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ARLIS Diversity Forum Zine

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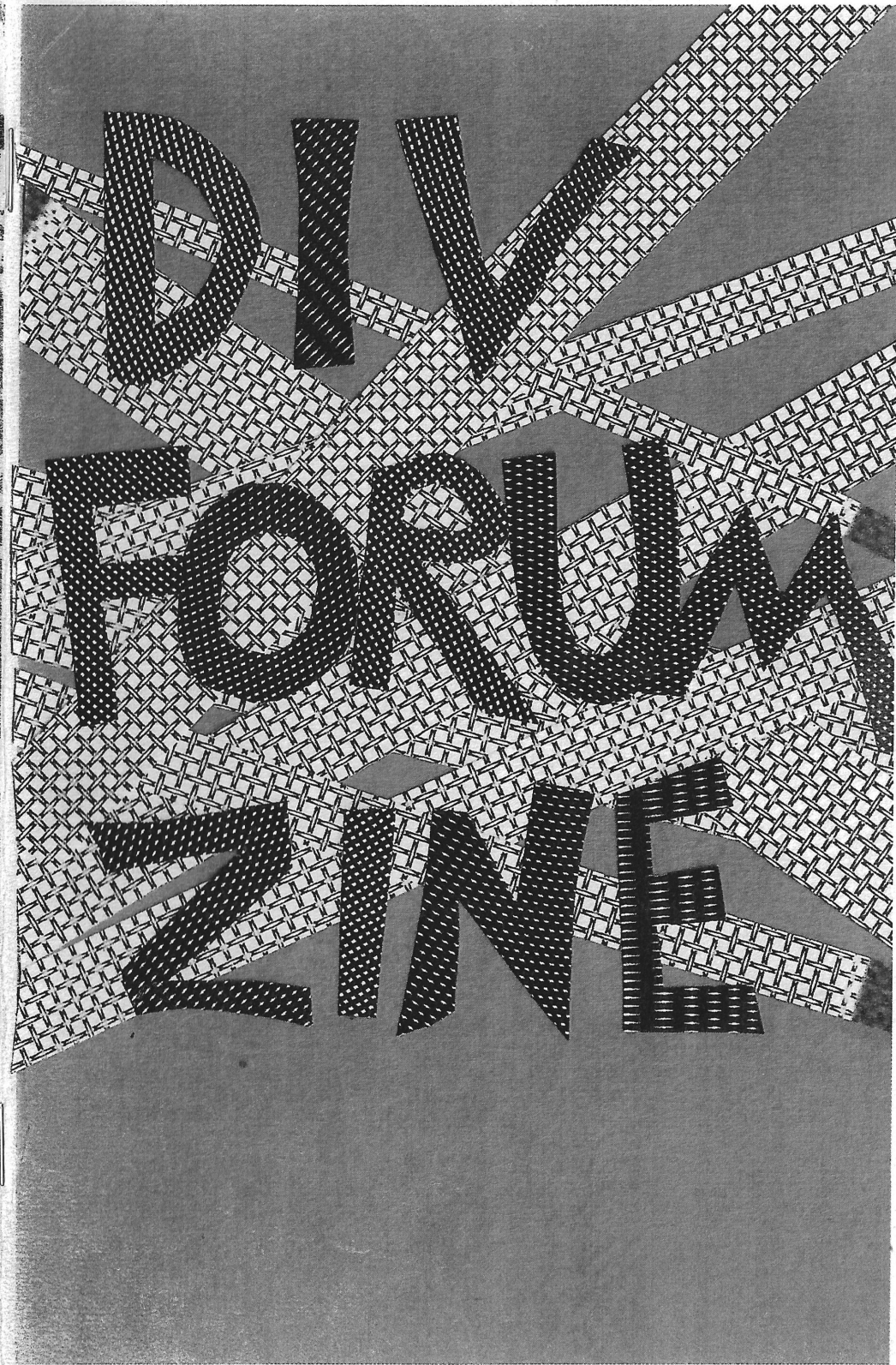
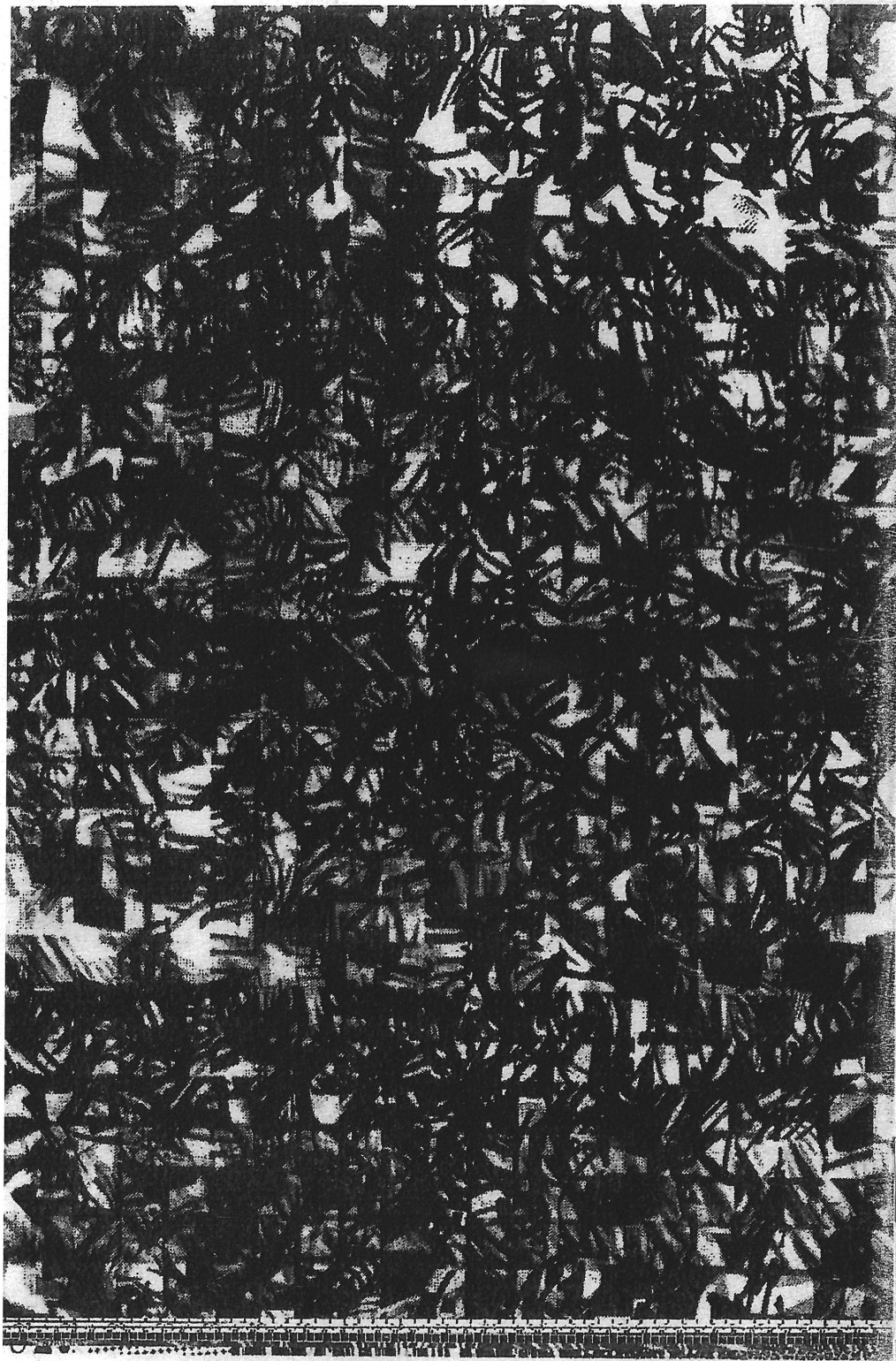
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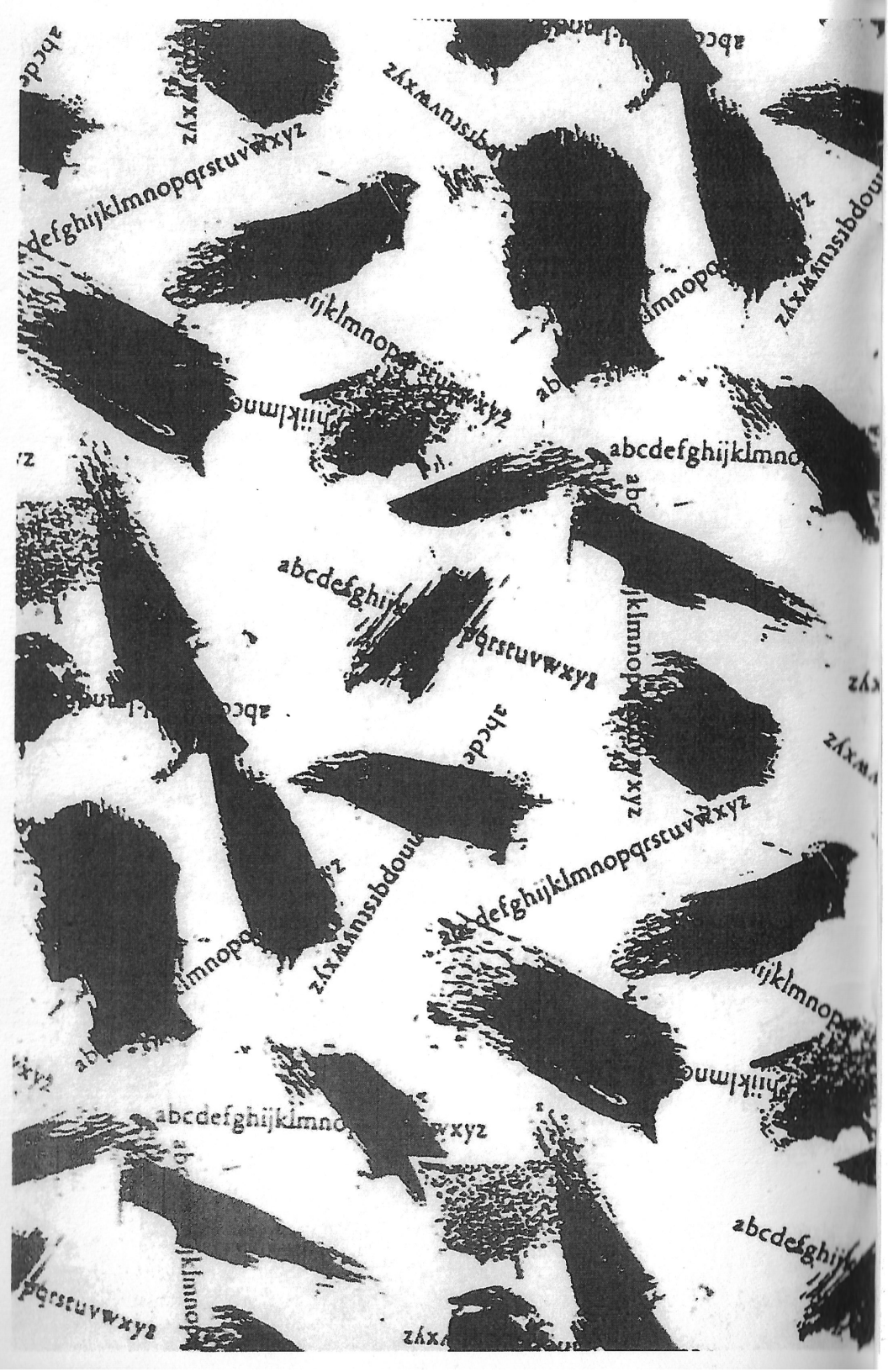
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Welcome to the ARLIS/NA 2019 Diversity Forum! The following Statement on Diversity and Code of Conduct were written by the ARLIS/NA Diversity Committee over the past year; please take a moment to read these important documents. If you are interested in working with us towards equity, diversity, inclusion, and justice please join our annual meeting, which is open to all members of ARLIS/NA:

