The South Dakota State Library School Library Listserv is a powerful tool for communicating with school librarians across the state. The SDSL School Library Coordinator strives to include all South Dakota school library personnel on this listserv, so if you pose a question to the group, you are reaching out to a network of over 300 librarians! The SDSL School Library Listserv, then, is THE forum for meaningful discussion between and guidance from your colleagues.

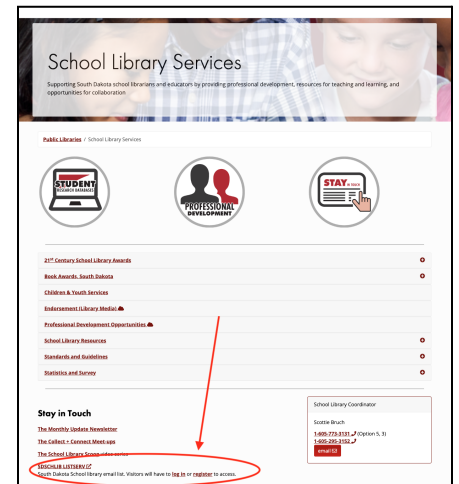
If you are not currently a member of the SDSL School Library Listserv, you can be added in two ways:

1. Email SDSL School Library Coordinator, Scottie Bruch, and ask to be added: scottie.bruch@state.sd.us.
2. Add yourself to the listserv:
 - a. Go to <https://listserv.sd.gov/scripts/wa.exe?A0=SDSCHLIB>
 - b. You will be asked to register a password. Enter your email address and your desired password.
 - c. Verify your email and once logged in, search for the SDSCHLIB listserv and subscribe to it.



The listserv can also be accessed from the SDSL School Library Services webpage: library.sd.gov > school libraries.

If you are already subscribed to the listserv but you don't have a username and password, you can follow the same directions above to create/manage your account.



Sending a listserv message is easy and can be done from the listserv website or from your own email.

1. If you would like to post/reply from the listserv website (listserv.sd.gov), follow these instructions:
<https://youtu.be/UlCSPqRkumM>
2. If you would like to post/reply from your own email, open a new email and in the To: field, type in sdschlib@listserv.sd.gov, compose your message, and send.

Protocol for Posting/Replying:

- Carefully plan your question so that it includes all of the pertinent details that your colleagues will need in order to reply accurately.
- If you think it is most appropriate for replies to come only to you instead of to the whole group, include your contact information.
- Don't share personally identifiable information about students or any other confidential information.
- Ensure listserv conversations are pertinent to the listserv's intended audience.
- Keep attachments, including photos, to a minimum. Instead of including attachments, consider sharing links to content, documents, items, etc.
- Reply All only if a response would benefit everyone on the list.
- If you would rather have the SDSL School Library Coordinator post, she can do so for you while also including your contact information for replies and making it clear that it is not an SDSL message.

Examples of Good Listserv Questions/Posts:

- Book recommendations
- Seeking school library items to buy/listing school library items to sell
- Policy and procedure advice
- Anything that benefits from having a larger audience see it

You can manage your listserv subscription through the listserv website. There are several short video tutorials on common management questions:

- How to find and access archives: <https://youtu.be/sADLn9evuZs>
- How to change your subscription email address: <https://youtu.be/c6NdQj2gwCQ>
- How to change your listserv subscription to a digest: <https://youtu.be/kLI9ixebHgU>
- Many more topics are available here: [youtube.com/playlist?list=PL2YyhwE3Xfa3a_VVORQ5nPbfKoVByE7LM](https://www.youtube.com/playlist?list=PL2YyhwE3Xfa3a_VVORQ5nPbfKoVByE7LM)

SDSL School Library Listserv Information

- List Name: SDSCHLIB
- LISTSERV Host Name: LISTSERV.SD.GOV
- List Archives: <http://listserv.sd.gov/scripts/wa.exe?A0=SDSCHLIB>
- List Subscription Page: <http://listserv.sd.gov/scripts/wa.exe?SUBED1=SDSCHLIB>
- List Address: SDSCHLIB@LISTSERV.SD.GOV
- List Owner: SDSCHLIB-request@LISTSERV.SD.GOV
- Unsubscribe: SDSCHLIB-signoff-request@LISTSERV.SD.GOV
- Create your password: <http://listserv.sd.gov/scripts/wa.exe?GETPW1>
- View your subscription settings: <http://listserv.sd.gov/scripts/wa.exe?SUBED1=SDSCHLIB>
- More information about the options available for subscribers: <http://www.lsoft.com/resources/manuals.asp>