Appendix

1) List of women’s libraries in British Isles
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7) Collection Development Policy from The Women’s Library
8) Archif Menywod Cymru/Women’s Archive of Wales Deposit Policy
9) Interview schedule – sample
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Appendix 1) List of women’s libraries in the British Isles

(with location and year of foundation and brief reasons for not including them in the case study)

  Specialist centre focusing on gender perspectives in development in Africa.

- **Equality Commission for Northern Ireland** (Belfast) (1976)
  Broader remit than just women, to include racial, religious and disability discrimination.

- **Feminist Archive North** (University of Leeds) (1978)
  Joint venture with Feminist Archive South, but does not have open accessible resource centre.

- **Lesbian Archive and Information Centre** (Glasgow) (1984)
  Included within the Glasgow Women’s Library case study as is housed within their building.

- **The Hypatia Trust** (Penzance, Cornwall) (1996)
  Aim is to collect and make available published and personal documentation about the achievements of women. Collection currently housed in five buildings. At the time of consideration, was not fully developed for public access.

- **WIiTEC UK - Women in Science, Engineering and Technology** (Sheffield Hallam University) (1988)
  Specialist group in a network of organisations working towards increasing women’s involvement in the Science, Engineering and Technology fields. Overly narrow focus for this thesis.

- **Women’s Art Library** (London) (1982)

- **Women's Health** (London) (1981)
  Specialist library providing information and support on women's health issues. Overly narrow focus for this thesis.
Appendix 2) List of women’s libraries visited or interviewed

(listed alphabetically)

- Archif Menywod Cymru/Women’s Archive of Wales (AMC/WAW)
- Feminist Archive (South) (Bristol)
- Feminist Library (London) (Closed Spring 2004)
- Glasgow Women’s Library
- Swansea Multicultural Women’s Resource and Training Centre.
- Women in Jazz (formerly Women’s Jazz Archive, Swansea)
- Women’s History Project (Ireland)
- Women’s Library (London)
- Women’s Resource Centre (London)
**Appendix 3) Collection size of the sampled women’s libraries**

N/A – not applicable  
N/K – not known

<table>
<thead>
<tr>
<th>Library/Archive</th>
<th>Books</th>
<th>Journals</th>
<th>Manuscripts &amp; archives</th>
<th>Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archif Menywod Cymru/Women’s Archive of Wales (AMC/WAW)</td>
<td>N/A – Range of collections donated, particularly strong on the peace movement and the women’s liberation movement of the 1970s onwards.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feminist Archive (South) (Bristol)</td>
<td>600 fiction 1000 non-fiction</td>
<td>N/K</td>
<td>N/K</td>
<td>1500 items</td>
</tr>
<tr>
<td>Feminist Library (in 2004, when it closed)</td>
<td>10,000 books 1500</td>
<td>N/A</td>
<td>1200 articles 1750 pamphlets &amp; ephemera</td>
<td></td>
</tr>
<tr>
<td>Glasgow Women’s Library</td>
<td>c. 20,000 books and videos</td>
<td>Quantity not known</td>
<td>Several collections e.g. Edinburgh Women’s Centre; Lesbian Archive and Information Centre;</td>
<td>Newspaper cuttings; photographs; posters; badges and other ephemera.</td>
</tr>
<tr>
<td>Swansea Women’s Centre</td>
<td>3 bookcases of items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women in Jazz</td>
<td>Quantity not known</td>
<td>Quantity not known</td>
<td>Quantity not known</td>
<td>Performance gowns, records, music equipment, music scores; 1000s of records</td>
</tr>
<tr>
<td>Women’s History Project (Ireland)</td>
<td>Surveyed over 400 repositories</td>
<td>The Directory of Sources for the History of Women in Ireland Covers 14,000 collections and sources and contains over 100,000 pieces of information from 262 repositories.</td>
<td>Women in 20th-Century Ireland: Sources from the Department of the Taoiseach, 1922-1966 Just under 2,000 boxes of files were examined. Database contains just under 20,000 entries to references to women in the papers.</td>
<td></td>
</tr>
<tr>
<td>Women’s Library</td>
<td>60,000 books and pamphlets 2500 periodical titles</td>
<td>-400+ archive collections; 1000s of ephemera items</td>
<td>5000 museum objects</td>
<td></td>
</tr>
<tr>
<td>Women’s Resource Centre</td>
<td>4 shelves worth of books, reports and articles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 4) User numbers of sampled women’s libraries