When: Thursday, Mar. 28th @ 8:00am

Where: Grand America Hotel: Belvedere

Learn about & share critical perspectives on identity, experience, and representation in art librarianship on the Art of Diversity blog:
www.arlisdivcom.wordpress.com

Statement on diversity

ARLIS/NA is dedicated to cultivating a diverse, inclusive, equitable, and just professional community free from all forms of harassment. Within the communities we serve and our profession we understand that every person is a complex individual with multiple overlapping identities. ARLIS/NA recognizes the value of each individual based on unique characteristics which may include commonly acknowledged measures of diversity such as ethnicity, race, gender, age, class, veteran status, sexual orientation, (dis)abilities, and religion. Beyond respecting diversity, we recognize that inequity can accompany diversity and we are committed to a culture of transparency, openness, and accountability in order to identify and remedy barriers to inclusion and engagement within the society. We see diversity as a transformative force, and recognize the power of professional organizations to drive collective efforts to transform the field.

In living our values, the following strategies help us to continually reaffirm our commitment to diversity:

- Foreground the historic power imbalances embedded into library culture and memory institutions more broadly, and specifically how that affects the institutions and members represented within our society.
- Acknowledge and utilize the society's power and privilege within a profession largely made up of white, straight, and cisgender voices, and actively devote time, effort, and resources to minimizing complicity.
- Work to make the society's culture one of inclusion and belonging through developing policies and practices that address issues of inequity, underrepresentation, and marginalization within the profession.
- Support all members of our respective communities in reaching their full potential by striving for equitable access to education, training, resources, collections, services, and outreach.
- Take every opportunity to materialize and articulate our values with actions, within and outside the organization.

Code of Conduct

ARLIS/NA is dedicated to providing collaborative experiences that are free from all forms of harassment, and inclusive of all people. As a professional community we expect conscious actions from our membership to foster a safe, supportive, and positive work environment, including but not limited to acts as simple as respecting the diverse viewpoints and conversations happening within ARLIS/NA, accepting peers for all aspects of who they are personally, and both accepting and receiving constructive critique graciously. ARLIS/NA does not tolerate harassment, and it is important for our membership to understand what constitutes these behaviors. Broadly defined, harassment can include unwelcome or offensive verbal comments or nonverbal expressions publicly or privately, in person, virtually, and/or in written communication. Sexual, discriminatory, or potentially triggering language and imagery is generally inappropriate for any ARLIS/NA event venue, including talks. However, this policy is not intended to constrain responsible scholarly or professional discourse and debate. We welcome engagement with difficult topics, done with respect and care. The ARLIS/NA Code of Conduct Team, comprised of members from the Executive Board and Diversity Committee, is a resource for all members; do not hesitate to contact them for assistance.

