

Sources Consulted:

A. Resources on inclusive archival description:

Ames, Eric S. (Baylor University Digital Collections) “**‘A Battle Axe in the Time of Battle’ - Procedures, Policies and Other Protectants When Working With Sensitive Content.**” Presented at the Texas Conference on Digital Libraries, Austin, Texas, 2016. <https://tdl-ir.tdl.org/handle/2249.1/76258>

Excerpt: “Every collection has them: materials that contain sensitive content ... there are concrete steps digitizers can take to keep unpleasant surprises from derailing digital content. ... three key concepts when dealing with sensitive content: prescreening archival collections, working with stakeholder groups and creating policies to help the institution prepare for and address negative feedback.”

Antracoli, Alexis A.; Berdini, Annalise; Bolding, Kelly; Charlton, Faith; Ferrara, Amanda; Johnson, Valencia; Rawdon, Katy. “**Anti-Racist Description Resources.**” Created by Archives for Black Lives in Philadelphia’s Anti-Racist Description Working Group, October 2019.

https://archivesforblacklives.files.wordpress.com/2019/10/ardr_final.pdf

Excerpt: “Archives for Black Lives in Philadelphia (A4BLiP) is a loose association of archivists, librarians, and allied professionals in the Philadelphia and Delaware Valley area responding to the issues raised by the Black Lives Matter movement. One of its working groups, the Anti-Racist Description Working Group, is addressing anti-oppressive archival description.”

Berry, Dorothy; Bolding, Kelly; Tang, Annie; Winston, Rachel E. “**Toward Culturally Competent Archival (Re)Description of Marginalized Histories.**” Panel presentation at the annual meeting of the Society of American Archivists, 2018.

https://schd.ws/hosted_files/archives2018/b4/s101_slides.pdf

Excerpt: “Influenced by the radical archives movement, panelists discuss their (re)processing projects for which they wrote or rewrote descriptions in culturally competent approaches. Their case studies include materials regarding underrepresented peoples and historically oppressed groups who are marginalized from or maligned in the archival record.”

Specifically: Bolding, Kelly. “**You Can’t Ask the Dead: A Case Study on LGBTQIA+ Identities and Outness in Archival Description for Historical Collections.**”

Caswell, Michelle. “**Teaching to Dismantle White Supremacy in Archives.**” *The Library Quarterly* 87, no. 3 (2017). <https://www.journals.uchicago.edu/doi/full/10.1086/692299>

Excerpt: “This article reflects on an exercise I developed to enable students to identify the ways in which white privilege is embedded in archival institutions and to collectively strategize concrete steps to dismantle white supremacy in their own archival practice. It argues that, in the face of disastrous political events...LIS faculty must intervene pedagogically to meet the needs of their most vulnerable students and to model behaviors of critique and resistance if we aim to train students who will disrupt the status quo of oppression as LIS professionals.”

Farnel, Sharon, Sheila Laroque, Ian Bigelow, Denise Koufogiannakis, Anne Carr-Wiggin, Debbie Feisst, and Kayla Lar-Son. University of Alberta Libraries. **"Decolonizing Description"** project. Decolonizing Description: Changing Metadata in Response to the Truth and Reconciliation Commission slides, Netspeed 2017. <https://era.library.ualberta.ca/items/91ab16fe-5a03-4c10-b051-29c7caf0b57f>

Excerpt: "In the fall of 2016, the Decolonizing Description Working Group was formed to investigate, define, and propose a plan of action for how we could more accurately and respectfully represent Indigenous peoples and contexts through our descriptive metadata practices."

Find & Connect web resource Program Manager. **"Language Policy: The Words We Use."** Australia's Find & Connect project, 2018. <https://www.findandconnect.gov.au/about/policies/language-policy-the-words-we-use/>

Excerpt: "In general, the Find & Connect web resource reproduces the original language from historical sources, for example photo or document captions and titles from archival collections (such as the National Archives of Australia). However, in cases where that language is now considered offensive, derogatory and/or outdated, titles will be changed. Any alterations will be clearly indicated."