<table>
<thead>
<tr>
<th>Library/Archive</th>
<th>User numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archif Menywod Cymru/ Women’s Archive of Wales</td>
<td>n/a</td>
</tr>
<tr>
<td>(AMC/WAW)</td>
<td></td>
</tr>
<tr>
<td>Feminist Archive (South)</td>
<td>No accurate record kept</td>
</tr>
<tr>
<td>Feminist Library</td>
<td>c. 10 a week (Ilett, 2003, p.288)</td>
</tr>
<tr>
<td>Glasgow Women’s Library</td>
<td>c. 100 a week</td>
</tr>
<tr>
<td>Swansea Women’s Centre</td>
<td>Not known</td>
</tr>
<tr>
<td>Women in Jazz</td>
<td>Not an archive that has regular users/visitors</td>
</tr>
<tr>
<td>Women’s History Project (Ireland)</td>
<td>c. 1000 hits/week on website</td>
</tr>
<tr>
<td>Women’s Library</td>
<td>c. 60 a week (Ilett, 2003, p.288) (in first year of re-opening, using Reading Room)</td>
</tr>
<tr>
<td>Women’s Resource Centre</td>
<td>Less than one a week (as of 2003)</td>
</tr>
</tbody>
</table>
Appendix 5) Membership fees & membership figures of the sampled women’s libraries

<table>
<thead>
<tr>
<th>Library/Archive</th>
<th>Membership fees</th>
<th>Membership figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archif Menywod Cymru/Women’s Archive of Wales (AMC/WAW)</td>
<td>£5 students and unwaged</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>£10 waged</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£25 organisations</td>
<td></td>
</tr>
<tr>
<td>Feminist Archive (South)</td>
<td>£10 pa</td>
<td>??</td>
</tr>
<tr>
<td>Glasgow Women’s Library</td>
<td>£8.50 low/unwaged</td>
<td>1800</td>
</tr>
<tr>
<td></td>
<td>£17.00 waged</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£25.00 Organisations/Groups</td>
<td></td>
</tr>
<tr>
<td>Swansea Women’s Centre</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Women in Jazz</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Women’s History Project (Ireland)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Women’s Library</td>
<td>£15 (Friends)</td>
<td>??</td>
</tr>
<tr>
<td></td>
<td>£30 - £100 (Patrons)</td>
<td></td>
</tr>
<tr>
<td>Women’s Resource Centre</td>
<td>£5 - orgs. with income under £10,000 pa</td>
<td>100+</td>
</tr>
<tr>
<td></td>
<td>£10 - orgs. with income of £10,001 - £50,000 pa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£20 - orgs. with income of £50,001 - £100,000 pa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£30 - orgs. with income over £100,000 pa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£8 - unwaged individual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£15 – waged individual</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 6) – Relevant women’s organisations in Wales (that have an element of information provision) & women's studies courses in Wales

BAWSO Black Association of Women Step Out www.bawso.org.uk
Chwarae Teg/ Fair Play www.chwaraeteg.com
Cynulliad Merched Cymru/ Wales Assembly of Women 02920 512 452
Honno Welsh Women’s Press www.honno.co.uk
Merched y Wawr www.merchedywawr.com
Mewn Cymru www.mewn-cymru.org.uk
Wales Women's National Coalition www.wwnc.org.uk
Welsh Women’s Aid www.welshwomensaid.org
Women’s Institute (Wales) www.womens-institute.co.uk/wale.shtml
Women's Workshop, Cardiff Training Centre Ltd www.womensworkshop.org.uk
WomenZone newsletter (run from Swansea Women’s Centre) (no website)

Women’s Studies courses
MA in Gender & Culture (University of Wales, Swansea) (f/t and p/t)
MA Women’s Studies (University of Wales, Bangor) (p/t)
Appendix 7) Collection Development Policy from The Women’s Library

Extract from:

http://www.londonmet.ac.uk/thewomenslibrary/aboutthecollections/colldevpol.cfm

COLLECTION DEVELOPMENT POLICY

LIST OF CONTENTS

1. INTRODUCTION

2. GEOGRAPHICAL AND CHRONOLOGICAL CONSIDERATIONS
   2.1 Chronological Scope
   2.2 Geographical Scope
      • Special Collections
      • Published Materials
   2.3 Regional Considerations

