

## Smallads – Guidelines for acceptable use

The smallads mailing list is available for the circulation of small advertisements and other non-University business information within the University of Aberdeen.

1. Membership of the list is open to University staff and research postgraduates.
2. Membership of smallads is voluntary. Neither the list owner nor any other person may subscribe a person to the list without that person's consent.
3. Only members of the list are permitted to post to the list.
4. Messages sent to the list should be courteous, truthful and appropriate to the purpose of the list.
5. Smallads is not a discussion forum. Any comments on a specific posting should be addressed to the member who made the posting, and not to the entire list.
6. Members posting several items for sale are asked to minimise the number of separate emails by grouping similar items together. Long lists of separate items are a cause of frequent complaint, and members deciding to leave smallads.
7. 'For sale' adverts may be repeated if an article has failed to sell, but please exercise common sense in the frequency of repeat adverts.
8. It is courteous to indicate to the list when an article has been sold.
9. When replying to mail from smallads, please ensure you reply to the advertiser and not the whole list.
10. Adverts for commercial services are permitted, provided there is some University context, eg the service is provided by, or someone closely connected to, a member of the University; or the service is provided on or near to University premises.
11. Adverts for services may not be repeated more than once every two weeks.
12. Requests for information about tradesmen or services are permitted provided that members check the smallads archives to see whether a similar request has been made recently and, if so, first contacts the member who made that request for information.
13. File attachments are permitted but must be relevant (eg a photograph of a product being offered for sale) and modest in size. A maximum size limit (currently 1MB) operates on the list to prevent oversize postings.
14. Circulation of junk mail, chain mail and spam is prohibited.
15. Anyone who persistently breaches these guidelines will be removed from the list.
16. Requests to unsubscribe should not be made to the list; users should follow the procedures set out on the smallads list information page:  
<https://mlisthost.abdn.ac.uk/mailman/listinfo/smallads/>
17. These guidelines may be amended as required.
18. General comments about smallads can be made to [communications@abdn.ac.uk](mailto:communications@abdn.ac.uk)