Read more:

<https://www.arlisna.org/about/code-of-conduct>

Privilege and Positionality Checklist:

Adapted from:

<http://www.differencematters.info/uploads/pdf/privilege-beads-exercise.pdf>

Instructions:

Read the following statements and leave a checkmark next to the ones you agree with.

Sexuality Privilege

- I can move about in public without fear of being harassed or physically attacked because of my sexual identity.
- I do not have to fear negative consequences if my coworkers find out about my sexual identity.
- No one questions the “normality” or existence of my sexuality.

Ability Privilege

- I can assume that I will easily have physical access to any building.
- I do not have to request accommodations due to my mental or physical ability status.
- If I am not hired for a job, I do not question if it was due to my physical or mental ability.

Gender Privilege

- If I have children and a successful career, few people will ask me how I balance work and home.
- I never worry about being recognized as the gender with which I identify.
- I am less likely to be sexually harassed at work than persons of other gender identities.

Racial Privilege

- Children in my family and/or community do not need to be educated about systemic racism for their daily physical safety.

- I can take a job without people thinking I was hired only because of my race.
- I am never asked to speak for all the people of my racial group.

Religious Privilege

- I can assume that I will not have to work or go to school, or attend meetings on religious holidays that I observe.
- Places to worship or practice my religion are numerous in my community.
- I do not need to worry about negative consequences of disclosing my religious identity to others.

Class Privilege

- I have a savings account with at least a month's expenses in case of emergency.
- I am fairly certain that I will not have to skip meals because I cannot afford to eat.
- I don't HAVE TO rely on public transportation; I can afford my own vehicle.

Citizenship Privilege

- If I were a victim of a crime, I wouldn't think twice about seeking police assistance due to my citizenship status.
- If I apply for a job, my legal right to work in this country probably will not be questioned.
- I am able to vote on issues that affect my quality of life, safety, well-being, and human rights.

Reflection Questions:

Did you find any surprises while completing this checklist?

What aspects of my personal identity have influenced my sense of belonging in ARLIS/NA?

What do I have to teach in this moment? To whom?

What do I have to learn in this moment? From whom?

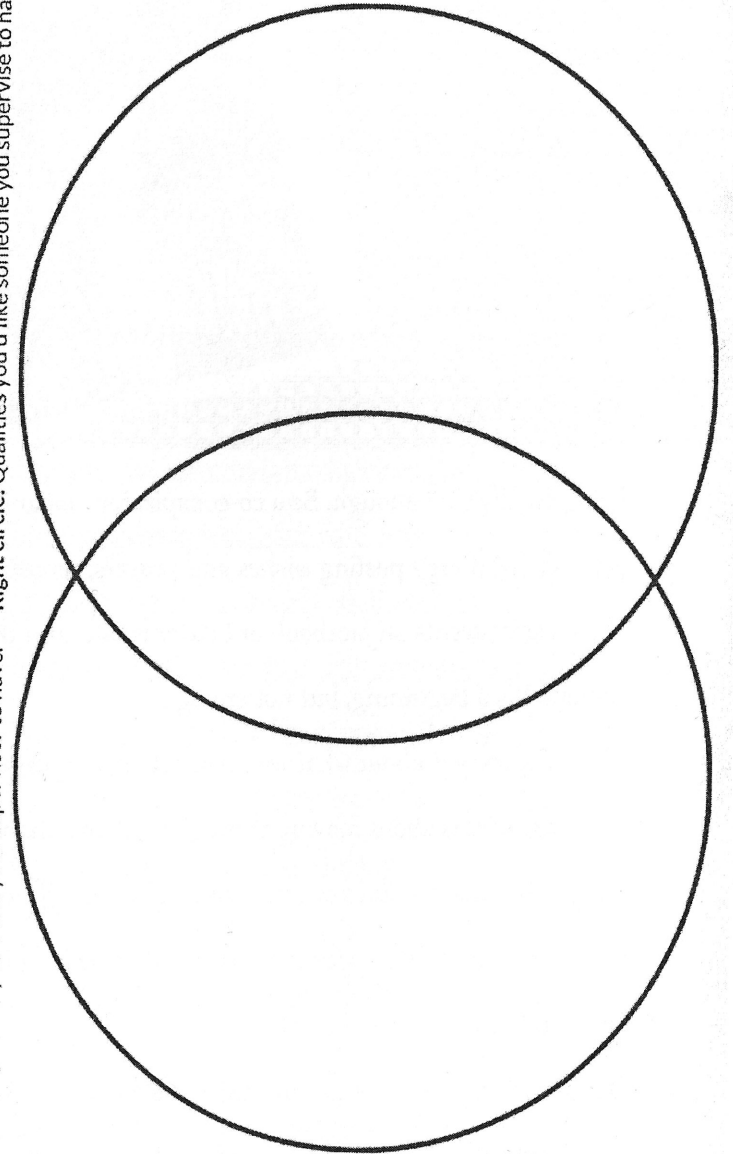
REFLECTIVE QUESTIONS

From *Writing Ourselves Into Our Future: Dismantling and Envisioning Alternative Models of Library Leadership*. Developed by Jenny Ferretti (jferretti@mica.edu) and Sofia Leung (sofial@mit.edu).

1. What is your library leadership philosophy?
2. How would decisions be made under your leadership? What's the feedback loop like?

Adapted from *Writing Ourselves Into Our Future: Dismantling & Envisioning Alternative Models of Library Leadership* (2018).
Workshop led by Jenny Ferretti (jferretti@mica.edu) & Sofia Leung (sofial@mit.edu).

Left circle: Qualities you'd like your supervisor to have. Right circle: Qualities you'd like someone you supervise to have.



scratching the surface of whiteness-some thoughts and resources

(lia friedman)



Being an ally isn't enough. Be a co-conspirator - meaning, put yourself out there - posting wishes and prayers, reposting articles about racist events on facebook or twitter is safe, and that's not enough. It's a beginning, but not enough.

"Co-conspiracy is about what we do in action, not just in language," says Garza, "It is about moving through guilt and shame and recognizing that we did not create none of this stuff. And so what we are taking responsibility for is the power that we hold to transform our conditions." (Alicia Garza).

"To be a white co-conspirator means to deliberately acknowledge that people of color are criminalized for dismantling white supremacy. It means we choose to take on the consequences of

participating in a criminalized act, and we choose to support and center people of color..." (Violet Rush).

<https://medium.com/@knito371/making-the-transition-from%20ally-to-co-conspirator-cc28a5752af7>

extremely selected libguides, (go out and research your own too!)