3. ARCHIVAL COLLECTIONS
   3.1 Personal Papers
   3.2 Organisational Papers
   3.3 Oral History and Audio-Visual Formats
   3.4 Electronic Formats

4. PRINTED COLLECTIONS
   4.1 Book Collections
   4.2 Periodicals Collection
   4.3 Ephemera and Press Cuttings

5. VISUAL MATERIALS
   5.1 Historic Objects and Image Collections
   5.2 Contemporary Collecting
   5.3 Developing Existing Collecting Strengths

6. ACQUISITION AND DISPOSAL POLICY
7. COPYRIGHT AND OWNERSHIP
8. DATE OF REVIEW
1. INTRODUCTION
The Women's Library is already the most comprehensive collection of women’s history in the UK. The Library's mission is "to document and explore women's lives in Britain in the past, now and in the future, inspire learning and debate through the collections and related programmes, and to act as an international resource for women's history research". We aim to develop the collection into a national research resource documenting women’s lives and the issues that concern them.

The Library's collections cover a variety of topics, including women's rights, suffrage, sexuality, health, education, employment, reproductive rights, the family and the home. The emphasis is primarily on women in Britain, but some international material is available, particularly the Commonwealth. The Library contains over 60,000 books and pamphlets, over 2,500 periodical titles, ephemera and press cuttings, over 400 personal and organisational articles and a Museum collection consisting of material objects, posters and photographs. Established in 1926 as the Library of the London Society for Women's Service, it also contains the Cavendish Bentinck collections, the Josephine Butler Society Library and the Sadd Brown Library. The Library was re-named the Fawcett Library in 1952 and subsequently The Women's Library in 2000.

The Women's Library is a registered charity (no. 312169) whose trustees are the members of the Board of Governors of London Metropolitan University. The Women's Library collection was formally transferred to the City of London Polytechnic in January 1979 and City of London Polytechnic later became London Guildhall University, which finally acquired ownership of the collection in Deeds of Gift from The Fawcett Society and the Josephine Butler Society in 1998.

The collections are held in trust by The Women's Library Trust Fund, the trustees of which are the Governors of London Metropolitan University. London Metropolitan University delegates responsibility for the collections to a Sub Committee of the Board of Governors: The Women's Library Council. A Collections Development Group, Chaired by a member of The Women's Library Council, is responsible for strategic development of the collections. The Library also operates an Acquisitions Board, which considers and makes decisions on all donations, acquisitions and disposals.

This policy was formerly approved by The Women's Library Council in June 2002.
Appendix 8) Archif Menywod Cymru/Women’s Archive of Wales Policy

Extract from: http://www.womensarchivewales.org/

ARCHIF MENYWOD CYMRU / WOMEN’S ARCHIVE OF WALES DEPOSIT SCHEME

A key objective of the Women’s Archive of Wales is to identify, rescue and preserve materials relevant to women’s lives, past, present and future. This is to be achieved through the active collecting of relevant records, and arranging for their deposit in an appropriate, recognised repository. The scheme here described, with the forms and terms of deposit attached, has been accepted by the organisations forming the Archives and Records Council Wales, which includes all local authority Record Offices.

The principle of the deposit scheme is that collections are offered to the Women’s Archive of Wales, which directs them to an appropriate repository. The appropriate repository will be that with the closest links, geographically or thematically, with the creator of the collection. The choice of repository will be made in consultation with the owner of the records and the Women’s Archive of Wales advisers and the repository concerned.

The physical transfer of collections can be directly between the owner and the agreed repository, or via the Women’s Archive of Wales Management Board, as appropriate. The collections will be administered by the repository, which will acknowledge receipt, and hold the collection under the title of Archif Menywod Cymru / Women’s Archive of Wales. Thus a virtual collection will be established, physically dispersed, but held under the name of Archif Menywod Cymru / Women’s Archive of Wales and accessioned by the Women’s Archive of Wales for their records.

The Women’s Archive of Wales (the Depositor) will:

- Discuss offered deposits with the Management Board and the appropriate repository.
- Issue letter of acknowledgement and Terms of Deposit to the Donor, who will sign and return the attached slip.
- Arrange deposits of collections into agreed repositories.
- Receive acknowledgement of deposit, and lists of the collection when completed.
- Write to thank the donor and inform her/him of the Repository’s reference number assigned to the collection.
- Administer an accessions register, and report deposits to the Women’s Archive of Wales membership.

