Striving for Inclusion

Diversity and Cataloging in the New Normal

Thomas Philo, California State University, Dominguez Hills

Presentation Points

University Library Diversity, Equity, Inclusion, and Justice (DEIJ) Efforts

Ethical Cataloging Group

Archives Cataloging Remediation

Community-Centered Changes

University DEIJ Efforts

- Why now?
- University Efforts
- University Library Efforts

- **Follows Racially–Charged Events**
  - George Floyd Murder and Breona Taylor Shooting
  - Racial Violence in Cities
  - Black Lives Matter Protests

- **Campus and Consortium Efforts**
  - Solidarity with Black Lives Matter Movement
  - Commitment to Greater Inclusion
  - Commitment to Examining All Practices

- **School and Department Efforts**
  - Statements of Solidarity With Campus and Consortium Efforts

Student Demographics at California State University, Dominguez Hills

Hispanic/Latino 65.5%

Black/African American 10.8%

Asian 7.6%

White 6.2%

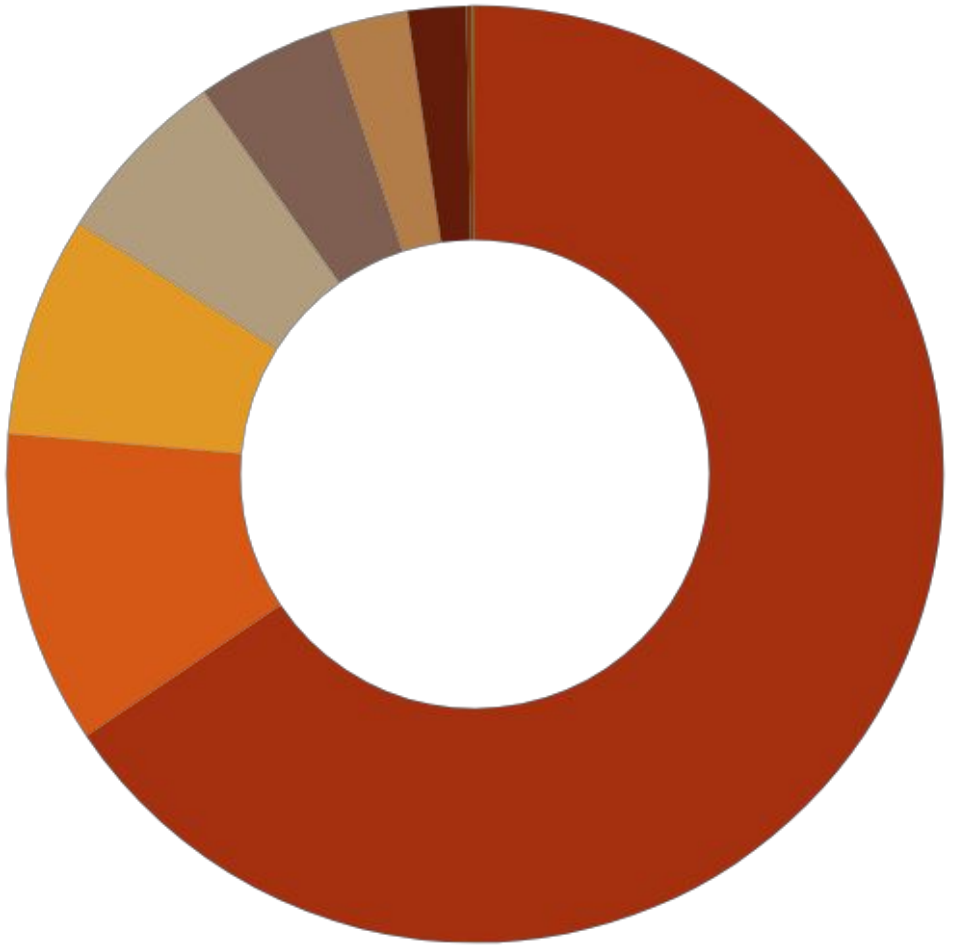
Non-Resident 4.8%

Unknown 2.7%

Two or More Races 2.0%

Native Hawaiian/Other Pacific Islander 0.2%

American Indian/Alaska Native 0.1%



University Library DEIJ Efforts

University Library's DEI Statement

Published June 2020

Social and Racial Justice Action and Education Task Force

Meetings begins in September 2020. Several committees formed to support the task force

University Library Diversity, Equity, Inclusion, and Justice Audit

Audit begins in Fall 2021 and is completed in early 2022. Action pending

Ethical Cataloging Group

- What is Ethical Cataloging?
- Campus Communities Involved
- Code of Ethics
- Ethical Cataloging LibGuide

What Do We Mean By "Cataloging?"

Formal Cataloging

- Includes books, serials, media, etc.
- Bibliographic description
- Subject analysis
- Assignment of classification notation
- Follows structured classification schemes
  - RDA
  - Library of Congress Subject Headings
  - Authority Headings

Informal Cataloging

- Includes LibGuides, archival finding aids, digital collection metadata, etc.
- Description can be less structured
- Flexible classification schemes
  - Dublin Core

What is Ethical Cataloging?

