

# WLUFAs POLICIES

## #5 Policy on WLUFAs Distribution Lists

**Approving Authority:** Executive Committee  
**Original Approval Date:** April 2022  
**Date of Most Recent Review/Revision:** NA

### 1.00 PURPOSE

**1.01** The purpose of this policy is to provide clarity regarding the development and use of WLUFAs distribution lists.

### 2.00 POLICY

**2.01** WLUFAs has separate distribution lists for the following groups:

- Full-time Faculty and Professional Librarian Bargaining Unit Members
- Contract Faculty and Part-time Professional Librarian Bargaining Unit Members
- Full-time WLUFAs members
- Contract and part-time WLUFAs members
- Female-identified full-time faculty and librarians, contract faculty, and part-time librarians

**2.02** Other distribution lists will be created as required.

**2.03** The distribution lists will be in the form of a listserv or other digital format.

**2.04** The WLUFAs office staff will create, update, and maintain the WLUFAs distribution lists.

**2.05** Unless an exemption is granted by the President, the use of WLUFAs distribution lists is restricted to WLUFAs office staff. Requests to send messages to the distribution lists must be approved by the President, Executive Director, or designate.