

# LISTSERV

## List Request Form

Date:

Name:

Department:

Email Address:

Phone Number:

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### List Name:

The name of a list is a concise name by which the list will be identified. The name should be descriptive but specific. At SIUC, lists must end in -L to distinguish them as LISTSERV lists. List names are limited to 32 characters and should not include the host name (@SIU.EDU). Because the list name will be used as an e-mail address, special characters are not allowed. You may separate parts of the list name with dashes.

Examples:

MYLIST-L

MY-LIST-L

MY-LIST-2011-L

List Name:

**List Title:** The list title should describe the purpose of the list and must fit on one line.

Example: This is my list

List Title:

### List Owner:

The e-mail address and name of the person who owns the list. The list owner is responsible for maintaining and controlling access to the list. The list owner may specify co-owners using the LISTSERV web interface after the list is created.

List Owner Name:

List Owner Email:

### Type of List:

- Announcement List:** A one-way list for the list owner to post announcements, newsletters, and similar types of communication. Subscribers are not allowed to post to the list.
- Private Discussion List:** A two-way discussion list, where only subscribers are allowed to post to the list.
- Public Discussion List:** A two-way discussion list, where anyone in the world can post to the list.

### Who Can Join the List:

- Open:** The list is open to the public and anyone can subscribe to the list.
- By Owner:** The list is open for subscription requests, but the list owner must approve all subscriptions.
- Closed:** The list is closed for subscriptions. Only the list owner can add subscribers.

Fill out the above form and send to: [list-request@siu.edu](mailto:list-request@siu.edu)

All requests must come from the e-mail address on record of a presently employed SIUC faculty or staff.

All other requests will be discarded.

Direct all inquiries to: [list-request@siu.edu](mailto:list-request@siu.edu)