<http://research.pugetsound.edu/c.php?g=527726&p=3608194>

<http://libraryguides.bennington.edu/blackstudies/home>

<https://libraryguides.bennington.edu/diversity/whiteness>

<https://libguides.nyit.edu/c.php?g=666045&p=4761364>

<https://libguides.northwestschool.org/welcome/DEI>

<https://libguides.depauw.edu/americanwhiteness>

<http://libguides.humboldt.edu/whiteprivilege/whiteness>

<https://ccpcs.libguides.com/whitefragility>

<https://libguides.usc.edu/diversityandinclusion>

<https://libguides.gustavus.edu/seeingwhite>

<https://libguides.mssm.edu/racism-bias>

<https://libguides.mit.edu/blm-bookmobile-2017>

very selective resources

"White People Are Cowards" <https://www.theroot.com/white-people-are-cowards-1826958780>

Between the World and Me. Ta-Nehisi Coates

Emergent Strategy: Shaping Change, Changing Worlds. Adrienne Maree Brown

Post Traumatic Slave Syndrome: America's Legacy of Enduring Injury and Healing. Degruy, Joy.

Tears We Cannot Stop: A Sermon to White America. Michael Eric Dyson

White Fragility: Why It's So Hard for White People to Talk About Race. Robin DiAngelo

Teaching to Transgress: Education as the Practice of Freedom. And Aint I a Woman: Black Women and Feminism. bell hooks

Why Are All the Black Kids Sitting Together in the Cafeteria? Beverly Daniel Tatum

The Making of Asian America. Erica Lee

This Bridge Called my Back: Writings by Radical Women of Color. Ed by Cherrie Moraga and Gloria Anzaldua

Honma, Todd. "Trippin Over the Color Line: The Invisibility of Race in Library and Information Studies," *UCLA Journal of Education and Information Studies*, 1, no. 2 (2005): 1-27. Assessed August 2, 2018. <https://escholarship.org/uc/item/4njowlmp>

Hudson, David J. "On 'Diversity' as Anti-Racism in Library and Information Studies: A Critique," *Journal of Critical Library and Information Studies*, 1, no. 1 (2017): 1-36. Assessed August 2, 2018. <https://doi.org/10.24242/jclis.v1i1.6>

So You Want to Talk About Race. Ijeoma Oluo

White Rage: The Unspoken Truth of Our Racial Divide. Carol Anderson, Ph.D.

Tuck, Eve (Aluet) and K. Wayne Yang. "Decolonization is Not a Metaphor, Decolonization, Indigeneity, Education and Society," 1, no. 1 (2012): 1-40. Assessed August 2, 2018. <https://decolonization.org/index.php/des/article/view/18630/15554>

"100 Ways White People Can Make Life Less Frustrating For People of Color"
https://broadly.vice.com/en_us/article/ne95dm/how-to-be-a-white-ally-to-people-of-color

"What is Toxic White Feminism?"
<https://www.harpersbazaar.com/culture/politics/a22717725/what-is-toxic-white-feminism>

"Soliciting Performance Hiding Bias: Whiteness and Librarianship"
<http://www.inthelibrarywiththeleadpipe.org/2015/soliciting-performance-hiding-bias-whiteness-and-librarianship/>

"At the Intersection" Blog by April Hathcock
<https://aprilhathcock.wordpress.com>

Use Instagram? Follow these folks:

Layla F. Saad (@laylafsaad)

Libraries We Here (@librarieswehere)

Librarians of Color/LOC-LA (@librariansofcolor)

Rachel Cargle (@rachel.cargle)

Ally Henny (@allyhenny)

Alicia Garza (@aliciagarza)

Shaun King (@shaunking)

Make every day Black History Month, Women's History Month, Pride Month, etc. -- actively and thoughtfully include underrepresented art and voices in everything you do, from collection development to instruction and outreach.

Center the narratives of marginalized populations from their own perspectives whenever possible (i.e., don't *Green Book* it!). Aim for creating programs which are "for and by" an underrepresented group, and not just "about" this group. Is what you are doing transformative or merely performative? Who benefits from the work you do?

Don't assume that you're the only one with something to teach, especially when you're working with students, children, teens, seniors, and/or those from marginalized populations. Create a warm atmosphere of mutual respect and intellectual exchange. Open yourself up to opportunities to learn from others! This is also a good rule of thumb when working with your library colleagues, especially if you are in a supervisory role.

Create a new canon! What books, artwork, and artists will speak to your patrons the most? What voices are regularly missing from the dialogue in your institution? Devise creative strategies to amplify those voices through your work.

Avoid using unnecessarily gendered language, and do not misgender your colleagues or patrons! One easy first step in the right direction is replacing "ladies and gentlemen" with "everybody" when addressing groups. If you are cisgender, do not assume that one's gender assigned at birth corresponds with their gender identity. Cisgender folks should also educate themselves about the myriad of pronouns that people may use beyond she/her/hers and

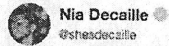
he/him/his, and be mindful that not every identity falls within the binary of male and female.

Think about how much space you take up. Positionality is important! Consider how you use your privilege. Are you primarily concerned that your own voice and achievements are getting airtime, or are you also actively ensuring that other voices have ample time to share theirs? Do you make room for diverse voices to participate in impactful ways? Is your decision-making process equitable and inclusive? Who gets to decide what and for whom?

Unless you are a Black person, avoid AAVE (African American Vernacular English) and beware of using digital Blackface! If you culturally appropriate language and images relating to Black people, you are likely pushing Black people away without even realizing it. This rule also applies to non-Black people of color.

Make Black History Month a multifaceted celebration! Don't focus solely on histories of enslavement or the Civil Rights era in your Black History displays or programming – history is being made every single day. Remember to make room for modern art, the contemporary, and the richness of speculative futures!

Don't expect individuals from underrepresented communities to do the work for you. It's one thing to be an inquisitive, active listener and learner, but it is another to expect marginalized folks to be constant teachers. The emotional labor of finding words to articulate deeply personal and often painful matters inevitably takes a toll on those of us who choose to speak on such matters! Do not demand this labor, and be appreciative when it is given. There are many wonderful resources for self-education in the internet age, many of which are listed in the resource guide at the back of this zine.



Nia Decaille @shedeaille

Follow

Don't talk to me about workplace diversity if all the women of color in your institution are underpaid and overworked.

11:52 AM · 16 Mar 2019

2,822 Retweets 9,274 Likes

22 2.8K 9.3K



Quita @Hello_Quita

Follow

Also don't talk to me about it if none of the people of color you hire have decision making power.

Nia Decaille @shedeaille
Don't talk to me about workplace diversity if all the women of color in your institution are underpaid and overworked.

4:27 PM · 16 Mar 2019

65 Retweets 140 Likes

1 65 140



Victoria M. Walker @vickie

Follow

Don't talk to me about workplace diversity if the last five out of seven of your resignations were disgruntled & underpaid POCs.

Nia Decaille @shedeaille
Don't talk to me about workplace diversity if all the women of color in your institution are underpaid and overworked.

2:19 PM · 16 Mar 2019 from Charlotte Amalie, Virgin Islands

10 Retweets 21 Likes

10 21

notsoivorytower



Clint Smith @ClintSmithIII

Thinking about all the black, brown, & low-income students who arrive at college & who are made to feel as if they don't deserve to be there, while so many wealthy students have their parents essentially buy their way into these schools & rarely experience the same skepticism.

