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## ***ISC/SCI ISC-I Email List***

### ***Overview***

Welcome to the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) guidelines for the ISC-I email list.

Part of the ISC/SCI's mandate is to provide a means of communication among individual indexers across Canada. The ISC-I, the Society's email list, supports this Society function. Read the ISC/SCI mission statement [here](#).

This list is for the benefit of ISC/SCI members. We are a considerate, respectful, cooperative, and friendly group of people. The list provides a space where members can learn about various approaches to indexing and indexing business practices. Indexers can ask questions and solicit advice. Opportunities for learning – and having a laugh once in a while! – abound.

The list administrator sends guidelines to ISC-I members monthly; the guidelines are also posted on the dashboard (the members-only portion of the website).

### ***Guidelines***

ISC-I is for respectful sharing of information. Be polite and tactful when commenting or replying on the forum. Disagree respectfully. Choose your words carefully and be aware of how your message will read to someone who does not know you or to someone who doesn't have the context of facial expression and body language.

- Stay on topic: write about everything related to indexing as a practice and indexing as a business and indexers as a community. You can also share resources on topics that might be related to indexing, such as business practices or conscious language.
- Indexing-related job offers or mentions of indexer availability are welcome.
- Discussion on how individuals might establish their fee structure or set their own rates is allowed; however, ISC/SCI does not establish rates. Information about the survey that ISC/SCI has done can be found on the [website](#) on the Dashboard (the members' area) under society administration.
- Avoid controversial topics like politics and religion (except, of course, in the context of indexing!).

- Take care when discussing publishers and authors, especially if you have had a negative experience. No naming names. If another member wants specifics, take your conversation off-list. We don't want legal trouble!
- Be patient if a topic garners lots of posts/emails that you have no interest in. You can always delete.
- Refrain from "chiming in" and "me too" posts. Group your replies when possible. For example, send thanks to all in a single email rather than lots of individual emails, or email individuals off-list. (Also, for public thanks, don't forget the [Magpie Kudos!](#))
- Use snippets in your reply. Include enough of the original post to indicate what you're talking about.

Give people the benefit of the doubt. Assume others are doing their best. If a member's repeated behavior suggests this isn't the case, contact the membership secretary or the presidents at the emails below.

### ***Having Difficulty?***

If you have a problem related to ISC-I list management or content, please contact the membership secretary ([membership@indexers.ca](mailto:membership@indexers.ca)) or the presidents ([presidents@indexers.ca](mailto:presidents@indexers.ca)) rather than posting to the list.

The executive committee of ISC/SCI reserves the right to ban abusive participants from the ISC-I email list.