

Instructions for using the new LCLS listservs

To see what listservs you can subscribe to, visit this page:

<http://groups.lclslists.org/listinfo.cgi/>

groups.lclslists.org Mailing Lists

Welcome!

Below is a listing of all the public mailing lists on groups.lclslists.org. Click on a list name to get more information about the list, or to subscribe, unsubscribe, and change the preferences on your subscription. To visit the general information page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended.

List administrators, you can visit [the list admin overview page](#) to find the management interface for your list.

If you are having trouble using the lists, please contact the list manager.

List	Description
academics	<i>[no description available]</i>
CAT	<i>[no description available]</i>
Circle	<i>[no description available]</i>
il-cen	<i>[no description available]</i>
LCLS	An open list for all LCLS members to exchange ideas and materials
Overdrive	<i>[no description available]</i>
Plinkit	<i>[no description available]</i>
Readers	<i>[no description available]</i>
Schools	Staff in public and private school libraries are on this list.

* If the list you need is not displayed, contact LCLS – some lists require approval for subscription.

To subscribe to a list, click on the name of the list.

When you do, you will see a page like this one:

<http://groups.lclslists.org/listinfo.cgi/cat-lclslists.org>

(to get to the subscription page for a specific list, you can enter the URL above, with “cat” replaced by the name of the list, if you know it)

About CAT

English (USA)

The GateNet electronic list where all GateNet catalogers and barcoders may share information specific to cataloging, item record creation and other technical services functions.

To see the collection of prior postings to the list, visit the [CAT Archives](#).

Using CAT

To post a message to all the list members, send email to cat@groups.lclslists.org.

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to CAT

Subscribe to CAT by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a private list, which means that the list of members is not available to non-members.

Your email address:	<input type="text"/>
Your name (optional):	<input type="text"/>
You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in cleartext.	
If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.	
Pick a password:	<input type="text"/>
Reenter password to confirm:	<input type="text"/>
Which language do you prefer to display your messages?	English (USA)
Would you like to receive list mail batched in a daily digest?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Subscribe"/>	

CAT Subscribers

(The subscribers list is only available to the list members.)

Enter your address and password to visit the subscribers list:

Address: Password:

To unsubscribe from CAT, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

The first two sections on this page give you basic information on the list, and the email address you need to send email to in order to post to the list.

To subscribe, go to the section Subscribing To (listname), enter your email address and name (even though name is optional, please enter it here). You may pick a password, which will allow you to sign in to change your listserv options – if you do not select a password, one will be generated for you. Decide whether you want a daily digest (all listserv messages collected into generally one message a day) – select yes or no as appropriate.

Click Subscribe when you are finished.

When you have successfully subscribed, you should see a message like this one:

CAT Subscription results

Your subscription request has been received, and will soon be acted upon. Depending on the configuration of this mailing list, your subscription request may have to be first confirmed by you via email, or approved by the list moderator. If confirmation is required, you will soon get a confirmation email which contains further instructions.

[CAT list run by edieelliott at lcls.org](#)

[CAT administrative interface \(requires authorization\)](#)

[Overview of all groups.lclslists.org mailing lists](#)

The next section, (listname) Subscribers, allows you to see a list of the subscribers to the list (which is only available to you if you are subscribed to the list), unsubscribe, or edit your options.

To view the list of subscribers:

Enter your email address and password and click on the Visit Subscriber List button

Plinkit Subscribers

[View this page in](#) English (USA)

Click on your address to visit your subscription options page.
(Parenthesized entries have list delivery disabled.)

5 Non-digested Members of Plinkit:	0 Digested Members of Plinkit:
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- [chrisdawdy at lcls.org](#)
- [edieelliott at lcls.org](#)
- [kevbeck at gmail.com](#)
- [lesliebednar at lcls.org](#)
- [nicholasbennvhoff at lcls.org](#)

You will see a list of the subscribers to the list. If you click on your own name, it will take you to the page where you can unsubscribe or edit your membership options as described below.

To Unsubscribe or Edit your membership options:

From the list information page, described above – scroll to the Subscribers section, enter your email address in the last box, and click on “Unsubscribe or edit options”.

Plinkit list: member options for user nicholasbennyhoff@lcls.org

In order to change your membership option, you must first log in by giving your membership password in the section below. If you don't remember your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

Important: From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Password:

[Log in](#)

Unsubscribe

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to complete the removal process (you can also confirm by email; see the instructions in the confirmation message).

[Unsubscribe](#)

Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

[Remind](#)

This page you gives you the following options:

1. Edit your membership options
 2. Unsubscribe
 3. Get a password reminder
1. Edit your membership options

Plinkit mailing list membership configuration for nicholasbennyhoff at lcls.org

nicholasbennyhoff at lcls.org's subscription status, password, and options for the Plinkit mailing list.

[Log out](#)

Changing your Plinkit membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at lclslists.org, turn on the *Change globally* check box.

New address:	<input type="text"/>	Your name (optional):	<input type="text"/>
Again to confirm:	<input type="text"/>		

[Change My Address and Name](#)

Change globally

Unsubscribing from Plinkit

Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. **Warning:** This action will be taken immediately!

[Unsubscribe](#)

Yes, I really want to unsubscribe

Your other lclslists.org subscriptions

You can view a list of all the other mailing lists at lclslists.org for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.

[List my other subscriptions](#)

Your Plinkit Password

Forgotten Your Password?

Click this button to have your password emailed to your membership address.

[Email My Password To Me](#)

Change Your Password

New password:

Again to confirm:

[Change My Password](#)

Change globally.

Your Plinkit Subscription Options

Current values are checked.

Note that some of the options have a *Set globally* checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on lclslists.org. Click on *List my other subscriptions* above to see which other mailing lists you are subscribed to.