8:49 AM · 3/12/19 · Twitter Web App

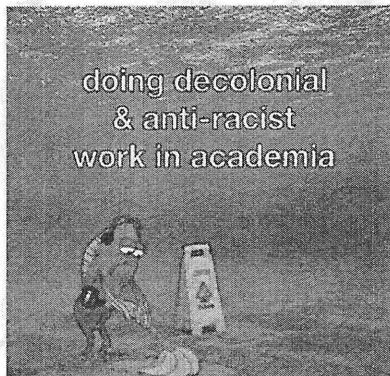
decolonialmoonprincess



Lara Witt @Femmemfeministe

white men make terrible, superficial movies about racism for white audiences all to get rewarded for it by other white men so that they can continue to center themselves as heroes of every narrative & congratulate themselves for films which deserved a straight to DVD release.

decolonialmoonprincess



decolonialmoonprincess

when race & racism comes up in your lecture and you're the only racialized person



Coming Out” Stars Activity (Excerpt)

Full text of activity instructions available online:

<https://lgbtrc.usc.edu/files/2015/05/Coming-Out-Stars.pdf>

Source: Jeff Pierce, University of Southern California

Let each person pick either a BLUE, ORANGE, RED, or PURPLE star and then read the following to them:

Imagine that this star represents your world, with you in the center and those things or people most important to you at each point of the star. So we'll begin by writing your name in the center of the star, making it your very own star! Then, pick a side of the star to begin with. Chose a friend who is very close to you. Someone you care about very much. A best friend or a close friend, it doesn't matter. Write their name on this side of the star.

Next, think of a community that you belong to. It could be a religious community, your neighborhood, a fraternity or sorority, or just a group of friends. Take the name of this group that you are a part of and write it on the next side of the star moving clockwise.

Now, think of a specific family member. Someone that you have always turned to for advice or maybe who knows how to cheer you up when you're sad. A mother, father, aunt, or uncle ... any family member who has made a large impact in your life. Please write their name on the next side of the star.

What job would you most like to have? It could be anything from president to dentist. Whatever your career aspiration is, write it on the next side.

Lastly, what are some of your hopes and dreams? Maybe you want to be a millionaire, maybe you want the perfect family. Think of a few of your hopes and dreams and write them on the last side of your star.

Coming Out Letters

Often when transgender people are ready to transition on their jobs, they write a letter to their co-workers explaining what is going on. As a liaison librarian, and manager of my branch library, I interact with many librarians and library staff across numerous libraries and library departments, and staff and faculty at the School of Architecture I support. It would have been impossible to reach out each of them individually.

The timing of this letter is important. It should be sent only after you have talked with library leadership and HR and developed a timeline for transitioning at work. Although anyone overseeing your transition process may want to see the letter ahead of time, they should not demand to change any of the content. As the person transitioning you should be guiding the process, and the information you feel comfortable sharing.

Some guidelines for letter writing:

Though your letter should be as unique as you, and your transition process, I do have some suggestions:

1. Clearly tell your coworkers when you plan to start working in your new gender role, what name you will use, and your pronouns.
2. You may want to outline expectations if people make mistakes with names and pronouns. I did that in my own letter, but I wish I had been more explicit about not wanting to hear apologies, and people's explanations about why they found it difficult to switch pronouns, as well as a timeline for when I expected the mistakes would stop. I spent too much time in the 6+ months after coming out managing the emotions of others, and that was emotional labour I just don't have the energy for.

3. Don't be apologetic for who you are in your letter. Trans is beautiful!
4. Don't share any medical information you wouldn't otherwise share with co-workers in a different situation. You do not need to outline whether you are pursuing medical and/or surgical transition, or any medical details to justify time away from work or being transgender. As with any other situation, your medical history is private regardless how curious others might be.
5. Include what do if your work colleagues have any questions. As a librarian I already have a full-time job, and I would not have had the time (or emotional energy) to answer all the potential questions from the 100+ people in my library system and at the School of Architecture, so I made it clear I didn't want those questions coming to me. Inclusivity training was arranged, and of course there are lots of great books in our library my colleagues can borrow if they want to learn more about transgender, non-binary, and other gender diverse people.
6. Decide how you want your letter to be distributed. I didn't want copies of my letter floating around around, so only the University Librarian received it through email. She distributed it physically to all the department heads, who then read it out loud to their teams.
7. After writing your letter, have some other trusted people read it and give you feedback, such as a close friend, or a therapist. I asked a colleague in a separate department, and local LGBTQ+ activist who has also supported several other employees transition at the University of Waterloo to help me edit my original draft.

Here is my letter as an example. Please be respectful, and share it if you absolutely have to and for altruistic reasons only (i.e. to help out another trans person)!

Dear Colleagues,

I am writing this letter to tell you about a matter that is essentially personal but will result in some changes at work.

Over the last year and a half, you may have noticed some changes I've slowly been making to my appearance. Those of you whom I am friends with have seen even more deeper changes. For some of you, it may have been obvious, but for others, maybe not so much. Regardless of whether or not you've noticed them or figured out why I have been making these changes, the time has come for this letter to be shared.

I'm transgender. I have been my whole life, but until only recently I've been mostly in denial, and very much in the closet. Outside of work, I have been living and identifying as trans non-binary (on the trans-masculine side) for the past year and a half. My family and friends call me Evan, or Ev for short, and at some point in the near future I will be changing my legal name to Evan Schilling. I'm still wrestling with what my legal sex designation will be, male (M) or gender neutral (X). It's all a journey, and I don't have all the answers yet.

I want everyone to get to know the whole me. I'm very pleased to be able to take this journey towards personal wholeness, while staying at a job I find very rewarding and colleagues I love working with. This change will not affect my ability to do my job. **For transgender people, the closet isn't so much a place you hide in as a jail you're stuck inside.** It's not just that you can't have the life experiences you want—your hormones feel wrong, your body looks wrong, your clothes hang wrong, and you hate your haircut. It's like there's another YOU in you. Being in the closet, and self-policing everything you say and do for fear your secret will get out is a lot of work.

The rest of this letter will follow an FAQ format (I'm a librarian after all), to help answer some question you probably all have.

How should I address you?

I ask that you call me by my new name, Evan or Ev for short, and use gender-neutral pronouns (they/them/their) when referring to me or about me in the third person.

What if I make a mistake?

Everyone makes mistakes and that is okay! I know this will take a little time to get used to, and I do expect that people will make mistakes at first. All I ask is that you try to get it right. If you do slip up, I ask that you not make a big deal out of it—just correct the use of the name/pronoun and move on.

It isn't always about your intent, but about the impact. Disclosing someone's trans identity, even if by mistake, can put them at risk of harm or harassment. If you have difficulty using my right name and pronouns, I recommend practicing. Ask co-workers to point out when you've made a mistake. Ensure you hold each other accountable.

Please never use 'it' when referring to me or any other transgender person. It's very hurtful, and dehumanizing.

When will you begin to express your gender identity through clothes?

ASAP—I already started this in January 2017, but you may see me dressing in more androgynous/ masculine-of-centre clothing, such as bow ties, jackets, et cetera, this spring. Please don't be alarmed if you still see me wearing something more 'feminine', or a skirt on occasion. Clothes don't HAVE genders. They're inanimate objects like a stone or a clock. Just because I wear a skirt does not

make me a woman. Just look at the elaborate outfits, make-up, and high heels men wore in the court of Louis the XIV of France!

Which washroom are you most comfortable using?

