The NEO-RLS use of Discord is for the convenience of our Network Groups. Discord conversations should focus on topics of interest to the group and may include the sharing of ideas, solving of problems, information about conferences and learning opportunities, requests for information and otherwise providing peer to peer support on a continuing basis. We ask that you abide by the following communication etiquette in order to ensure a safe and respectful climate of respectful and fruitful dialogue. Communication through Discord should also be in compliance with the NEO-RLS Code of Conduct (Appendix B).

Communication Etiquette
- Discord uses "servers" as the designation for groups. Each Network Group will be assigned a "server."
- Individuals who participate in a Network Group will be issued an invitation to join the appropriate Discord server by NEO-RLS staff. If you would like to participate and have not received an invitation, please contact a NEO-RLS staff member.
- Within the group server, individual topics can be discussed through the addition of new "channels" under the group (for instance a new "channel" under HR Network Group could be named Compensation or Benefits).
- Make certain that you identify yourself clearly when participating on Discord by using your name and library name (First Name Last name, Library).
- State your topic clearly so that members may respond appropriately.
- Use Discord to send messages to the entire group only when there is information that is beneficial to everyone or when seeking an answer to a question that many may be able to assist with. Conversation should focus on work-related topics of interest to the Network Group and comments should add constructively to the conversation.
- Please read messages carefully before responding in order to avoid duplicating prior responses and keep responses focused on the topic being discussed. You can use the search function to determine whether a topic was discussed or a question answered.
- Do not challenge or attack others. Members who post messages that do not comply with these guidelines or the NEO-RLS Code of Conduct will be removed from the Discord Network Group server as determined by the Executive Director.
- Do not post commercial messages including solicitations or advertisements for services or products unless as a response to a direct request in the active discussion.
• Use caution when discussing products or services. Keep criticism of products, services or individual providers on an objective basis. Posted information falls under public record and comments could be subject to libel, slander and antitrust laws.

• Remember that neither NEO-RLS nor any Network participants are offering legal advice on Discord. Members are speaking solely on behalf of their own situation as related specifically to their library. Please consult with your legal counsel about any situation and how it may affect your library.

• There is no option for a daily digest. However, you will be notified by email if there are new threads of conversation.

• To unsubscribe from Discord, please notify a NEO-RLS staff member that you wish to be removed or go into User Settings where you can temporarily disable your account or delete your account.