

## **AED Listserv Policy 05/01/2011**

### **Purpose:**

The purpose of this policy is to outline the guidelines for proper use of the Academy for Eating Disorders (AED) listservs.

### **Mission of the Listservs:**

AED has two principal listserv outlets.

1. The General listserv is open to all current members of the AED. All members of AED are automatically added to the General listserv upon activation of membership. If a member does not wish to participate in the General listserv, her or she may unsubscribe from the listserv.
2. Special Interest Group (SIG) listservs are open to all current members of SIGs only and are focused on discussions relevant to the SIG. Members are automatically added to the SIG listserv when they join the SIG. SIG members are encouraged to use the listserv to conduct business and further the mission of the SIG.

These listservs serve very different audiences and functions.

The general AED listserv serves as a forum to: request information regarding referrals around the world, share important news regarding eating disorders, and in general, exchange information relevant to eating disorder treatment, research, prevention, and advocacy among members. In order to facilitate efficient and effective communication among members, lengthy discussions are not encouraged on this listserv, and members interested in in-depth discussions are encouraged to continue such discussions in a private forum (e.g., via personal email communication).

The SIG listservs provide a forum for the discussion of topics relevant to the particular SIG, and discussions are usually shared by all SIG members.

### **Universal rules for listserv content:**

**Listserv posts should be concise in nature** (e.g. 250 words or less) in order for interested readers to be able to read and respond to posts. **All posts to the listservs are the sole responsibility of the sender and do not reflect the opinion of AED.** Posts to the listservs are not prescreened. However, the AED listservs are monitored to ensure adherence to AED policy.

It is up to AED members to use best practice and professionalism when posting to the listserv. **The following are not permitted and will be considered misuse of the listserv:**

1. Promotion/advertisement for treatment centers or treatment providers;
2. Attachments of any type or size;
3. Profanity, personal attacks or inflammatory remarks;
4. Personal communications;
5. Posting of identifiable patient information;
6. Content including political, religious and commercial material (an exception can be made for political content that directly affects association interests, e.g. bills before Congress);
7. Information about specific charges or fees for services;
8. Job postings including post-doctoral positions.

**The following types of posts need prior approval by the AED to be posted on the listserv:**

1. Solicitations for conferences;
2. Solicitations for donations;
3. Research studies.

Responses to requests for referrals should be sent back-channel.

Posts are subject to review by the Website Committee. Posts that are in disregard of the listserv policy will be removed from the site as soon as AED Headquarters or the Website Committee becomes aware of the material, and violators will be notified with a warning. **Members who violate these rules will receive up to three warnings from the AED and will be automatically suspended from the listserv for a period of 6 months after three violations.** AED reserves the right to permanently remove members from the listserv, and reinstatement will be reviewed by the AED.

To promote a healthy environment, AED reserves the right to promptly respond to extreme infractions to the listserv and remove members from the listserv. Further, AED may override this policy in certain situations.

### **Confidentiality of AED Listserv Material:**

The AED listserv is confidential. It is in violation of AED policy to forward any posts to any medium outside of the listserv from which it originated (e.g., personal or professional blogs, social networking websites) without the approval of the AED. AED acknowledges that educational information gleaned from the listserv discussions may be used by its members in further communication with colleagues and/or patients. This should be conducted in the spirit of the listserv's

mission: “the exchange of information relevant to eating disorder treatment, research, prevention, and advocacy among members.”

It is not permissible to send derogatory or offensive messages to a listserv member back-channel in response to a post on the listserv.