At present, I already use gender neutral bathrooms when available. Otherwise I'll use women's washroom because they have stalls. In a perfect world, all washrooms whether single occupant or multi-occupant, would be inclusive for everyone (just like they are in our homes) with single stalls for everyone, sinks to wash your hands, a changing table for parents and caregivers to use, and be designed to be accessible for all types of bodies (abled or not).

Will you take time off work for any transition-related medical needs?

It is likely that I'll need time-off, and will connect with the appropriate parties on campus to make the arrangements. Please respect my wish for privacy, and right to access care. Asking anybody about their medical history is very personal.

What if I have more questions?

That's more than okay, that's precisely why mandatory training is being arranged. You may feel awkward about asking me because we've known each other a while, and you don't want to offend me. Also, I can't speak for all trans people, as each person's transition journey is different and unique. The training provides the opportunity for you to get answers from people you won't likely see again or work with every day, ensuring your confidentiality, and they will give you a sense of which topics are appropriate to discuss at work.

Beyond that opportunity, UW Library has some great books on transgender and non-binary identities, and there is lots of great content on the web including blogs, websites, and documentaries. I believe the Library will putting together a trans resource page soon. Until the new Director of Equity is hired and onboarded, please direct your questions to _____ in HR. She can be reached at extension _____, or _____.

Thank you for taking the time to read all of this and thank you even more for your support going forward. This is truly an exciting and positive change in my life and I am happy to be experiencing it here and around all of you.

Lastly, be open to self-learning, and becoming an ally for all trans people, not just me.

*Sincerely,
Evan Schilling, Architecture Librarian*

Individualized Transition Accommodation Plans

It is recommended that transitioning employees sit down with their supports and draft an Individualized Transition Accommodation Plan. This lays out an estimated timeline for transitioning in the workplace, expectations as to what kinds of support transitioning employees will receive from management, and contact person(s) to assist transitioning employees throughout the process, and if they face any discrimination and/or harassment. Here is a template plan:

Individualized Transition Accommodation Plan	
Name: Title: Create a timeline that reflects the unique needs and desires of the person transitioning and their individual context. This timeline could include the following entries:	
When the individual would like to be addressed by a new name and/or pronoun	New Name: Pronouns: Date:
When the individual will begin to express their gender identity through clothes	Date:
When they will use washrooms and other facilities based on their gender identity	Date:
When/if they may take time off work for transition-related medical needs	Date:

If/when/how any work-related documents, records, and databases (e.g., business cards, payroll) will reflect their new name and gender	Date: Location of documents:
If/when/how employees, clients, service providers, and others will be informed of their name and pronoun change	Date:
Creation of a simple document that outlines how to deal quickly and effectively with any harassment or discrimination they may experience	Date: Location of documents:

Source: Jacq Hixson-Vulpe, *Creating Authentic Spaces: A Gender Expression and Gender Identity Toolkit*, The 519, 67-68, accessed March 1, 2019, <http://www.the519.org/education-training/training-resources/our-resources/creating-authentic-spaces>.

Here is how I filled out my transition plan, excluding my dead name (see glossary for definition). One key thing my university failed to do was to create a document outlining how to with any harassment or discrimination. This ended up being problematic for me later on when I did face some difficult situations at work. Names have been removed for privacy reasons.

Please do not hold any transitioning individual to the timeline they have drafted, especially when it comes to name changes and medical/surgical transition. This is a document to help the individual, not hold them to some unrealistic expectations. For

example, I've yet to change my name and gender legally, and all my associated documents (passport, birth certificate, degrees, property deeds, et cetera) due to how complicated and costly the process is, so I could focus my time, efforts, and resources on other more pressing aspects of transitioning. After a lot of what I consider needless negotiations, HR at my institution finally agreed that all my forward facing documents and records (contact information on university and library websites, staff directories, library guides, business card, et cetera) could reflect my chosen name, and legal name would be still tied to all internal documentations for payroll, benefits, and tax purposes until I legally change it.

Individualized Transition Accommodation Plan	
Employee Name: _____	
Title: Architecture Librarian	
When the individual would like to be addressed by a new name and/or pronoun	New Name: Evan (or Ev for short) Schilling Pronouns: they/them/their Date: Spring 2018
When the individual will begin to express their gender identity through clothes	Date: ASAP – I already began this in January 2017, but staff, faculty, and patrons may see me dressing in more androgynous/ masculine-of-centre clothing, such as bow ties, jackets, et cetera in Spring 2018
When they will use washrooms and other facilities based on their gender identity	Date: At present, I already use gender neutral bathrooms when available. Otherwise I'll use the women's washroom because they have individual stalls

When/if they may take time off work for any transition-related medical needs	Date: Immediately – I'll need time off to meet with my doctor and counselor on occasion. I've already submitted documentation to Occupational Health to support this accommodation. I don't know when or how much time off I'll need for medical/surgical transition as I'm currently pursuing approval through OHIP. It may be as early as July 2018 for a longer leave.
If/when/how any work-related documents, records, and databases (e.g., business cards, payroll) will reflect their new name and gender	Date: Unsure, I'll be pursuing legal name change in Summer or Fall 2018 Location of documents: N/A
If/when/how employees, clients, service providers, and others will be informed of their name and pronoun change	Date: March or early April 2018
Creation of a simple document that outlines how to deal quickly and effectively with any harassment or discrimination they may experience	Date: N/A Location of documents: N/A I can go to _____, _____, _____ or the Staff Association through _____ if I need to report any harassment or discrimination

Evan's 15 Recommendations for Library Leadership for Supporting Trans Staff

1. Assign a person to take notes during all transition planning meetings. Your trans employee is entering these discussions in an emotional state, and likely won't be able to take notes, or reliably remember what was discussed. This also ensures everyone understand what was agreed upon.
2. Realize there is a difference between an ally, and advocate and a manager/supervisor. Let your employee decide who are their advocates and allies, and realize that not everyone will feel comfortable with their manager/supervisor in either of these roles.
3. Arrange mandatory Trans/LGBTQ2S+ inclusive training for ALL library staff as part of the coming out process. Librarians especially interact with a wide range of library staff across departments, and you want to make sure the expectations are clear for everyone moving forward.
4. If you don't already collect books on transgender and non-binary people and issues, start now. Don't turn your employee into the token "trans librarian" and expect them to be the expert on all trans issues. They already have a full-time job. Also, "trans people are just as diverse as cisgender people and their needs are just as varied."¹

5. That being said, support your trans employee if they do want to get involved in activism, even if it challenges your institution. Change is good, and only reinforces the progressive values on which librarianship is built upon!
6. When making introductions, and speaking about your trans employee(s) in the third person, library leaders can't afford to make mistakes. There is no better way to lose trust with your employee than getting their name or pronouns wrong. Practice with a colleague or in the mirror until you get it right. As a leader, you set the tone for how everyone will or won't respect your employee's gender identity.
7. Incorporate the use of pronouns check-ins in meetings and other events, especially when new or unfamiliar people are present. Have everyone present participate so your trans employee(s) don't feel singled out. An example of how I introduce myself, "I'm Evan Schilling, the Architecture Liaison Librarian. My pronouns are they/them."
8. Speak up and correct deadnaming and misgendering, even if your trans employee(s) is not present. Lead by example, and model correct behaviours and language.
9. Erase the word "preferred" from your mind/lexicon (and public facing documents, websites, et cetera),

when referring to names, and pronouns. It's offensive, because it can imply that they are optional.