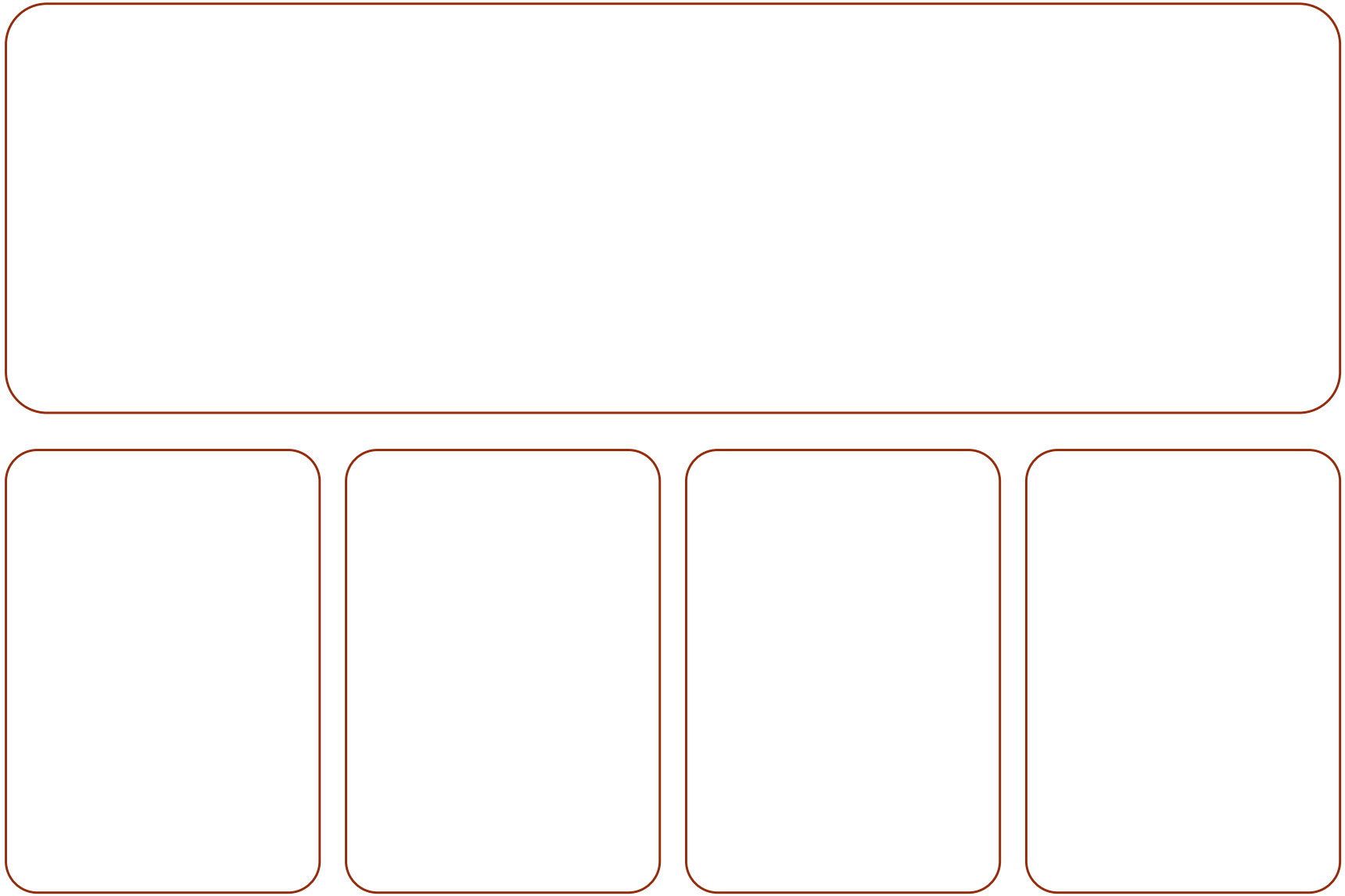
- Elizabeth Hobart's "Ethical Cataloging and Racism in Special Collections," in *Archives and Special Collections as Sites of Contestation*, (2020) Kandiuk, Mary, ed. Archives and Special Collections contain historical materials, often documenting the racism, sexism, xenophobia, anti-Semitism, and other ills that are part of history.

- These make catalogers uncomfortable, so they focus on *physical facts* of materials (size, extent, creator information, etc.), while ignoring or minimizing the *substance* of materials.

- Catalogers, like librarians, have argued for neutrality, urging "colorblind" cataloging. But this:
  - Reinforces Privilege and power structures
  - Allows racism to remain hidden
  - Offers a false sense of history.

Ethical Cataloging notes the substance of materials as well as physical facts.

Alerts searchers to presence of harsh material, so they may find it *or avoid it*.



Campus Shareholders/Partners

- Africana Studies
- Asian Pacific Studies
- Chicana and Chicano Studies
- Disability Studies
- Indigenous Peoples of the Americas
- Women's Studies
- Queer Culture and Resource Center

Code of Ethics

The Ethical Cataloging Group works in support of the University Library's mission to ***create an inclusive environment, welcoming diversit***y in its many manifestations. These manifestations include but not limited to: disability, ethnicity, gender and gender identity, place of origin, religion, sexual orientation, or socioeconomic status.

We recognize that many of these have been, and continue to be, marginalized by society at large.

We recognize that library and archive practices and attitudes have likewise often marginalized these communities and created silences about their existence and active lives. These practices and attitudes include:

Use of Library of Congress Subject Headings (LCSH), which often uses terms some groups may find outdated, inappropriate, or insulting.

