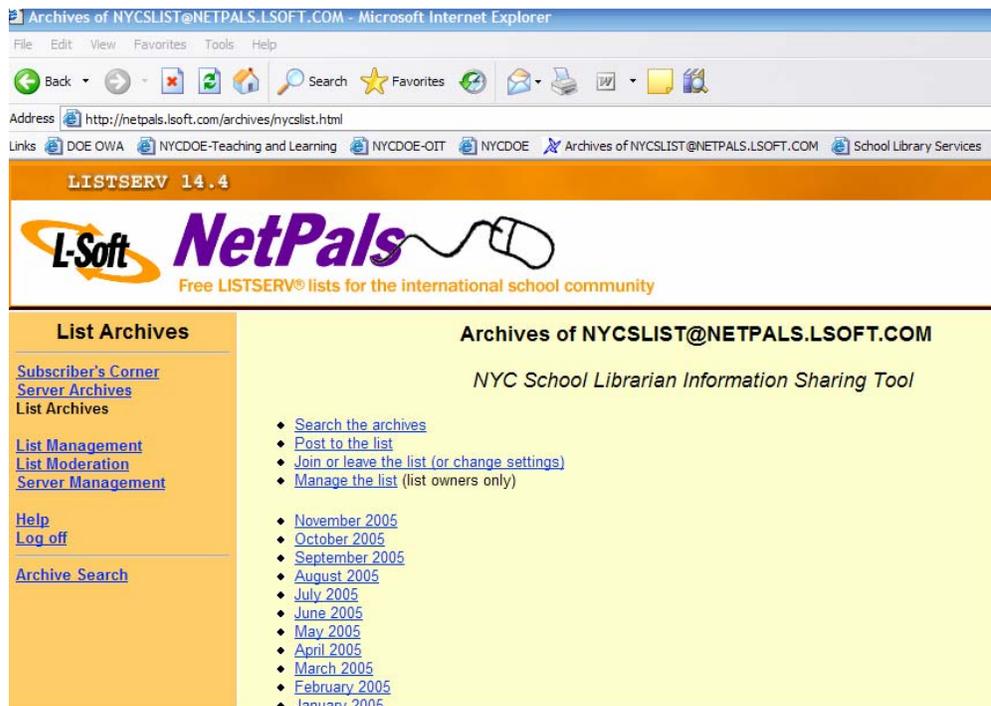


5.4 NEW YORK CITY SCHOOL LIBRARIAN INFORMATION SHARING TOOL (NYCSLIST)

<http://netpals.lsoft.com/archives/nycslist.html>

NYCSLIST is an electronic list intended to link all NYC School Library Personnel and create a common forum for the exchange of thoughts, skills, and ideas. The focus of the list is on issues, concerns, and celebrations of school library media specialists and teachers-assigned library personnel throughout the New York City School Library System.



- ✓ To subscribe to NYCSLIST, register through the webpage at <http://netpals.lsoft.com/archives/nycslist.html>. Enter your name, DOE e-mail address (please do not use a hotmail account...the software is incompatible) and click on submit. You will receive a confirmation in your e-mail account. Click on the link in the e-mail to confirm your registration.
- ✓ Once registered, messages can be posted to the list by sending e-mail to NYCSLIST@NETPALS.LSOFT.COM or by posting a message via the Web page at <http://netpals.lsoft.com/archives/nycslist.html>...just click on **post to list**.
- ✓ To create a password, click on **join or leave the list (or change settings)**. On the settings page, click on **login with your list password**. Then click on **get a new list password**. Enter the e-mail address you registered for NYCSLIST with and create a password. You will receive a confirmation in your e-mail account. Click

on the link in the e-mail to confirm your password. After you confirm your password, return to the NYCSLIST Web page at <http://netpals.lsoft.com/archives/nycslist.html> and search the archives. You will be prompted to enter your password and e-mail account. Log in with your e-mail account and your new password. You will then be asked to drop a cookie on your computer...click on "follow this link" and drop the cookie. Once this process is completed you will not need to log in with a password again from that specific computer.

- ✓ All postings to the list are archived.
 - To search the archives, click on **search the archives** from the NYCSLIST webpage. In order to search, you must first create a password.
 - To search the archives by month, click on the month listed.
 - To search the archives by subject or author, click on **search the archives** and type in a word or name. Boolean searching may be used.

NYCSLIST ETIQUETTE

1) To make the list user-friendly, please post messages using specific topic subject lines and the pertinent school level:

- **E for Elementary**
- **M for Middle School**
- **H for High School**
- **ALL for all school library personnel**

Examples of sample subject lines:

Subject: E: Flexible Schedules

Subject: M: Books for Reluctant Readers

Subject: H: Databases

Subject: ALL: Automation

2) Be careful what you post and remember this is a public list. Essentially, if you do not want 1,200+ librarians and administrators reading it...don't post it! Please be professional on the list. If you would like to discuss private issues or issues of a sensitive manner, request that individuals contact you off the list.

If you have any questions, comments, or concerns, please contact Melissa Jacobs-Israel, Coordinator, NYC School Library System, at mjacobs7@schools.nyc.gov or Elizabeth Naylor-Gutierrez at enaylor@schools.nyc.gov.