10. Don't treat Trans/LGBTQ2S+ inclusive training as the end point. As stated in The 519's *Creating Authentic Spaces: A Gender Expression and Gender Identity Toolkit*, "[t]he process of trans inclusion and challenging transphobia, as with facing any type of discrimination, is an ongoing process; this work continues for as long as your organization does."²
11. Believe your trans employee(s) when/if they report incidents of transphobia, harassment, and discrimination, and take the proper measures to address it quickly, whether it's retraining, disciplinary action, or more.
12. The same goes for addressing, and changing systemic issues or trans discriminatory policies, procedures, decisions, et cetera. If your employee points out something as being problematic, or transphobic, believe them. Saying we've always done it this way is not an adequate response. It is never okay for a cis person to tell a trans person whether or not something is transphobic.
13. Being an inclusive employer doesn't mean treating library staff all the same, but making accommodations based on an employees particular needs and requests.

14. Never say to a trans employee your library can't make an accommodation because of cost. It reduces their life to a number. For example, my requests for taking a taxi home when on the rare occasion I worked very late were rejected. It told me that my library leadership didn't think my personal safety wasn't worth \$40.
15. Whether you have one trans employee or several, and regardless of whether they non-binary or binary in their identity, make sure you have fully accessible and gender-neutral washrooms in ALL main, and branch library locations. This is really non-negotiable, regardless of institutional policies, or state or provincial laws. Using a washroom is a basic human right. Not all trans people can come out, and you can't recognize who is trans or not.

1. Jacq Hixson-Vulpe, *Creating Authentic Spaces: A Gender Expression and Gender Identity Toolkit*, The 519, 9, accessed March 1, 2019, <http://www.the519.org/education-training/training-resources/our-resources/creating-authentic-spaces>.
2. Hixson-Vulpe, *Creating Authentic Spaces*, 20.

10 Things You're Actually Saying When You Ignore Someone's Pronouns:

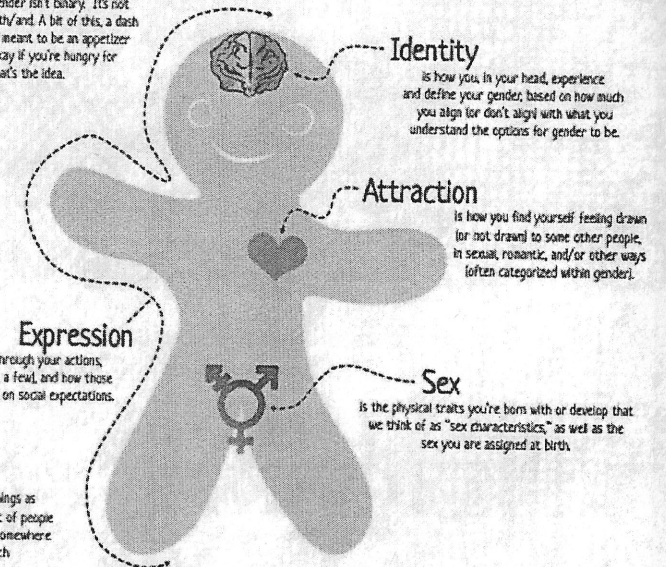
1. I know you better than you know yourself.
2. I would rather hurt you repeatedly than change the way I speak about you.
3. Your sense of safety is not important to me.
4. Your identity isn't real and shouldn't be acknowledged.
5. ** I want to teach everyone around me to disrespect you. **
6. Offending you is fine if it makes me feel more comfortable.
7. I can hear you talking, but I'm not really listening.
8. Being who you truly are is an inconvenience to me.
9. I would prefer it if you stopped being honest with me.
10. I am not an ally, a friend, or someone you can trust.

Source: Sam Dylan Finch, "What You're Actually Saying When You Ignore Someone's Pronouns," Let's Queer Things Up!, last modified September 14, 2014, <https://letsqueerthingsup.com/2014/09/15/what-youre-actually-saying-when-you-ignore-someones-preferred-gender-pronouns/>.

The Genderbread Person

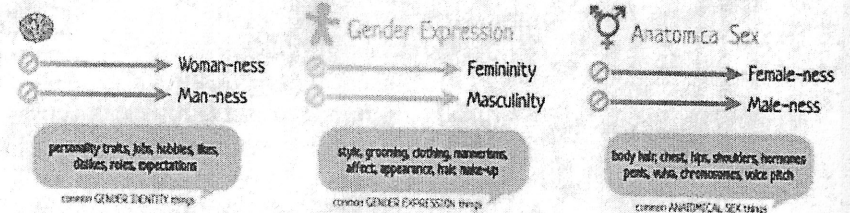
it's pronounced *METROsexual*

Gender is one of those things everyone thinks they understand, but most people don't. Gender isn't binary. It's not either/or. In many cases it's both/and. A bit of this, a dash of that. This tasty little guide is meant to be an appetizer for gender understanding. It's okay if you're hungry for more after reading it. In fact, that's the idea.



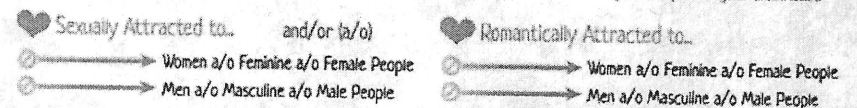
We can think about all these things as existing on continuums, where a lot of people might see themselves as existing somewhere between 0 and 100 on each.

⊖ means a lack of what's on the right side.



Identity ≠ Expression ≠ Sex
Gender ≠ Sexual Orientation

Sex Assigned At Birth
 Female Intersex Male
Typically based solely on external genitalia present at birth (ignoring internal anatomy, biology, and change throughout life). Sex Assigned At Birth (SAAB) is key for distinguishing between the terms "cisgender" (SAAB aligns with gender identity) and "transgender" (SAAB ≠ gender identity).



Genderbread Person Version 4 created and uncopyrighted 2017 by Sam Klermann For a bigger bite, read more at www.genderbread.org

RESOURCE LIST

Compiled by J. Ferretti, L. Friedman, S. Fujita, & E. Schilling

LGBTQ+ Librarianship

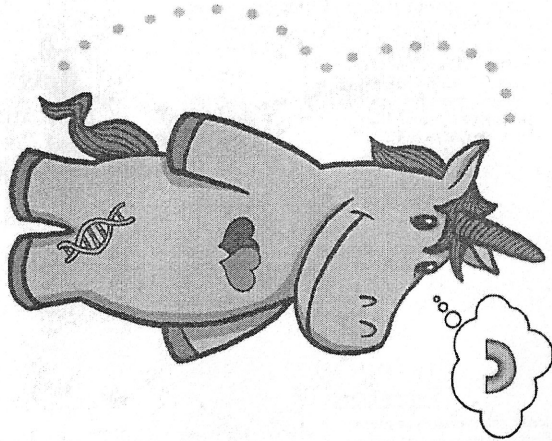
- *HANDBOOK: Supporting Queer and Trans Students in Art and Design Education*, edited by Anthea Black and Shamina Chherawala
- *Queer library alliance: global reflections and imaginings*, edited by Rae-Anne Montague, and Lucas McKeever
- *Out behind the desk: workplace issues for LGBTQ librarians*, edited by Tracy Nectoux