The long-held value of neutrality, which purports to engage all persons and groups, but instead is too often a tool of the entrenched and the powerful, who use it to stifle voices it finds challenging.
In order to meet the meet the University Library's mission of inclusivity, our work will be guided by the following principles:

Code of Ethics

- As catalogers, we recognize the power we have to help shape how materials are described, arranged, and discovered.
- We believe that cataloging has an **educational component** in itself, and we take that as seriously as any other educational mission.
- We recognize that the structures of library practice often reflect an inherent white hegemony, one that renders the notion of library/archival **neutrality** meaningless.
- We aspire to **respectfully engage** with **all communities**. To respectfully engage means:
  - To gather materials **relevant** to the community
  - To **consult** with the community to ensure accurate terminology is used in description
  - To work with **discretion**, valuing the privacy and confidentiality of creators and users alike.

Code of Ethics

- We will **examine** problematic LCSH vocabulary and, when possible, use the system tools to change it within our own catalog, to more accurately and respectfully describe materials.

- Libraries and archives necessarily collect controversial materials that may include offensive language, imagery, characterizations, or ideas. These materials will be described and cataloged to **alert** users, to avoid causing undue stress or pain.

- We recognize that we come to the materials with our own biases, and we strive to **eliminate those biases** as well as any institutional and professional biases we find.

Ethical Cataloging LibGuide

About

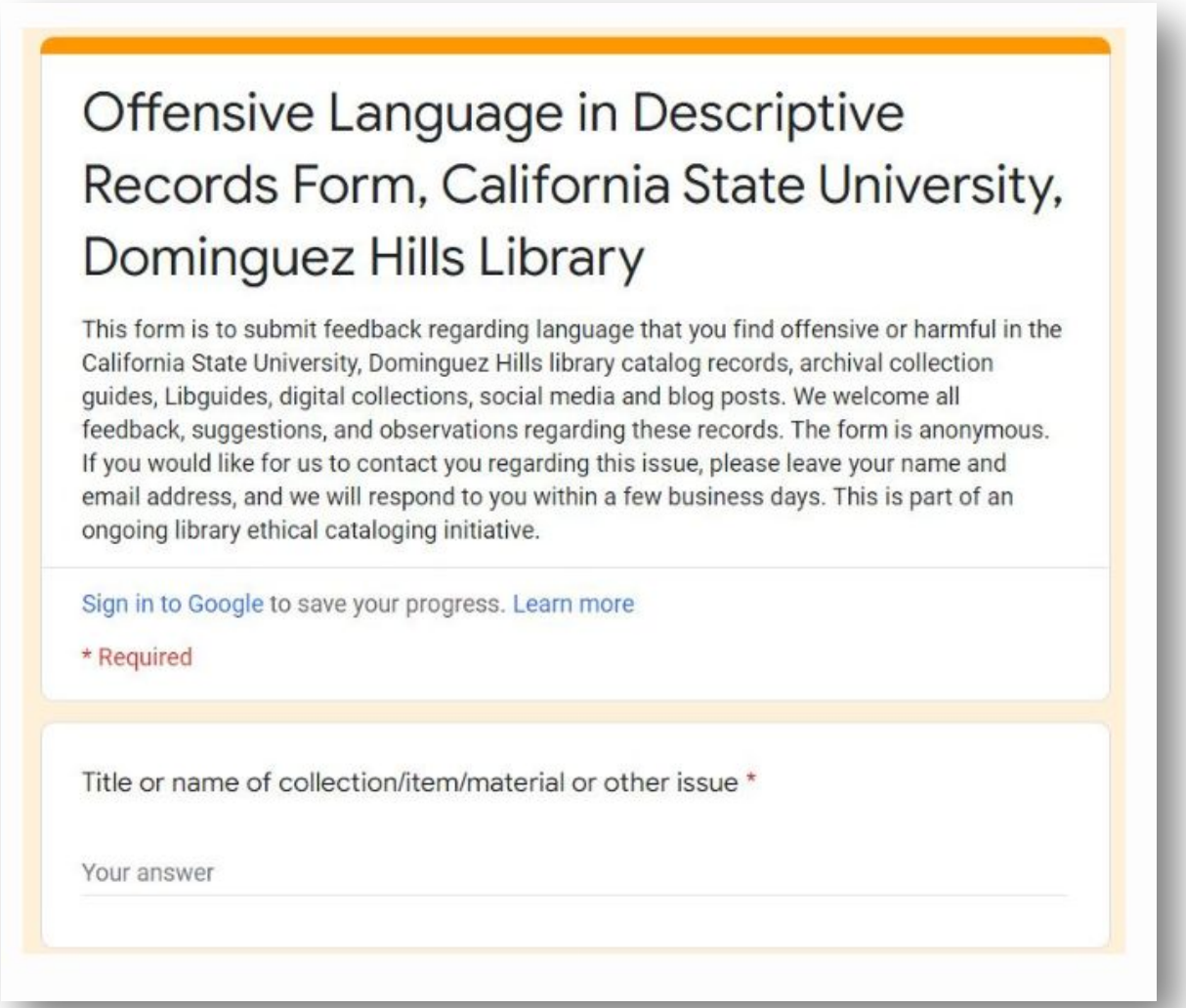
The Ethical Cataloging Group formed to support the Library's mission to be an inclusive and welcoming space for our diverse students, faculty, staff, and community members. Our goals are to gather community input from our users to improve the descriptive records for cataloging records, archival finding aids, LibGuides, and blog and social media posts.

On the Code of Ethics page of the LibGuide, there is a form to submit any descriptive records you find harmful or offensive within the library's descriptive records. This form may be used anonymously, and we welcome all feedback and suggestions.

Ethical Cataloging LibGuide

Offensive Language in Descriptive Records Form

- Link is in the Ethical Cataloging LibGuide, following Code of Ethics.
- Allows user to alert Ethical Cataloging Group to offensive term.
- Alert forward to ad hoc group for research and resolution.