<p>Mail delivery</p> <p>Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.</p>	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input type="checkbox"/> <i>Set globally</i>
<p>Set Digest Mode</p> <p>If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest.</p>	<input checked="" type="radio"/> Off <input type="radio"/> On
<p>Get MIME or Plain Text Digests?</p> <p>Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests.</p>	<input type="radio"/> MIME <input checked="" type="radio"/> Plain Text <input type="checkbox"/> <i>Set globally</i>
<p>Receive your own posts to the list?</p> <p>Ordinarily, you will get a copy of every message you post to the list. If you don't want to receive this copy, set this option to <i>No</i>.</p>	<input type="radio"/> No <input checked="" type="radio"/> Yes
<p>Receive acknowledgement mail when you send mail to the list?</p>	<input checked="" type="radio"/> No <input type="radio"/> Yes

<p>Get password reminder email for this list?</p> <p>Once a month, you will get an email containing a password reminder for every list at this host to which you are subscribed. You can turn this off on a per-list basis by selecting <i>No</i> for this option. If you turn off password reminders for all the lists you are subscribed to, no reminder email will be sent to you.</p>	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i>
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<p>Conceal yourself from subscriber list?</p> <p>When someone views the list membership, your email address is normally shown (in an obscured fashion to thwart spam harvesters). If you do not want your email address to show up on this membership roster at all, select <i>Yes</i> for this option.</p>	<input checked="" type="radio"/> No <input type="radio"/> Yes
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<p>What language do you prefer?</p>	English (USA)
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<p>Which topic categories would you like to subscribe to?</p> <p>By selecting one or more topics, you can filter the traffic on the mailing list, so as to receive only a subset of the messages. If a message matches one of your selected topics, then you will get the message, otherwise you will not.</p> <p>If a message does not match any topic, the delivery rule depends on the setting of the option below. If you do not select any topics of interest, you will get all the messages sent to the mailing list.</p>	<i>No topics defined</i>
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<p>Do you want to receive messages that do not match any topic filter?</p> <p>This option only takes effect if you've subscribed to at least one topic above. It describes what the default delivery rule is for messages that don't match any topic filter. Selecting <i>No</i> says that if the message does not match any topic filters, then you won't get the message, while selecting <i>Yes</i> says to deliver such non-matching messages to you.</p> <p>If no topics of interest are selected above, then you will receive every message sent to the mailing list.</p>	<input checked="" type="radio"/> No <input type="radio"/> Yes
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<p>Do you want to receive messages that do not match any topic filter?</p> <p>This option only takes effect if you've subscribed to at least one topic above. It describes what the default delivery rule is for messages that don't match any topic filter. Selecting <i>No</i> says that if the message does not match any topic filters, then you won't get the message, while selecting <i>Yes</i> says to deliver such non-matching messages to you.</p> <p>If no topics of interest are selected above, then you will receive every message sent to the mailing list.</p>	<input checked="" type="radio"/> No <input type="radio"/> Yes
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<p>Avoid duplicate copies of messages?</p> <p>When you are listed explicitly in the <i>To:</i> or <i>CC:</i> headers of a list message, you can opt to not receive another copy from the mailing list. Select <i>Yes</i> to avoid receiving copies from the mailing list, select <i>No</i> to receive copies.</p> <p>If the list has member personalized messages enabled, and you elect to receive copies, every copy will have a <i>X-Mailman-Copy: yes</i> header added to it.</p>	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="checkbox"/> <i>Set globally</i>
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[Submit My Changes](#)

To edit, enter your listserv password and click Log in.
The page you see will have the following options:

- Change your email address and/or name
 - Enter your changes and click Change My Address and Name
 - To change for ALL of your LCLS lists, click the box next to “Change Globally”
- Unsubscribe
 - Click the box next to “Yes, I really want to unsubscribe” and then click the Unsubscribe button
 - This option will *immediately* unsubscribe you from the list – there will be no confirmation email
- See all of your LCLS lists
 - Click this button to see all of the LCLS lists you subscribe to
- Get a password reminder
- Change your password
 - Enter the new password twice and then click the Change My Password button
 - If you click the box next to “Change Globally”, this will affect ALL of your LCLS lists
- Edit your list options

Edit your Subscription Options:

1. **Mail delivery** – if you want to suspend your mail delivery, but not unsubscribe, you can Disable your mail delivery here – if you click on the box next to “Set Globally”, it will affect all of your LCLS lists
2. **Set Digest Mode** – if you want to receive messages in a digest (a compilation of the listserv messages for the day) rather than all individual list messages, turn the digest mode on.
3. **Get MIME or plain text digests?** If you get digests, and you want to preserve formatting (bold, tables, bulleted lists, etc.) select MIME
4. **Receive your own posts to the list?** If you set this option to “No”, you will not receive copies of your own posts

5. **Receive acknowledgement email when you send mail to the list.** If you set this option to “Yes”, the list will send you an acknowledgement any time you send email to the list
6. **Get password reminder email for this list?** If you set this option to “Yes”, you will receive a monthly email reminding you of your list password
7. **Conceal yourself from subscriber list?** If you do not want other list members to be able to see your name/email address, select “Yes”
8. The next 3 options you either cannot change or should have no reason to do so.
9. **Avoid duplicate copies of messages?** If you want to avoid getting multiple copies of a message if both the listserv email address and your own email address appear in the address, this should be set to “Yes”
10. Click **Submit My Changes** to save the changes

2. Unsubscribe

Simply click the button – you will get a confirmation email with a link. Click on the link in the email to confirm that you want to unsubscribe.

3. Password reminder

If you have forgotten your password, click the Remind button and your password will be emailed to you.