

Using @libraryservices.nhs.uk mailing lists

About the @libraryservices.nhs.uk mailing lists

The www.libraryservices.nhs.uk site has a mailing list facility (open source) that uses the @libraryservices.nhs.uk domain name.

There are three types of lists:

- by invitation only such as the CCDG mailing list which is only for group members or the Costing list which is for approved users of the NHS Costing Framework.
- restricted to a specific group of LKS staff e.g. Kent, Surrey and Sussex Health Libraries.
- “public lists” i.e. HealthILL - Inter-library Loans request list for health libraries and Content - Content Purchasing for NHS England.

If you would like a mailing list setting up please contact linda.ferguson@nhs.net

Signing up to a mailing list or changing your details for a list you belong to

1. Go to <http://lists.libraryservices.nhs.uk/cgi-bin/mailman/listinfo>

This lists all the mailing lists currently available and each one indicates whether it is a “members only” list or not.

lists.libraryservices.nhs.uk Mailing Lists

As of 13 June 2013

Welcome!

Below is a listing of all the public mailing lists on lists.libraryservices.nhs.uk. Click on a list name to get more information about the list, or to subscribe, unsubscribe, and change the preferences on your subscription. To visit the general information page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended.

List administrators, you can visit [the list admin overview page](#) to find the management interface for your list.

If you are having trouble using the lists, please contact mailman@libraryservices.nhs.uk.

| List | Description |
|----------------------------------|--|
| Ccdg | Mailing list for CCDG business - GROUP MEMBERS ONLY. |
| CHI | Consumer Health Information Group MEMBERS ONLY |
| Commissioning | List for anyone interested in providing LKS support to NHS commissioning |
| Content | Content Purchasing for NHS England |
| Costing | For approved users of the NHS Costing Framework. |
| Costingsg | Costing Steering Group MEMBERS only. |
| HealthILL | Inter-library Loans request list for health libraries |
| IM&T | Mailing list for IM&TG business - GROUP MEMBERS ONLY. |
| KSSHealth | Kent, Surrey and Sussex Health Libraries ONLY |
| Letblibraryleads | For LETB Library Leads only. |
| Service Dev | Service Development Group MEMBERS ONLY |
| Staff Dev | Staff Development Group MEMBERS ONLY |
| TRG | Expert Test & Review Group MEMBERS ONLY |

2. Click on the list name to:
 - find more information about the list,
 - subscribe to the list,
 - as a subscriber
 - view the archives
 - see who else subscribes to the list

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- change your preferences
 - unsubscribe
 - get a password reminder
 - change your name
 - change your email address
 - change your password
 - view all your other @libraryservices.nhs.uk subscriptions

3. For example choosing [Commissioning](#) will show this screen:

Commissioning -- a list for anyone interested in providing LKS support to NHS commissioning

About Commissioning English (USA)

The list will bring together library and knowledge staff who support commissioners of services across the NHS and social care by providing a forum for asking questions, the exchange of information and ideas and sharing good practice. It will also support the development of the Knowledge4commissioning <http://knowledge4commissioning.wordpress.com/> website and the Commissioning Handbook for Librarians <http://commissioning.pbwiki.com/>. This is a growing area of activity for NHS library and knowledge services and we hope that this mailing list will become a useful collaborative tool. Sign up now.

To see the collection of prior postings to the list, visit the [Commissioning Archives](#). *(The current archive is only available to the list members.)*

Using Commissioning

To post a message to all the list members, send email to commissioning@libraryservices.nhs.uk.

You can subscribe to the list, or change your existing subscription, in the sections below.

Subscribing to Commissioning

Subscribe to Commissioning by filling out the following form.

You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options. Once a month, your password will be emailed to you as a reminder.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

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4. Further down the screen is the section for “Commissioning Subscribers”

Commissioning Subscribers

(The subscribers list is only available to the list members.)

Enter your address and password to visit the subscribers list:

Address: Password:

To unsubscribe from Commissioning, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

5. If you enter your email address here and select the “Unsubscribe or edit options” button this is what you will see:

The screenshot shows a web browser window with the URL `lists.libraryservices.nhs.uk/cgi-bin/mailman/options/commissioning`. The page title is "Commissioning mailing list membership configuration for linda.ferguson at nhs.net, Linda Ferguson".

The page content includes:

- A "Log out" button.
- A section titled "Changing your Commissioning membership information" with instructions on how to change the address and name, and a "Change My Address and Name" button.
- A "Change globally" checkbox.
- A section titled "Unsubscribing from Commissioning" with an "Unsubscribe" button and a checkbox for "Yes, I really want to unsubscribe".
- A section titled "Your other libraryservices.nhs.uk subscriptions" with a "List my other subscriptions" button.
- A section titled "Your Commissioning Password" with two sub-sections: "Forgotten Your Password?" (with an "Email My Password To Me" button) and "Change Your Password" (with "New password:" and "Again to confirm:" fields, a "Change My Password" button, and a "Change globally" checkbox).
- A section titled "Your Commissioning Subscription Options" with the text "Current values are checked." and instructions on how to use the "Set globally" checkbox.

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Changing your email address

You can change your email address and/or password on all the @libraryservices.nhs.uk mailing lists in one go by selecting the “**Change globally**” option.

N.B. If you change your email address a confirmation email will be sent to your old email address. The change must be confirmed before your email address is updated. The confirmation request expires after 3 days.

Don't forget to select the “**Submit changes**” button at the bottom of the page once you have made all your changes.

Help

If you require further help please contact linda.ferguson@nhs.net

Linda Ferguson

NW Health Care Libraries Unit

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