



Guidelines for the Production of Division and Local Section Directories

1. The production of a division and/or local section directory must comply with ACS Board of Directors Regulation VIII, 7.

7. *Use of Membership Lists.* Permission to use the membership list of the SOCIETY, any Division, or any Local Section may be granted internally or to an outside organization, provided the following conditions are met: (12-17-00)

a. that the Executive Director or authorized designee approve each proposed use and the terms of said use, and, in addition, for the separate use of a Local Section or Division list, that the executive committee of that unit similarly approve; (1-1-84)

b. that each Division and Local Section individual member must consent to be included in a print directory. Only those members who indicate a positive response with a list of allowable contact information may be included in the directory; (12-17-00)

c. that each Division and Local Section Web directory adhere to the same process as for print directories. Any Web directory must be hosted on the SOCIETY server. Each directory must be password-protected using the same rigorous security standards as in other areas of the SOCIETY; (12-17-00)

d. that the name of an individual member shall, upon request, be excluded from any controlled use; (1-1-84)

e. that substantial and effective safeguards be built into the process to assure protection of the SOCIETY membership list from theft and unauthorized use; and (1-1-84)

f. that the user permit use of its mailing list by the SOCIETY on a reciprocal basis, should the SOCIETY request it. (1-1-84)

2. Members to be included in a directory are flagged on the bimonthly roster. These names are collected as a part of the acknowledgement package of the renewal series. Only members who have returned the form will be flagged on the bimonthly roster.
3. Please contact the Offices of Divisional and/or Local Section Activities to obtain a contract for hosting services for web directories.
4. The following disclaimer will be required on all print and web directories:

This membership directory is made available to Members and Affiliates of the Division/Local Section of _____ for their personal use only. Specifically, it is not to be used for advertising or other commercial purposes or circulated or sold for those purposes.

Persons wishing to use this list for other than personal use should contact any Officer of the Division/Local Section of _____. Additions, corrections, updates, and changes of address should be sent to the American Chemical Society Member and Subscriber Services (800.333.9511 or service@acs.org).

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