

## EVERYTHING YOU NEED TO KNOW ABOUT THE AIRS TAXONOMY LISTSERV

The AIRS TAXONOMY LISTSERV mailing list exists to help information and referral resource specialists classify services according to the AIRS/Info Line Taxonomy of Human Services, ask questions related to its use, and exchange information about classifying human services.

This mailing list is a project of the Alliance of the Information and Referral Systems Taxonomy Committee.

The service is provided free of charge.

As of May 2002, there are approximately 142 members to the listserv, from across the United States and Canada.

This file is a compilation of the instructions, requests, and requirements for participating on the AIRS TAXONOMY Listserv. It will be posted to the mailing list periodically as needed.

### SECTION I. INSTRUCTIONS FOR USING THE AIRS TAXONOMY LISTSERV

Q: How do I join the AIRS TAXONOMY Listserv?

Q: How do I send a message to the AIRS TAXONOMY Listserv?

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#### **Q: How do I join the AIRS TAXONOMY Listserv?**

There are two ways to join the AIRS TAXONOMY Listserv.

The simplest is to use the web interface at [http://groups.yahoo.com/group/airs\\_taxonomy](http://groups.yahoo.com/group/airs_taxonomy) . There is a link called "Join This Group" located in the upper center toward the left. The subscription wizard will ask you a couple of questions about the options that are available to you. Note: In order to use the web interface, you have to register with Yahoo for a free membership. It's not mandatory to join Yahoo Groups, just easier to use if you do.

An alternate sign-up method is to send an e-mail to [AIRS\\_Taxonomy-subscribe@yahoogroups.com](mailto:AIRS_Taxonomy-subscribe@yahoogroups.com) from the e-mail address that you'd like to use.

If you need assistance with signing up, contact the list moderators listed at the end of this document.

#### **Q: How do I send a message to the AIRS TAXONOMY Listserv?**

Via E-mail: To send a message to other group members, create an e-mail and address it to [AIRS\\_Taxonomy@yahoogroups.com](mailto:AIRS_Taxonomy@yahoogroups.com) . The address is not case sensitive.

Note: you can only post to groups you've joined, and only from e-mail addresses registered with Yahoo! Groups. If you misspell the name of a group, or attempt to send an e-mail from an account other than the one you joined under, your message will not be delivered. If you receive a failure notice, check your e-mail addresses and try again.

Via the Yahoo! Groups Web site: After you've signed in to Yahoo, go to the AIRS TAXONOMY Listserv group page, click Post, write your message, and then click Send Message.

*The List Moderators gratefully acknowledge the assistance of David Smith, moderator of the AIRS Networker listserv, and his permission to modify the AIRS Networker FAQ sheet for this document.*

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**Q: Can I receive a digest version of the list?**

A: Yes, but this requires a subscription to Yahoo Groups.

Step 1: Go to the AIRS TAXONOMY Listserv home page at [http://groups.yahoo.com/group/airs\\_taxonomy](http://groups.yahoo.com/group/airs_taxonomy). You may be asked to login to the system.

Step 2: On the right hand corner is a box called "Edit My Membership" that also contains a link called "Message Delivery". Pick the option for your messages delivered as individual e-mails, a daily digest, or no e-mails (web-only access). Make your selection and click on "Save Changes" button at the bottom of the page.

**Q: How Do I Quit the Listserv?**

To unsubscribe on the Web:

1. Sign in to Yahoo! Groups and go to the My Groups page.
2. Look for the AIRS TAXONOMY Listserv and double click on that name.
3. Click on [Leave Group] option under Membership on the right.
4. Confirm this request on the next page. The Group will no longer be listed on the My Groups page, and you will no longer receive messages.

To unsubscribe via e-mail:

From your e-mail program, send a blank message to:  
[AIRS\\_Taxonomy-unsubscribe@yahoogroups.com](mailto:AIRS_Taxonomy-unsubscribe@yahoogroups.com)

Again, if you have problems with your mailing list configuration, contact the list moderators at the end of this document.

