

## **Mailing List Policies**

Prompt, concise communications that convey important information are essential for effective operations at Mines. To clarify the many options that exist for efficient communications, the following Campus Mailing Lists Policy outlines the appropriate vehicles for a variety of campus announcements:

Mines' campus-wide broadcast e-mail lists (faculty, faculty-announce, classified, classified-announce) are to be used for official school-related business and significant announcements relevant to the entire Mines community. These lists are not to be used to advertise items for sale or rent, report lost or found items, advertise services, announce non-school events or disseminate group-specific information.

These campus-wide broadcast lists are also not to be used by individuals to announce Mines' campus-initiated policy or program changes, or to communicate about a death or funeral arrangements. If a message falls into one of these categories, do not send a campus-wide broadcast e-mail.

Instead:

### **For sale, for rent, lost, found, services and non-school events**

Use the E-Classifieds system available at [www.mines.edu/classifieds](http://www.mines.edu/classifieds) or through the classifieds channel available on Trailhead to post these announcements.

### **Group-specific messages and announcements**

Campus e-mail lists have been established for use when messages are intended for members of one or multiple campus departments or groups, but not the entire Mines staff and/or faculty. They can currently be found at <https://mailman.mines.edu>. New lists can be established by following the directions here.

### **Mines' campus-initiated policy and program changes**

All campus-initiated changes to school, staff and faculty policies will be reviewed by the President and cabinet and then announced by the President's Office.

All questions and comments regarding Mines and its policies and programs should be directed to the appropriate contact person in the related department. In addition, Trailhead now features CSM Groups for group communications, announcements and message boards.

### **Death and funeral announcements**

Communications about the deaths and funeral arrangements of Mines employees, students and others will be approved for the appropriate e-mails lists by the Public

Relations Office after a family member has given verbal permission for the announcement.

## **Campus Events**

Submit details to Campus in Brief via email, [CIB@mines.edu](mailto:CIB@mines.edu) . See Campus in Brief below for specific details. One campus-wide broadcast e-mail reminder may be sent prior to the event. Most events submitted to Campus in Brief will also be added to the Campus Calendar.

## **Best Practices for Electronic Communication**

- Clearly identify your audience. For department-specific or group-specific messages, use select, appropriate e-mails lists instead of campus-wide broadcast e-mail lists.
- Provide comprehensive information including who, what, when and where and any related links.
- Avoid using attachments. Instead, use simple text in the body of the e-mail and provide a link to a web page that contains more extensive information.
- Do not use large fonts, all caps and/or all bold formatting. Use 10 or 11 pt. black text in a standard font and apply colors sparingly.
- Ensure you have all recipient e-mail addresses correct. If you are sending an e-mail to many individual recipients and there is not currently a group list established, utilize the "Bcc:" field: Enter your own e-mail address in the "To:" field and enter the list name or e-mail addresses in the "Bcc:" field. This prevents the entire list of recipients from receiving any "Reply" messages. Some mailing list software will reject or defer messages sent to a "Bcc" address. E-mail list addresses (such as faculty and classified) should not be placed in a "Bcc" field; use the "To" or "cc" field.
- Keep messages clear, short and simple.

## **Campus in Brief**

Campus in Brief ( CIB ) is a weekly internal e-mail newsletter featuring campus announcements, events, lectures and recognitions. Permissible types of information for publication in CIB are listed below. These are only examples and all submissions will be reviewed prior to publication. Some submissions may not be accepted.

## **ACCEPTABLE**

- Official campus-related events of interest to a significant number of recipients
- Planned facility or system outages of significant interest to large segments of the campus
- Mines fundraising event announcements and school-sponsored contests
- Campus seminars, lectures and colloquia
- Recognitions of school, staff and faculty achievements

- Community events in which Mines is involved

### **UNACCEPTABLE**

- Personal announcements such as births, parties, showers, marriages, retirements (use appropriate group e-mail lists)
- Student activities (submit to the Oredigger )
- Routine athletic events (these are posted on the Athletics web page)
- Advertisements, commercial announcements, or classified advertisements (use Mines E-Classifieds system)

**NOTE:** Campus events are also listed on Trailhead's Campus Calendar and links are provided for the lecture schedule and recognition announcements on the Campus Events channel.

Items must be submitted to Campus in Brief by 4 p.m. each Thursday and can be sent to CIB@mines.edu or faxed to 303.273.3285. Campus in Brief is distributed via e-mail every Friday morning.