The Repository will:

- Acknowledge receipt of the collection to the Depositor and the Donor.
- Accession collections received through the Women’s Archive of Wales as part of the Archif Menywod Cymru / Women’s Archive of Wales collection.
Issue a copy of the detailed record of the collection, listing all items, to the Women’s Archive of Wales. Copies of this record to be available to researchers at the repository’s search room and to the National Register of Archives, and placed on the repository’s database and/or the Archives Network Wales.

The Original Owner (Donor) will:

- Receive a copy of the Women’s Archive of Wales Collecting Policy and Terms of Deposit, and advice as to how to deposit the material.
- Deliver, or otherwise pass, the material to the repository.
- Receive acknowledgement of receipt of the collection, including the Repository’s reference number assigned to the collection.

June 2005.

ARCHIF MENYWOD CYMRU / WOMEN’S ARCHIVE OF WALES
COLLECTING POLICY

The Women’s Archive of Wales aims to identify, rescue and preserve materials relevant to women’s lives, past, present and future, and to make this resource available to present and future generations. We will do this through exhibitions, publications and education, however collecting is our core activity.

The Archive collects diaries, letters, minute books, accounts, newsletters, photographs, and many other items which illustrate our past. We will consider any items which represent the lives, activities or experiences of women who live or lived, or are connected with Wales.

The Archive does not have a building to house its collection. Instead we have been able to make a very appropriate arrangement which takes advantage of existing facilities throughout Wales, and will make the collection accessible through a website.

The County Record Offices of Wales and all members of the Archives Council of Wales have agreed to hold material for us on deposit, as a separate Archif Menywod Cymru / Women’s Archive of Wales collection. Acceptance of material will be decided according to the Collecting Policies of the individual repositories. While this material is given the same professional care and management as all other collections held in these repositories, and is available to researchers in the same way, it will remain a distinct Archif Menywod Cymru / Women’s Archive of Wales collection.

The Women’s Archive of Wales abides by the National Archives and Records Policy of Wales, produced by the Archive Council of Wales in 2001, which provides a set of principles for the management of archive collections. This Policy has a presumption of open access to the collections, but reasonable restrictions are respected where appropriate.

June 2005.
Appendix 9) Interview schedule – sample

Women’s libraries- broad interview schedule

History & setting

Q. 1. When was the library established?
Q. 2. What are its roles and purposes? Aims? Have these changed over time?
Q. 3. How is the library funded?
Q. 4. How is the library managed? e.g. management structure

Services

Q. 5. How many staff are there? In what capacity i.e. paid, unpaid, ft, pt.
Q. 6. What facilities and services does the library currently offer?
Q. 7. Which service/facility is the most used?
Q. 8. Why do you think this is so?
Q. 9. Which service/facility is the least used?
Q. 10. Why do you think this is so?
Q. 11. What are the most common enquiries?
Q. 12. Can you describe a typical visitor to your library?
Q. 13. Do you offer any services electronically ‘off-site’ e.g. accessed through a webpage?
Q. 14. Do you envisage there being a need to develop this type of service in the future?
Q. 15. How is your website maintained? i.e. who does it?

Women’s libraries – general

Q. 16. What do you think of the concept of women-only spaces/collections?
Q. 17. Can you name any women’s libraries in Great Britain?
Q. 18. Do you think there should be more women’s libraries in Great Britain?
Q. 19. Do you think that there should be a women’s library in each of the three countries of Great Britain i.e. England, Scotland and Wales?
Q. 20. Can you see a role for women’s libraries beyond the ‘archival’ or historical research role?

Q. 21. Do you think women’s libraries need to be physical buildings or could they exist virtually, as a collection of resources electronically i.e. a website?

Women’s libraries – Wales

Q. 22. How do you see your centre within the network of women’s archives/women’s libraries?

Q. 23. Are you/or your centre involved with other local women’s groups or networks?

Q. 24. Do you think there should be a women’s library or women’s archive in Wales? Are you familiar with the work of AMC/WAW? What do you think of their set up? Do you think women in Wales would benefit from a physical or virtual collection of resources specifically aimed at women?