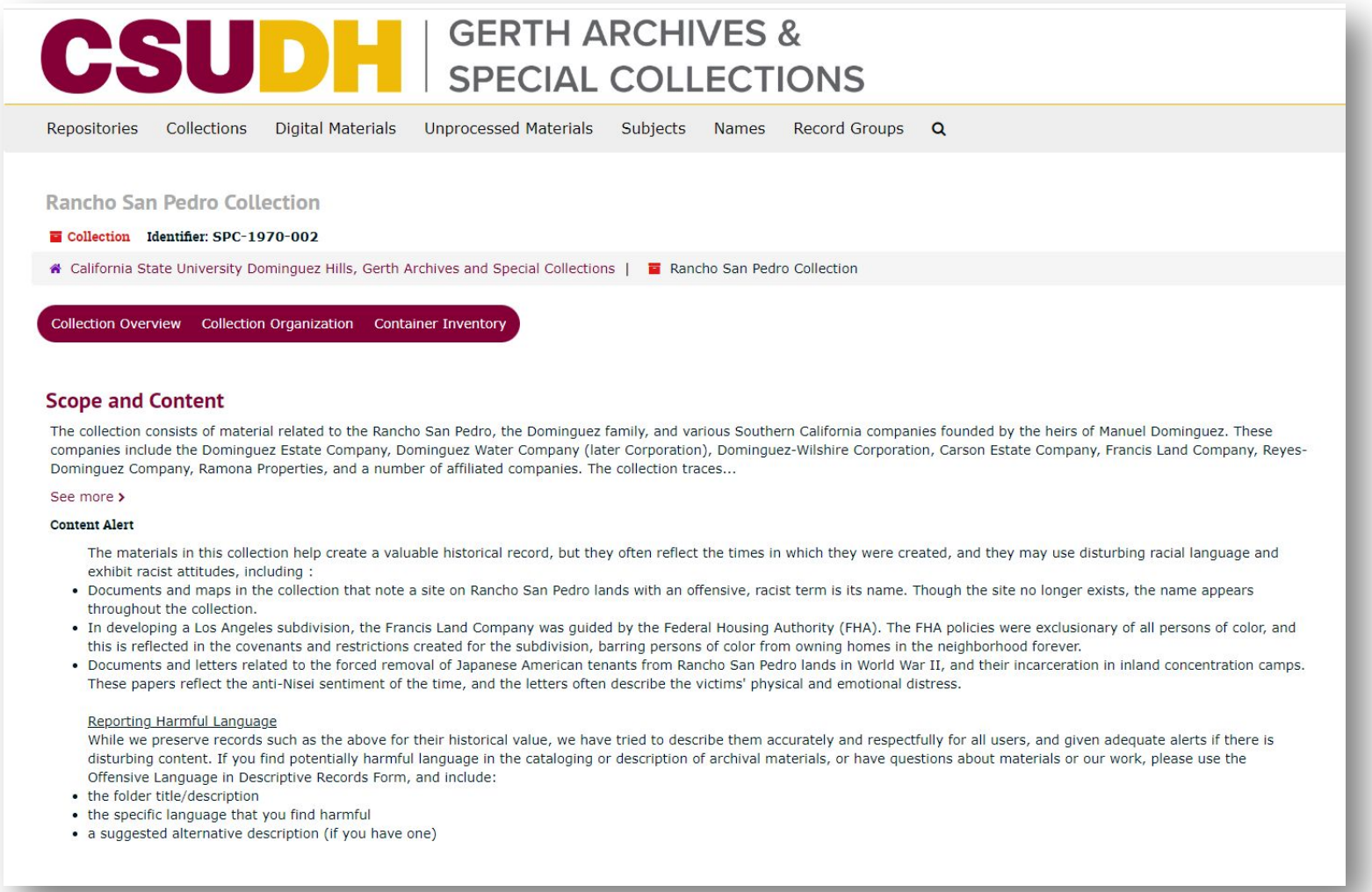
Archive Cataloging Remediation

- Guidelines
- Finding Aid example
- Code of Ethincs
- Ethical Cataloging LibGuide

Notes and Resources on Finding Aids and Digital Collection Metadata

1. Examine and evaluate the concept of archival neutrality
2. Uncover archival silences and hidden voices
3. Refrain from using flowery and valorizing language to describe collection creators
4. Humanize and prioritize individuals from marginalized communities.
5. Learn to handle uncomfortable language and creator-sourced descriptions.
6. Be accountable and transparent.

Finding Aid Example



CSUDH | GERTH ARCHIVES & SPECIAL COLLECTIONS

Repositories Collections Digital Materials Unprocessed Materials Subjects Names Record Groups

Rancho San Pedro Collection

Collection **Identifier: SPC-1970-002**

California State University Dominguez Hills, Gerth Archives and Special Collections | Rancho San Pedro Collection

Collection Overview | Collection Organization | Container Inventory

Scope and Content

The collection consists of material related to the Rancho San Pedro, the Dominguez family, and various Southern California companies founded by the heirs of Manuel Dominguez. These companies include the Dominguez Estate Company, Dominguez Water Company (later Corporation), Dominguez-Wilshire Corporation, Carson Estate Company, Francis Land Company, Reyes-Dominguez Company, Ramona Properties, and a number of affiliated companies. The collection traces...