See also: <https://www.findandconnect.gov.au/about/content-warning/>

Hughes-Watkins, Lae'I **"Moving Toward a Reparative Archive: A Roadmap for a Holistic Approach to Disrupting Homogenous Histories in Academic Repositories and Creating Inclusive Spaces for Marginalized Voices,"** *Journal of Contemporary Archival Studies*: Vol. 5 , Article 6 (2018). <https://elischolar.library.yale.edu/jcas/vol5/iss1/6>

Excerpt: "When archivists and their institutions acknowledge the marginalization or absence of the oppressed they must respond through establishing a reparative archive that engenders inclusivity."

Implementing Inclusive (Re)Description at Predominantly White Institutions. Panel presentation at the annual meeting of the Society of American Archivists, 2020.

<https://archives2020.sched.com/event/dNmfs24-implementing-inclusive-redescription-at-predominantly-white-institutions>

- Charlton, Faith: "Archives for Black Lives in Philadelphia (A4BLiP) Anti-Racist Description Resources"
- Bolding, Kelly: "Transitioning from Ad Hoc to Programmatic Reparative Processing Coup: When Circus Isn't Enough: Subject Headings & Description for 19th Century Popular Entertainment"
- Garcon, Jennifer: "Equity in Description: Engaging Community Dialogue around Archival Description"
- Peebles, Cate: "What's in a Word: Reparative Archival Description at Yale"

Excerpt: "In this session, speakers discuss programmatic and project-oriented approaches to addressing harmful collection description, specifically inclusive and reparative description work

they are conducting at predominantly white institutions (PWIs) as well as the development of resources to facilitate this work.”

List of Statements on Bias in Library and Archives Description, last updated July 2020.

<http://cataloginglab.org/list-of-statements-on-bias-in-library-and-archives-description/>

Excerpt: “A compilation of statements from libraries and archives on harmful or offensive language in description and bias in cataloging. This list includes both statements about problematic language in both description and resources themselves, as statements about resources will frequently discuss the description of those resources.”

Paquet Kinsley, Rose; Wittman, Aletheia; Barnes, Gabrielle; Fronczak, Rebecca. **“Incluseum controlled metadata schema: Controlled vocabulary for tagging.”** Incluseum & University of Washington Information School, Version 1.0, 2015.

<https://drive.google.com/file/d/1s0CbMesuXrsmIrl2f32HelgevEFZNXMxt/view>

Excerpt & additional tools: “The Incluseum is a project based in Seattle, Washington that advances new ways of being a museum through critical dialogue, community building and collaborative practice related to inclusion in museums.” <https://incluseum.com/tools/>

Suárez, Armando. **“Language Matters: Writing Inclusive Finding Aids and Description.”** Society of American Archivists, *Archival Outlook*, July/August 2020.

https://mydigitalpublication.com/publication/?m=30305&i=667849&view=articleBrowser&article_id=3725773&ver=html5

Excerpt: “Our goals are to tackle the complex issue of cultural sensitivity in archival description and to critically rethink our role as archivists in order to generate description that is respectful to the individuals and communities who create, use, and are represented in archival collections.”

Umbra Search African American History. University of Minnesota Libraries, 2015-2016.

<https://umbrasearch.org/pages/about>

Excerpt: “Umbra Search African American History makes African American history more broadly accessible through a freely available widget and search tool, umbrasearch.org; digitization of African American materials across University of Minnesota collections; umbrasearch.org brings together hundreds of thousands digitized materials from over 1,000 libraries and archives across the country.”

About the Project: 18-month National Leadership Project Grant from the Institute of Museum and Library Services to address the urgency of representing African American cultural history as fully as possible... The project followed three main stages:

Phase 1) identifying and harvesting metadata from repositories to create a search index; Phase 2) developing an open source search interface and lightweight embeddable widget; Phase 3) supporting use of aggregated materials.

See also:

<https://des4div.library.northeastern.edu/digitizing-and-enhancing-description-across-collections-to-make-african-american-materials-more-discoverable-on-umbra-search-african-american-history/>

B. Content warning statements from other institutions:

Baylor University Archives, Baylor University Libraries, accessed August 2020. <https://digitalcollections-baylor.quartextcollections.com/bu-archives-collections/university-archives-selections>

User Notes: “The Baylor University Libraries strive to make our digital collection resources available and useful to our faculty, staff, students, alumni, researchers, and the general public. Through our Web sites, the Libraries offer broad public access to a wide range of information, including historical materials that may contain offensive language or negative stereotypes. Such materials must be viewed in the context of the relevant time period. Baylor University does not endorse the views expressed in such materials.”

