

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> which lists all the current mailing lists that exist for the @libraryservices.nhs.uk domain name.

Each list indicates whether it is a “members only” list or not.

lists.libraryservices.nhs.uk Mailing Lists

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	For NHS in England healthcare librarians to discuss all aspects of content purchased nationally, regionally or locally.
Costing	For approved users of the NHS Costing Framework.
Costingsg	Costing Steering Group MEMBERS only.
HealthILL	Inter-library Loans request list for health libraries
Hln	For all HLN library staff in East of England ONLY.
Hlnksmanagers	For HLN LKS managers in East of England ONLY.
Hospices	For library staff in hospices in the UK.
IM&T	Mailing list for IM&TG business - GROUP MEMBERS ONLY.
Km	For those interested in Knowledge Management in the NHS
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
Yhllksmanagers	A list for Yorkshire & Humber NHS library managers only.

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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
 - change your preferences
 - unsubscribe
 - set delivery of emails on or off (useful when going on annual leave)
 - 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 -- List for anyone interested in providing LKS support to NHS commissioning

About Commissioning

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://www.knowledge4commissioning.nhs.uk/> website and the Commissioning Handbook for Librarians <http://commissioning.libraryservices.nhs.uk/>

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:

Commissioning mailing list membership configuration for linda.ferguson at nhs.net, Linda Ferguson

linda.ferguson at nhs.net, Linda Ferguson's subscription status, password, and options for the Commissioning mailing list.

Changing your Commissioning membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. John Smith).

If you want to make the membership changes for all the lists that you are subscribed to at libraryservices.nhs.uk, turn on the *Change globally* check box.

New address:	<input type="text"/>	Your name (optional):	<input type="text" value="Linda Ferguson"/>
Again to confirm:	<input type="text"/>		
<input type="button" value="Change My Address and Name"/>			
<input type="checkbox"/> Change globally			

See next page for temporary suspension of emails rather than unsubscribing e.g. for annual leave

Unsubscribing from Commissioning

Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. **Warning:** This action will be taken immediately!

Yes, I really want to unsubscribe

Your other libraryservices.nhs.uk subscriptions

You can view a list of all the other mailing lists at libraryservices.nhs.uk for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.

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.

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Unsubscribing versus “mail delivery disabled”

Only unsubscribe from the list if you really want to leave the list. If you are going on annual leave and do not want to receive emails then we recommend that you set “mail delivery” to disabled. You can access one mailing list to set this for all your subscriptions.

Your Commissioning Subscription Options

Current values are checked.

Note that some of the options have a *Set globally* checkbox. Checking this field will cause the changes to be made to every mailing list that you are a member of on libraryservices.nhs.uk. Click on *List my other subscriptions* above to see which other mailing lists you are subscribed to.

Mail delivery Set this option to <i>Enabled</i> to receive messages posted to this mailing list. Set it to <i>Disabled</i> if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <input type="checkbox"/> Set globally
Set Digest Mode If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest.	<input checked="" type="radio"/> Off <input type="radio"/> On
Get MIME or Plain Text Digests? Your mail reader may or may not support MIME digests. In general MIME digests are preferred, but if you have a problem reading them, select plain text digests.	<input type="radio"/> MIME <input checked="" type="radio"/> Plain Text <input type="checkbox"/> Set globally
Receive your own posts to the list? Ordinarily, you will get a copy of every message you post to the list. If you don't want to receive this copy, set this option to <i>No</i> .	<input type="radio"/> No <input checked="" type="radio"/> Yes
Receive acknowledgement mail when you send mail to the list?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Get password reminder email for this list? Once a month, you will get an email containing a password reminder for every list at this host to which you are subscribed. You can turn this off on a per-list basis by selecting <i>No</i> for this option. If you turn off password reminders for all the lists you are subscribed to, no reminder email will be sent to you.	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="checkbox"/> Set globally

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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