See more ›

Content Alert

The materials in this collection help create a valuable historical record, but they often reflect the times in which they were created, and they may use disturbing racial language and exhibit racist attitudes, including :

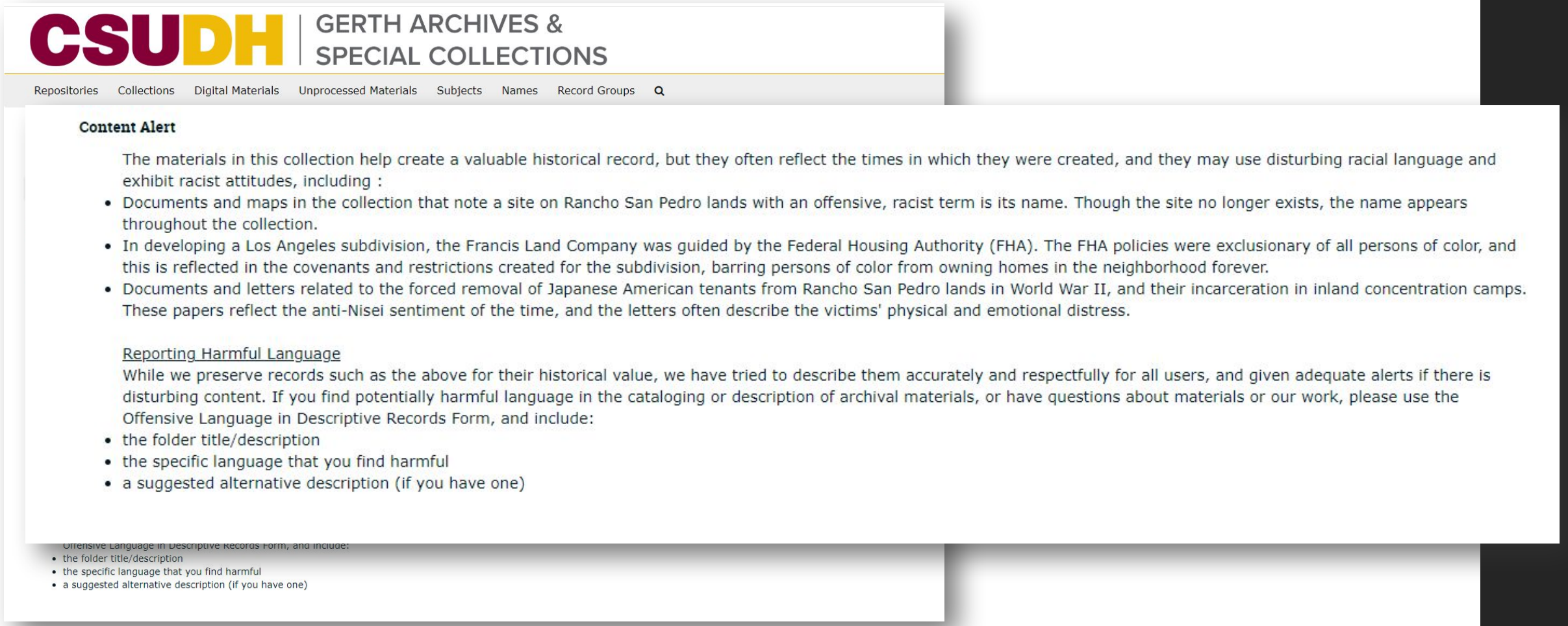
- Documents and maps in the collection that note a site on Rancho San Pedro lands with an offensive, racist term is its name. Though the site no longer exists, the name appears throughout the collection.
- In developing a Los Angeles subdivision, the Francis Land Company was guided by the Federal Housing Authority (FHA). The FHA policies were exclusionary of all persons of color, and this is reflected in the covenants and restrictions created for the subdivision, barring persons of color from owning homes in the neighborhood forever.
- Documents and letters related to the forced removal of Japanese American tenants from Rancho San Pedro lands in World War II, and their incarceration in inland concentration camps. These papers reflect the anti-Nisei sentiment of the time, and the letters often describe the victims' physical and emotional distress.

Reporting Harmful Language

While we preserve records such as the above for their historical value, we have tried to describe them accurately and respectfully for all users, and given adequate alerts if there is disturbing content. If you find potentially harmful language in the cataloging or description of archival materials, or have questions about materials or our work, please use the Offensive Language in Descriptive Records Form, and include:

- the folder title/description
- the specific language that you find harmful
- a suggested alternative description (if you have one)