**Q: What Happens if Listserv Messages Bounce Back to Yahoo Groups?**

When an e-mail can't be delivered, it's called a bounce. Yahoo has recently changed the way that they handle bouncing messages.

If you have a hard bounce, (example: your mail server reports that there's nobody here by that name, or Yahoo can't find your domain), then you are automatically booted from the AIRS Taxonomy listserv. This is to prevent the system from sending e-mails to bad addresses. You'll just need to rejoin the list if that happens to you.

If you have a soft bounce (example: e-mail can't be delivered within a certain amount of time, or your mail server reports a temporary problem), then your subscription is placed in a holding cell and the listserv temporarily stops sending you messages. Yahoo will send you a reactivation request and once you respond (either by e-mail or clicking through to the website) then the Taxonomy listserv messages will start back up again.

**Q: How Do I Search the Archives?**

[http://groups.yahoo.com/group/AIRS\\_Taxonomy/](http://groups.yahoo.com/group/AIRS_Taxonomy/)

Scroll down the page until you are close to the bottom. Look in the center for a search box that says "Search Archives". Enter a key word or short phrase of what you are looking for and click on the Search Archives button.

**Q: What if I have other questions not listed here?**

The Yahoo Groups Help Center can be accessed online at  
<http://help.yahoo.com/help/groups>.

You may also contact the list moderators listed at the end of this document.

## SECTION II -- AIRS TAXONOMY LISTSERV NETIQUETTE

Each mailing list evolves its own set of cultural guidelines on how to interact with other members. This is referred to online as "netiquette" and will vary from list to list.

Here are the social guidelines that we have created for the AIRS TAXONOMY Listserv.

1. When replying to a message, delete non-relevant parts. A quick poll at the 1998 AIRS conference showed that approximately 3/4th of the AIRS Networker users print out copies of useful messages and a reply to a reply to a reply may fill several pages, with only a small amount of original content. Members of the AIRS TAXONOMY Listserv do the same.
2. When sending a message, include a subject and provide the following information in your signatures at the end - name, agency, e-mail address, phone for direct contact.
3. Replies to the list-serve go to all users. Please send individual replies directly to sender when appropriate, such as asking for a document to be mailed or sent to you. As a rule of thumb, ask yourself whether your message is something the whole list would be interested in, or is your message something only the individual recipient will care about.
4. If you are doing an informal survey, search the archives first. When you're done with your survey, post a summary of your results or conclusions to the Networker. This way, we can build upon a common body of knowledge.
5. Off-topic messages are discouraged but not entirely banned. If you simply must post something outside the scope of the list, be sure to include the tag [OT] in the subject field of the message as a courtesy for other list members.
6. While the list is geared towards information and referral professionals, we have and may again receive inquiries from individuals seeking direct assistance. If this happens, the protocol is to e-mail the person directly with any offers of assistance, and then post a summary of your actions to the Networker so that we know the request has been handled.
7. Sending documents as attachments is prohibited. Yahoo Groups is configured to automatically delete all attachment. What you should do instead is either a) make an announcement that you have this document and are willing to send it via e-mail upon request or b) post it to the "Files" section of the Yahoo Groups and sending a note to the list saying that it's available.
8. These guidelines are meant to reduce frustration, not create new ones. Don't be afraid to speak up or speak out about an issue. The AIRS TAXONOMY Listserv is and should be a fun and breezy way to learn about the Taxonomy of Human Services as it is used across the country.

### LIST MODERATORS

The co-moderators of the list are:

**Tylee Smith**, member and former chair of the AIRS Taxonomy Committee. You may contact her at [tylee@novaregion.org](mailto:tylee@novaregion.org) or (703) 642-4638; and

**Dick Manikowski**, Taxonomy Trainer. His e-mail is [rmaniko@detroit.lib.mi.us](mailto:rmaniko@detroit.lib.mi.us) or (313) 833-4033.

Either will be happy to assist you, if you have additional questions or need help.