Q. 25. If there was a physical building designated as a women’s archive or women’s resource centre in Wales, where should it be? Would you wish to see your collection as part of that?
Appendix 10) Ethics and consent form for participants

Research information & informed consent form

**Project title:** Women’s libraries – is there a need for a women’s information centre in Wales?

**Name of Researcher:** Alyson Tyler

**Institution:** Department of Information Studies, Llanbadarn Fawr Campus, University of Aberystwyth, Aberystwyth, Ceredigion, SY23 3AS

**Contact details:**
- **Tel:** 01970 622161 or leave a message on 01970 622188
- **Email:** aet98@aber.ac.uk

**What’s it about?**
You are being asked to take part in a study that is looking at women’s libraries. I am looking at the role of women’s information centres in helping women find information, and the role these types of places play in documenting women’s lives and being a record of women’s experiences over time.

**Why am I doing the study?**
I am doing research for my PhD in Information Studies at Aberystwyth University. I am interested in women’s information centres, also called women’s libraries. There are about 10 women’s libraries in Britain, and over 350 across the world. At the moment there are women’s libraries in England and Scotland, but none in Wales. I am interested to find out what you think about whether a women’s library would be useful to have in Wales.

**What’s involved?**
I would like to interview you to find out what you think about women’s information centres, and to ask questions about women’s libraries.

I would like to record the interview. This means I can type up what you say word for word and it is more accurate than writing what you say as I may not be able to write fast enough. Your words will be both anonymous and confidential.

**How will your opinions help me?**
I will be using the opinions of the women I interview to help me understand what women think about these issues. I may also use quotes from what you and the other interviewees say in my written report.

**Why do you have to sign a form?**
It is good practice when interviewing people for research to make sure that they understand what’s involved in taking part, and so that they know what will happen to the information that they provide. There is no obligation on you to take part however.
Informed consent form

By signing this form I am agreeing to take part in a study that is looking at women’s libraries.

I understand that I will be asked to answer questions about women’s libraries, particularly the place where I work.

I understand that taking part is voluntary and I can withdraw at any point.

I understand that it involves one interview which will take about 15-30 minutes.

I understand that the interview will be recorded, but that if I do not wish to be recorded I can say so before the interview begins and that the interviewer will write down my responses instead.

I understand that everything I say will be kept private (confidential) and that only the researcher (Alyson Tyler) will see a copy of my words, and possibly her two supervisors (Dr Geraint Evans & Dr Anoush Simon).

I understand that my words will be anonymous and that in the written report the researcher (Alyson Tyler) will not identify me. I understand that only the researcher herself will be able to link my words with my real identity.

Signature ……………………………………………………

Name ………………………………………………………..

Date ………………………………………………………..

Please keep a copy of this letter for yourself and return a copy to me

If you have any questions about the research, please contact me. My details are on the other sheet.

As a thank you for your time, I am putting the name of everyone who takes part into a prize drawer to win some vouchers. If you wish to be in the drawer, please fill in your name and address here. Once the drawer has been made and the winner has been sent the vouchers, I will destroy these slips of paper so will not be keeping your address on file.

Name ………………………………………………………..

Address……………………………………………………
……………………………………………………….............
**Further clarification of research ethics**

[not given to the interviewees but used to answer further questions should they arise]

1. **Anonymity**
   I will insure anonymity throughout my research by assigning a pseudonym to each woman that I interview. No pseudonym will be used if it is the name of another woman in the study. Only I shall have access to the file that links the real person with their pseudonym. No one reading the final written thesis will be able to link a quote to any real person.

2. **Confidentiality**
   I will insure confidentiality by not showing anyone else the transcripts of the recorded interviews. Once the project is over, the tapes will be wiped. The transcripts will exist as paper copies, and as computer files. In line with University guidance, these files will be destroyed after five years. Nobody other than the researcher herself will access the paper or computer files.

3. **Use of the data given**
   The content of transcripts will be used for the stated PhD research. From this, a thesis will be written and a copy will be available in the University of Wales Aberystwyth library. It will also be available to other researchers to read through Inter Library Loan.

   It is hoped that articles in academic journals will also be written, based on this PhD research. Therefore, there may be an international readership.

   It is also expected that a summary version of the thesis will be presented to the institutions that have helped with the research i.e. the women’s libraries and other information centres that I visited.

4. **Number and type of subjects involved**
   Staff at a range of women’s libraries and other information centres will be interviewed. No one under the age of 18 will be interviewed.

5. **Risks involved**
   There are no expected risks to the interviewer or the interviewees in taking part in the research. The women being interviewed give about 30 minutes of their time, and their opinions regarding the questions asked.