

## **Principles**

Moderators are members of the NRA listserv and the wider archives profession. The list is member-led, and moderators feel part of and accountable to the subscribership as a whole.

Moderators may be employed, unemployed or retired; archivists, archive assistants, archive students or archive workers (in any capacity). Membership and moderatorship is not restricted to working archivists.

Moderators try to leave the list as unmoderated as possible, but step in a) when the list guidelines are breached ('moderation'), and b) when general list admin needs doing ('management').

Moderators welcome comments and suggestions in relation to both the listserv rules and moderator principles. However, we acknowledge that we can't please everyone; and we will not implement new rules or ways of moderating with which we fundamentally disagree. Should the list majority request changes to list guidelines and/or moderator principles with which the moderators do not agree, we may request that new moderators step forward to implement these changes.

Moderators encourage turnover of moderators so that all list subscribers feel able to volunteer as moderators should they want to.

Moderators will step aside every 2 years unless new moderators do not step forward (allowing some overlap time for handover). Moderators will step aside earlier than this to make space for moderators underrepresented in the profession and/or the moderator group.

Moderators will send out an email every 6 months reminding subscribers of the rules of the listserv; the principles of moderation; and seeking new volunteer moderators.

The moderators reserve the right to veto prospective volunteer moderators when they have repeatedly and/or substantially broken the rules of the listserv.

## **Practical matters**

The number of moderators may vary. Generally speaking we feel that the moderator group should comprise no fewer than three and no more than ten moderators. This is guidance and not a hard and fast rule.

At least one moderator must have an academic email address (e.g. with the suffix 'ac.uk'). This is required by Jiscmail.

Moderators are volunteers with other commitments both in and outside of the archives profession. There is no expectation that all moderators dedicate a significant amount of time to moderation.

However, it is expected that moderators keep an eye on the list, and that the moderator group as a whole tries actively to read the majority of emails sent on the listserv.

Moderators generally meet as a group once every few months, especially when problems arise on the list. These meetings have always been online and there is no expectation that moderators are based in a particular geographic location.

Moderators also discuss moderation in a private discord channel.

Moderating is done by consensus and actions are taken only when a majority of the moderatorship agrees.

All moderators must be listened to equally by other moderators, without regard to their standing, experience or longevity in the archives profession.

### **Contacting the moderators**

If questions, comments, or suggestions are public, moderators can be contacted by sending an email to the whole listserv.

If list subscribers have queries / comments / suggestions they need to make in private, they should email [ARCHIVES-NRA-request@jiscmail.ac.uk](mailto:ARCHIVES-NRA-request@jiscmail.ac.uk).