Transgender Resources

- *Trans Bodies, Trans Selves: A Resource for the Transgender Community*, edited by Laura Erickson-Schroth
- *Trap Door: Trans Cultural Production and the Politics of Visibility*, edited by Reina Gossett, Eric A. Stanley, and Johanna Burton
- "How to Use Gender-Neutral Words" by Danielle Corcione <https://www.teenvogue.com/story/how-to-use-gender-neutral-words>
- *Creating Authentic Spaces: A Gender Expression and Gender Identity Toolkit* by The 519, <http://www.the519.org/education-training/training-resources/our-resources/creating-authentic-spaces>
- "Employment support services for LGBTQ+ individuals" prepared by Michelle Camilleri and David Gogolishvili for the *Ontario HIV Treatment Network*, <http://www.ohntn.on.ca/rapid-response-employment-services-for-lgbtq-individuals/>
- *Policy on Preventing Discrimination Because of Gender Identity and Gender Expression* by the Ontario Human Rights Commission, <http://www.ohrc.on.ca/en/policy-preventing-discrimination-because-gender-identity-and-gender-expression>

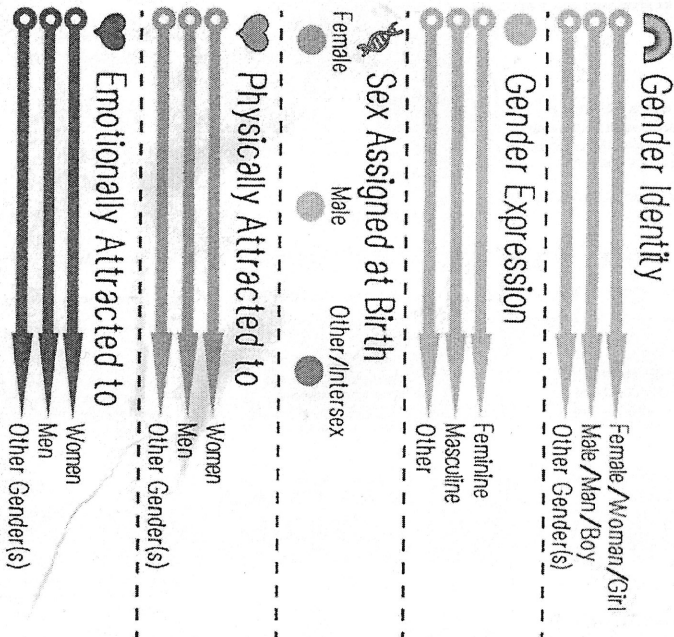
The Gender Unicorn

Graphic by:
TSEER
The Student Educational Experience Resource



To learn more, go to:
www.transstudent.org/gender

Design by Landyn Pan and Anna Moore



Women of Color and Feminism

- *Feminists Among Us*, edited by Shirley Lew & Baharak Yousefi
- *Feminist Studies: A Guide to Intersectional Theory, Methodology and Writing* by Nina Lykke
- *Women of Color and Feminism* by Maythee Rojas

Feminism

- *Feminism is for Everybody: Passionate Politics* by bell hooks
- *Living a Feminist Life* by Sara Ahmed
- *Crunk Feminist Collection*, edited by Brittney C. Cooper, Susana M. Morris, and Robin M. Boylorn
- *Men Explain Things to Me* by Rebecca Solnit
- *Notes from a Feminist Killjoy: Essays on Everyday Life* by Erin Wunker

Appropriation of Black Culture

- "Amandla Stenberg: Don't Cash Crop on My Cornrows: A Crash Discourse on Black Culture" video
https://www.youtube.com/watch?v=O1KJRRSB_XA
- "These Were 2018's Hottest Slang Words – But Should You Use Them?" by Sima Shakeri
https://www.huffingtonpost.ca/2018/12/30/2018-slang-words-appropriation_a_23629985/
- "Is it OK to Use Black Emojis and Gifs?" by Victoria Princewill
<https://www.bbc.com/news/av/world-40931479/is-it-ok-to-use-black-emojis-and-gifs>
- "We Need to Talk About Digital Blackface in Reaction GIFs"
<https://www.teenvogue.com/story/digital-blackface-reaction-gifs>
- "Dear Non-Black Asian Americans: We Need to Stop Appropriating AAVE" by Lisa Hofmann-Kuroda
<https://wearyourvoicemag.com/race/non-black-asian-americans-we-need-to-stop-appropriating-aaave>

Critical Pedagogy and Librarianship

- *Critical library pedagogy handbook, v.1 & 2*, edited by Nicole Pagowsky and Kelly McElroy
- *Feminist and Queer Information Studies Reader*, edited by Patrick Keilty and Rebecca Dean
- *Feminist Pedagogy for Library Instruction* by Maria T Accardi
- *Feminist Reference Desk: Concepts, Critiques, and Conversations*, edited by Maria T. Accardi
- *Pedagogy of the Oppressed* by Paulo Freire

Intersectionality, Race, Racism, Critical Race Theory

- *Algorithms of Oppression: How Search Engines Reinforce Racism* by Safiya Umoja Noble
- *On Being Included: Racism and Diversity in Institutional Life* by Sara Ahmed
- *Critical Race Theory: The Key Writings That Informed the Movement*, edited by Kimberlé Crenshaw, Neil Gotanda, Gary Peller, Kendall Thomas
- Preorder Kimberlé Crenshaw's new book, *On Intersectionality: Essential Writings* (Sept. 2019)
- *Intersectionality: Key Concepts* by Patricia Hill Collins
- *Intersectional Internet: Race, Sex, Class, and Culture Online*, edited by Safiya Umoja Noble
- *The Fire This Time: A New Generation Speaks About Race*, edited by Jesmyn Ward
- *So You Want to Talk About Race* by Ijeoma Oluo
- "Racism and inequity are products of design. They can be redesigned." by equityXdesign on Medium (<https://medium.com/equity-design/racism-and-inequity-are-products-of-design-they-can-be-redesigned-12188363cc6a>)
- *White Fragility: Why It's So Hard for White People to Talk About Racism* by Robin J. DiAngelo with foreword by Michael Eric Dyson

NOTES:

Science Fiction and Speculative Fiction

- *Bodyminds Reimagined: (Dis)ability, Race, and Gender in Black Women's Speculative Fiction* by Sami Schalk
- *Octavia's Brood: Science Fiction Stories from Social Justice Movements*, edited by Walidah Imarisha and adrienne maree brown

Autobiographical, Self- and Society-Help

- *Emergent Strategy* by adrienne maree brown
- *I'm Afraid of Men* by Vivek Shraya
- *Living for Change* by Grace Lee Boggs
- *All About Love: New Visions* by bell hooks
- *Black Girl Dangerous: On Race, Queerness, Class, and Gender* by Mia McKenzie
- *Between the World and Me* by Te-Nehisi Coates
- *March* (Books 1-3) by John Lewis and Andrew Aydin

Accounts to follow on Instagram!

@notsoivorytower

@poconlineclassroom

@librarieswehere

@librariansofcolor

@museummammy

@nowhitesaviors

@lilnativeboy

@transstudent

@shaunking

@rachel.cargle

@laylafsaad

@blacklibrarians

@blkivesmatter

@audrelordeproject

@queeriodicals

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