Finding Aid Example



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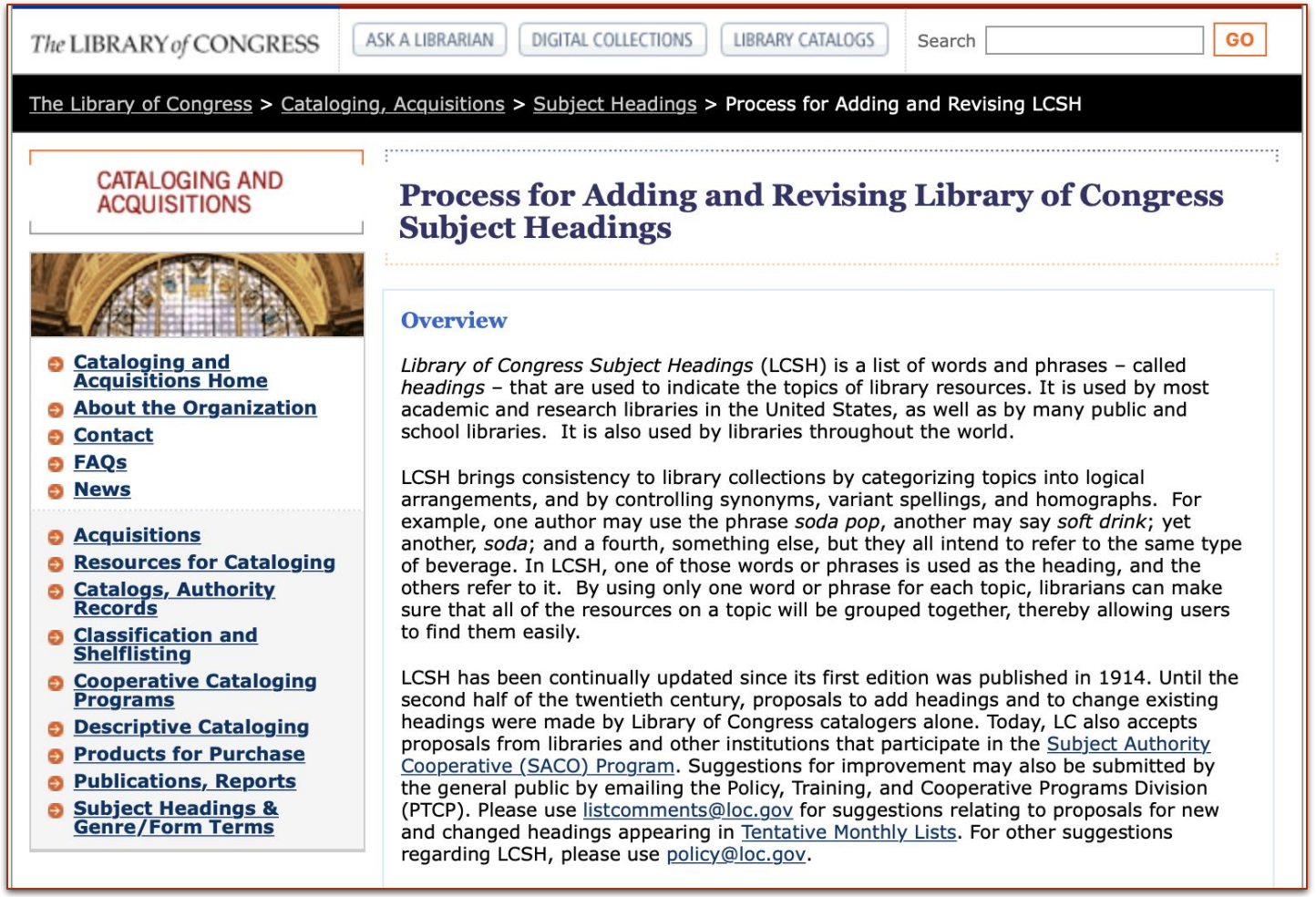
Community-Centered Changes

- How are they currently handled?
- Proposed method for campus
- Future Goals
- Recap