“Statement on Language in Archival Description.” Princeton University Library, Princeton University, accessed August 2020. <https://library.princeton.edu/special-collections/statement-language-archival-description>

“Princeton University Library aims to describe archival materials in a manner that is respectful to the individuals and communities who create, use, and are represented in the collections we manage. However, for a variety of reasons, users may encounter offensive or harmful language, for example, language that is racist, sexist, or homophobic, in our finding aids. While some descriptions in our finding aids are written by staff, others reflect language that was used by the people and organizations that created the material (folder titles are a common example; it is standard practice not to change them when present). When we encounter problematic language that we believe an archivist created, we update it. Language that comes from the original archival material can provide information about the people who created it. In such cases, the work of the archivist is to provide additional context.”

“Staff are currently implementing practices to address offensive or harmful language as part of routine description work. In addition, we encourage users to provide feedback to help us tackle this issue. We recognize that terminology evolves over time and that efforts to create respectful and inclusive description must be ongoing.”

Stereotypical Images Collection, Temple Digital Collections, Temple University Libraries, accessed August 2020. <https://digital.library.temple.edu/digital/custom/stereotypical-images>

“This is a teaching image collection designed to provide resources for faculty and students, studying historical representations of various cultural and ethnic groups. The collection provides examples of stereotyping based on race, religion, gender, and other characteristics that have shaped and continue to shape American society, and some images may be offensive to some viewers. This collection is in the process of being created and eventually a large number of groups will be represented...”

As you browse our collections, please submit any suggested corrections to our records by filling out [this form](#). Temple staff will review these comments and make any appropriate updates.”

Item metadata: “Stereotypical Object Note: This stereotypical image is part of a collection of historical examples provided for teaching use. The collection provides examples of stereotyping based on race, religion, gender, and other characteristics that have shaped and continue to shape American society”

“SCRC Statement on Potentially Harmful Language in Archival Description and Cataloging.” Special Collections Research Center, Temple University, accessed August 2020.

<https://library.temple.edu/policies/14>

“If you encounter language in SCRC finding aids, catalog records, digitized collections, blog posts, exhibitions, or elsewhere that you find offensive or harmful, or if you have questions about the statement below or about our work, we welcome your feedback.”

“When processing (arranging, organizing, and describing) archival collections, and cataloging rare books, SCRC staff must make choices about what language to use when describing not just the books, papers, and records, but the people and organizations who created or who are represented in them. We recognize that many of our materials are created by and/or represent marginalized groups of people, and we believe it is our responsibility not only to describe those people and organizations accurately and respectfully, but to do so in a way that will not be harmful or offensive. (...)”

Texas A&M University Yearbook Collection, Cushing Memorial Library and Archives, Texas A&M University, accessed August 2020. <https://library.tamu.edu/yearbooks/>

“Cushing Memorial Library and Archives strives to make our digital collection resources available and useful to our faculty, staff, students, alumni, researchers and the general public. Through our web site, the Libraries offers public access to a wide range of information, including historical materials that may contain offensive language or negative stereotypes. Such materials must be viewed in the context of the relevant time period. Texas A&M does not endorse the views expressed in such materials.”

Statements on Archival Content and Description, Special Collections, University Library, University of Texas at El Paso, accessed August 2020. <https://www.utep.edu/library/special-collections/archival-statement.html>

Statement on Content: “These archival materials may contain scenes of violence or offensive language and imagery. While Special Collections does not endorse this content, we have made these items available to the public for purposes of transparency and research. In particular, we hope they provide evidence and context for understanding and examining war and violence and the long history of racism, sexism, anti-Semitism, genocide, and other forms of intolerance, discrimination, and hate.”

Statement on Archival Description: “While archivists seek to retain creators’ descriptions to preserve the context of records and allow critical historical assessment, we acknowledge that some language may be offensive. We try always to note our descriptive practices in our finding

aids, such as putting notes by archivists in square brackets and letting researchers know when original folder titles were retained. Nevertheless, some finding aids created years ago and some creators' descriptions present in collections may contain offensive language. We are reviewing our finding aids, but in the meantime, please contact us with any concerns about description and descriptive practices."