

FTF/COSWL/WSS Gender Study Instructions

- A. Program name: Transcribe the program name as it is listed in the program book. Skip receptions, socials, soirees, field trips and other social program where there is no speaker.
- B. Presenters: Transcribe the name(s) of any presenters as listed in the program book. List each speaker on a separate line next to and below the program title (under the speaker column) and code for gender and library type next to each person's name. Include all speakers including the moderator/program director, etc. if that person is listed. List "none" if no one is listed. Everyone on the list should be included. It is a helpful to highlight the names of the presenters if you can so you are sure you got everyone.
- C. Gender: Use codes below. If you are not sure of the gender you can look then up on the internet with their affiliation to see if you can find it. If not, code it as unknown.

Codes:

f= female
m= Male
u=Unknown

- D. Affiliation: Indicate the affiliation that the speaker represents using the code below. Use the first affiliation listed for the person if there is more than one for an individual. Use "Consultant" only if it is listed in the person's title. If there is not clear representation of one type, indicate that by using "unknown."

Codes:

a=Academic Library
f=ALA Affiliated Organization
l=ALA Staff
h=Author
t=Consultant
g=Government
c=Library of Congress
n=None
r=Organization outside ALA
o=Other
p= Public Library
e= Publisher/Editor
k= School Library
s=Special Library
b=State Library
u=Unknown

- E. Number of Speakers: List the number of speakers on the program including the moderator of the panel, program chair or coordinator, etc. if that person is listed in the entry.
- F. Sponsor: List the sponsor(s) of the program using ALA abbreviations as listed in the program. For multiple sponsors, use ALT Return between sponsors so that you can go to the next line but stay in the same cell.
- G. Refereed/Invited: If known indicate whether this program was refereed or the speakers were invited using the codes below. The program description must indicate that it was refereed to choose that category. If it is not refereed we will assume the speaker(s) were invited. If for some reason you are not sure code it as “unknown.”

Codes:

i=Invited
 r=Refereed
 u=Unknown

- H. Topic: List a broad topic or topics for the program, this should be a general topic, consisting of a few words.
- I. ALA Level: List the level of the program as determined by the primary sponsor, for example; ALA President’s Program or a Section Program using the codes below. Consult the Handbook of Organization if you have any questions about the entity that sponsors the program.

afg=ALA Affiliated Groups Program
 ala=ALA Program
 aco=ALA Committee Program
 acp=ALA Council Program
 aop=ALA Office Program
 app =ALA President’s Program
 arp=ALA Roundtable Program
 art=ALA Roundtable Task Force or Committee Program
 apa=Allied Professional Association Program
 dco=Division Committee Program
 dcr=Division Community of Practice Program
 dig=Division Interest Group Program
 drp=Division President’s Program
 dpp=Division Program
 dsp=Division Section Program
 dst=Division Section Committee Program
 vsp=Vendor Sponsored Program
 oth=Other

J. Year: put in the year of the program ex. 2006

General instructions:

For easier reading skip a row between entries.

Do 20 entries at a time and then upload them to the ANGEL page. Save your spreadsheet at Gender Study {City} {Your Name} {# of spreadsheet}

Ex. Gender study Washington DFidishun 1, Gender study Washington DFidishun 2, etc.

Questions; Contact Dr. Dolores Fidishun dxfl9@psu.edu, 610-648-3227