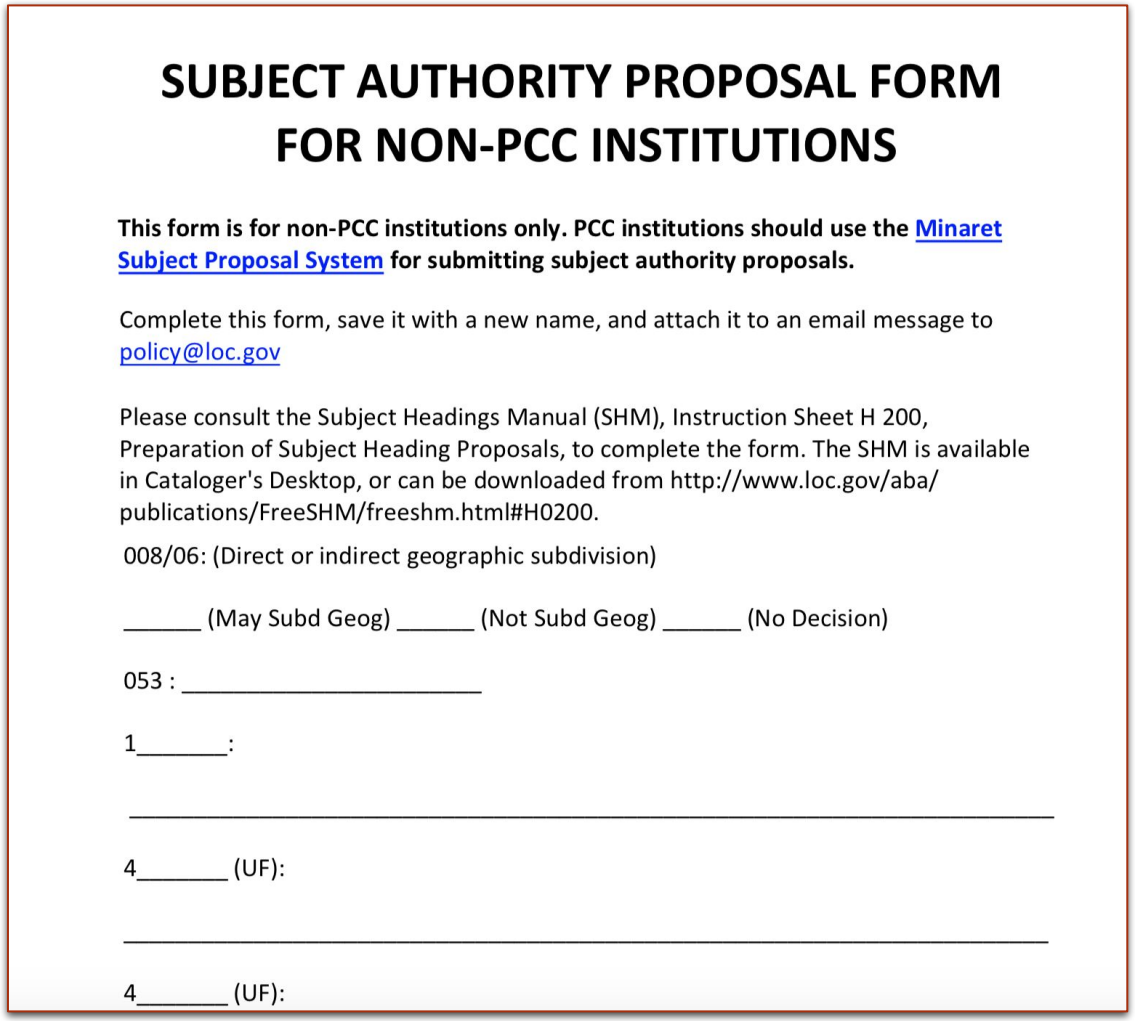
Adding and Revising LC Subject Headings



https://www.loc.gov/aba/cataloging/subject/lcsh-process.html

Adding and Revising LC Subject Headings

Submit your proposal to the Library of Congress



SUBJECT AUTHORITY PROPOSAL FORM FOR NON-PCC INSTITUTIONS

This form is for non-PCC institutions only. PCC institutions should use the Minaret Subject Proposal System for submitting subject authority proposals.

Complete this form, save it with a new name, and attach it to an email message to policy@loc.gov

Please consult the Subject Headings Manual (SHM), Instruction Sheet H 200, Preparation of Subject Heading Proposals, to complete the form. The SHM is available in Cataloger's Desktop, or can be downloaded from http://www.loc.gov/aba/publications/FreeSHM/freeshm.html#H0200.

008/06: (Direct or indirect geographic subdivision)

_____ (May Subd Geog) _____ (Not Subd Geog) _____ (No Decision)

053 : _____

1_____:

_____

4_____ (UF):

_____

4_____ (UF):

https://www.loc.gov/catdir/cpso/lcshproposalformnew.pdf

Adding and Revising LC Subject Headings

Main Menu

LIBRARY OF CONGRESS SUBJECT HEADING TENTATIVE MONTHLY LISTS

Tentative Monthly List 09 CYAC (August 29, 2022)

Tentative Monthly List 09 LCDGT (September 2, 2022)

Tentative Monthly List 09 LCSH (September 16, 2022)

Tentative Monthly List 09 (September 16, 2022)

Tentative Monthly List 08 CYAC (August 1, 2022)

Tentative Monthly List 08 LCDGT (August 5, 2022)

Tentative Monthly List 08 (August 12, 2022)

Tentative Monthly List 07 CYAC (July 11, 2022)

Tentative Monthly List 07 LCDGT (July 1, 2022)

Tentative Monthly List 07 LCSH (July 1, 2022)

Tentative Monthly List 07 (July 15, 2022)

150 Developmentally disabled [May Subd Geog] [sp2022050194]
053 HV1570-HV1570.5 (General)
450 UF Disabled, Developmentally
450 UF People with developmental disabilities
550 BT People with disabilities
550 RT Developmental disabilities

150 Intellectual disability [May Subd Geog] CHANGE GEOG [sp2021056609]
053 HV3004-HV3008 (Social welfare) DELETE FIELD
450 UF Idiocy [Former heading] DELETE FIELD
450 UF Mental deficiency [Former heading] DELETE FIELD
450 UF Mental retardation [Former heading] DELETE FIELD
450 UF Idiocy ADD FIELD
450 UF Mental deficiency ADD FIELD
450 UF Mental retardation ADD FIELD
550 BT Psychology, Pathological DELETE FIELD
550 BT Psychopathology ADD FIELD
667 Machine-derived authority record. DELETE FIELD

https://classweb.org/tentative-subjects

Adding and Revising LC Subject Headings

2022 CALENDAR

January 14	List 2201	9:30 a.m.
February 18	List 2202	9:30 a.m.
March 18	List 2203	9:30 a.m.
April 15	List 2204	9:30 a.m.
May 13	List 2205	9:30 a.m.
June 17	List 2206	9:30 a.m.
July 15	List 2207	9:30 a.m.
August 12	List 2208	9:30 a.m.
September 16	List 2209	9:30 a.m.
October 14	List 2210	9:30 a.m.
November 18	List 2211	9:30 a.m.
December 16	List 2212	9:30 a.m.

LIBRARY OF CONGRESS SUBJECT EDITORIAL MEETINGS

Description and calendar for 2022

November 1, 2021

Tentative Lists:

- Distributed monthly to LC and selected individuals and listservs
- Available on the Library of Congress Acquisitions and Bibliographic Access website: https://classweb.org/tentative-subjects/
- Date on the Tentative List is the date that the proposals on the list will be discussed at the editorial meeting
- The comment period is approximately one month from the date the list is distributed
- Comments on proposals should be submitted to the Cataloging Policy Specialist whose name and email address are printed at the top of the list
    - Comments may range from general impressions or opinions, to analyses based on research conducted by the commenter
    - In-depth knowledge of LCSH is not necessary, although welcome
    - If comments are based on research, include citations to the research performed, so that the research can be repeated and recorded in the individual subject record
- Comments on the Tentative Lists should be emailed to ListComments@loc.gov by close-of-business on Tuesday before the meeting date

Meetings:

