

Listserv Application

Are you? (Please place an X next to your selection).

Moving an existing listserv (go to A below)

Creating a new listserv (go to B below)

Changing ownership (go to C below)

A. If you are moving an existing listserv, provide the following information:

1. The name of the listserv:
2. The existing address of the listserv:
3. The existing archives are to be moved (Please place an X next to your selection) Yes No

B. If you are creating a new listserv, provide the following information:

1. The list name (generally an acronym which ends with – L):
2. The list title (in full text):
3. List owner* (full name):
4. The list owner's user id:
5. Is the list to be (Please place an X next to your selection)
Public or Private ?

* Please note*: One of the list's owners must be a faculty or staff member.

Public means anyone can subscribe at any time and the owner does not have to approve a new subscriber (i.e. self-subscription).

Private means that the owner **must** approve each new subscriber. The owner actually must subscribe the participants by e-mailing the subscription request to the listserv.

Note: All lists are restricted to posting by subscribers only (unless the owner wishes otherwise). The purpose of this is to avoid unnecessary postings to all lists on a particular computer system.

6. Is the list to be (Please place an X next to your selection)

Moderated or Unmoderated ?

Moderated means the owner approves each message sent to the list before it is posted to the entire list.

Unmoderated means that each message sent to the list by a subscriber is posted directly to the list without any intervention from the owner.

7. Is the list to be (Please place an X next to your selection) archived

Yes No ?

Archive means that a record of all activity on that particular list is kept in a file after a particular period of time. Archiving is only available on public listservs. Archives are at this address: <ftp://ftp.lehigh.edu/pub/listserv/>

8. At what frequency do you want the archives to be created ? (Please place an X next to your selection) Daily Weekly Monthly Annually

9. Special Instructions

a. Co-Owner's Name: _____ User Id: _____

b. The "Reply to:" field is to contain (Please place an X next to your selection)
the original poster of the message
the mailing list address (default)

C. Change of Ownership

Owners to be removed:

Full Name: _____ User Id: _____

Full Name: _____ User Id: _____

Full Name: _____ User Id: _____

Owners to be added:

Full Name: _____ User Id: _____

Full Name: _____ User Id: _____

Full Name: _____ User Id: _____