

The Psychoanalytic Center of the Carolinas

Guidelines for Listserv Users

Adopted on December 21, 2021

Purpose of PCC Listserv

The mission of the Psychoanalytic Center of the Carolinas is to promote emotional resilience by understanding the mind through psychoanalytic education, practice, and service. The purpose of the PCC listserv is to provide members, faculty, and students a forum in which they may connect with one another, share ideas and relevant information, and engage in thoughtful discussions that advance the practice and study of psychoanalysis. Before posting to the listserv, members should consider the content of their message, its relevance to the mission of the PCC, and its compliance with the guidelines stated herein.

It is important that the listserv remain a space where ideas can be shared and nourished in a supportive and respectful environment. The Board of Directors has established these guidelines to provide the best experience for all PCC members. The following guidelines apply to all PCC hosted listservs.

The PCC listserv is an unmoderated listserv - there is no prior review or censoring of content, and all emails are delivered instantly to every member of the listserv once posted. By posting on any PCC listserv, users agree that they have read these guidelines and promise to abide by them. ***Using a listserv to plan or engage in any illegal practices, whether listed in these guidelines or not, is strictly forbidden.***

PCC Listserv Guidelines

1. **The listserv is for Members only.** To minimize the risk that the public will gain unauthorized access, this listserv is reserved for member use only. However, nothing on the Internet, including this listserv, should be considered private or secure.
2. **Be civil and respectful of others' feelings, opinions, and ideas.** Members are reminded that respect for persons and differing points of view is always important. The purpose of the listserv is to allow for conversation, not competition or contention. If you find that your posted opinion causes a disagreement with another member, please resolve it offline.
3. **Any defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.**
4. **Clearly state the topic of your message in the subject line.** This allows members to respond more appropriately to your posting and makes it easier for members to search the listserv by subject.
5. **The listserv is not for discussion of cases or clinical matters.** Although our listservs are intended for use only by PCC members, faculty, and students, there is no way to guarantee

The Psychoanalytic Center of the Carolinas **Guidelines for Listserv Users**

privacy. Once a post is sent, there is no way of ensuring that it won't be forwarded to the whole world where a patient or family member might eventually see it.

6. **Don't belabor a point or spam the listserv.** If your topic does not generate interest, please do not repost the message.
7. **Commercial messages are not allowed.**
8. **PCC encourages sharing posts announcing presentations and programs that are open to the public.** You do not need the explicit permission of the author to forward messages that encourage attendance or public participation. If you do not want event or program details to be shared with other listservs and/or to non-members, please indicate this in the original message.

9. Referrals and Confidentiality: Considerations

The listserv is an ideal way to increase referrals among members; they are regularly posted on the PCC member listserv. When posting a referral, you should not include any personal information that could reasonably be used to identify the patient (e.g., names, postal addresses, birthdates, photos, etc.).

All members should keep in mind the inherent lack of confidentiality on a listserv. Referrals are best framed in terms of *the type of clinician/specific skill set you are looking for as opposed to the type of patient you're referring.*

For example, requesting "a French-speaking female analyst in Houston, TX who has experience with trauma and immigration for a 3-year-old girl who must use BCBS Health insurance" is an informative and protective request. Whereas, requesting a referral for "3-year-old girl who was abused by her paternal uncle and has just moved to Houston from France and needs to use BCBS because her mother works at Joe's candy store, which only offers BCBS" reveals too much.

We suggest that the subject line for all referral requests includes the following information: location of clinician, any requested clinician characteristics (e.g., gender or language(s) spoken) and any specific insurance requirements.

In the above example, the subject line should read: "Referral: Houston, Female therapist, French-speaking, BCBS." This would allow anyone not interested or not appropriate to the request to ignore it.

10. Restrictions for Tax-Exempt Organizations

The Psychoanalytic Center of the Carolinas is a 501(c)3 charitable organization established to promote emotional resilience by understanding the mind through psychoanalytic education, practice, and service.

The Psychoanalytic Center of the Carolinas **Guidelines for Listserv Users**

Consistent with this mission, the listserv may not be used for commercial purposes, for electioneering or other political activity (e.g., in support of, or opposition to, any candidate or political party in any primary or general election or in support of the impeachment of an elected official) or to raise funds for other tax-exempt organizations and causes, including fundraising campaigns, raffles, or product sales.

While it is permissible to address legislative or political issues that are supportive of PCC's mission, *lobbying* for a candidate, specific legislation, public referendum, Political Action Committee, or political party is prohibited. *These actions could jeopardize the PCC's tax-exempt status.*

11. Restricted Subjects and Legal Concerns

The following activities are prohibited due to the potential for violation of antitrust laws:

- Discussing fees, salaries, profits, or stipends.
- Suggesting or implying that members boycott or otherwise agree not to participate with insurance providers in general or any company specifically (Any discussion of working together against a company, industry, or outside organization which could be viewed as unlawful collusion is strictly forbidden).
- Using the listserv to agree not to compete with other members or other providers for patients or business.
- Messages that express or implies price fixing, boycotting another's business, or illegally restricting free trade.

12. Copyright and Intellectual Property Laws

Members should presume that any third-party content, including any material from journals, newspapers, magazines, or books, whether copied from a website or elsewhere, is protected by copyright. Although it may be permissible "fair use" to post brief excerpts for non-commercial purposes, there is less likelihood of copyright infringement or other violations of intellectual property rights if the post includes only a summary, citation, and/or link. The most prudent course is always to get written permission from the copyright owner before posting third party material.

13. Limitation of Liability

All listservs are provided as a service of The Psychoanalytic Center of the Carolinas. The PCC is not responsible for the opinions and information posted on these listservs by others. The PCC disclaims all warranties regarding any information posted on these listservs, whether posted by the PCC or any third party; this disclaimer includes all implied warranties of

The Psychoanalytic Center of the Carolinas
Guidelines for Listserv Users

merchantability and fitness. In no event shall the PCC be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data or profits arising out of or in connection with the use or performance of any information posted on these listservs.

Each user assumes all responsibility and risk for use of the listservs and the information available therein. The PCC reserves the right to terminate access to any user who does not abide by these guidelines.