- Open to interested members of the library community and the public at large
- Regular attendees include staff and management of the Policy, Training, and Cooperative Programs Division and the Acquisitions and Bibliographic Access Directorate
- Held once a month on Fridays at 9:30 a.m. (Eastern Time)
    - Meetings are ordinarily held on the Friday before the third Monday of the month
    - Occasionally, meetings must be rescheduled due to conflict or emergency; in that case the new meeting date will be announced as soon as possible
- Discussion is held to consider any of the subject proposals on the current monthly list
    - In-depth knowledge of LCSH is not necessary, although welcome

https://www.loc.gov/aba/cataloging/subject/LCSH-Editorial-Meetings.pdf

Adding and Revising LC Subject Headings

Summaries of Decisions from Subject Editorial Meetings

Programs of the PCC: BIBCO | CONSER | NACO | **SACO**

SACO || SACO Resources | Membership Benefits | SACO Funnels | Join SACO | Meeting News, Events, Reports | SACO Contacts & Directories

Note: In May 2011, the meetings switched from weekly to monthly.

2022

- July 2022 - List 7
- June 2022 - List 6
- May 2022 - List 5
- April 2022 - List 4
- March 2022 - List 3
- February 2022 - List 2
- January 2022 - List 1

https://www.loc.gov/aba/pcc/saco/cpsoed/cpsoeditorial.html

Process for Community-Centered Changes on Campus

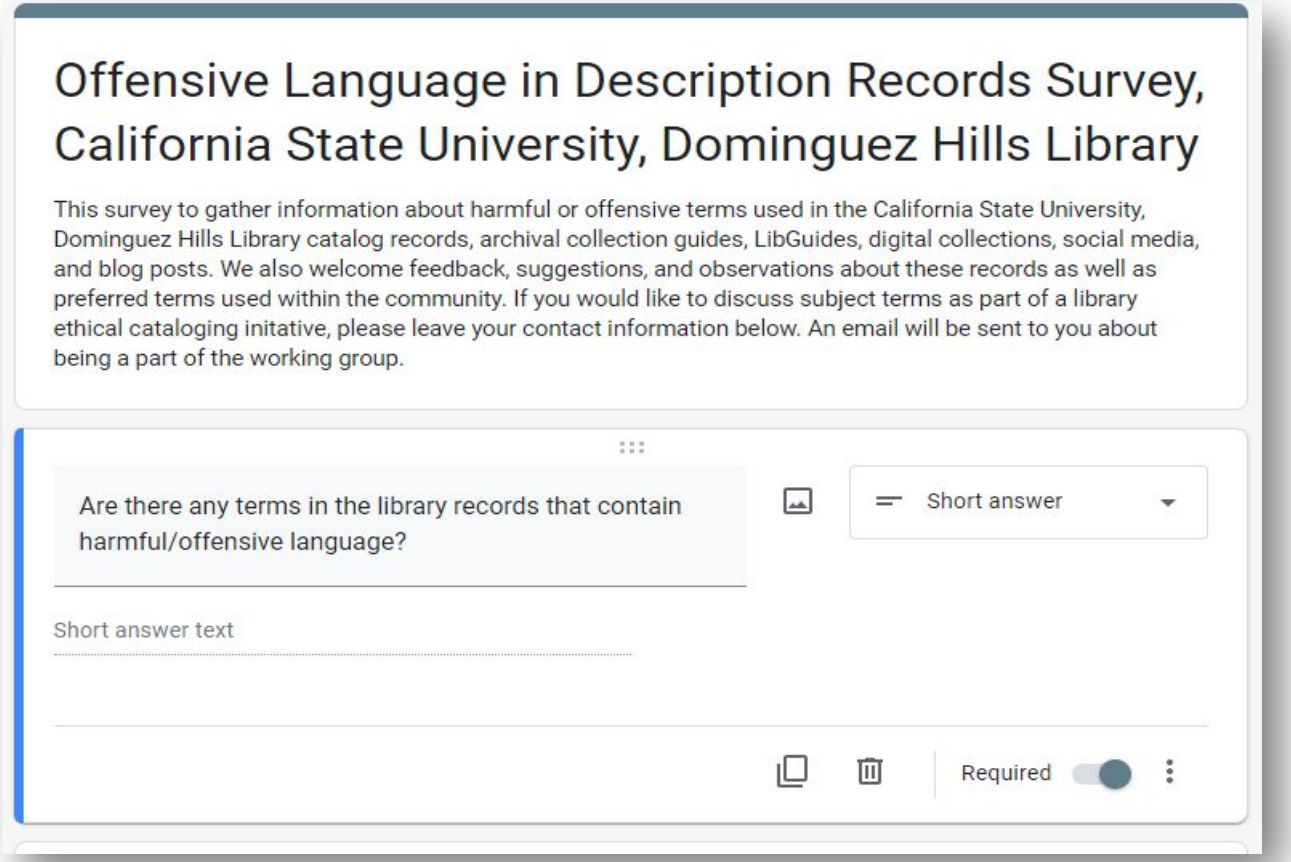
Survey

- Sent to Campus shareholders/partners
  - Department Chairs
  - Faculty
  - Student Organizations
  - Special Interest Clubs

- Gathers information about harmful or offensive terms used in CSU Dominguez Hills Library descriptive records.

Process for Community-Centered Changes on Campus

Offensive Language in Descriptive Records Survey Form



Process for Community-Centered Changes on Campus

Working Group is Formed

After reviewing the survey, a working group is formed from students, community members, faculty, staff, and librarians to discuss the best method to change the term. Composition of working group will change based on the term or subject.

Several methods can be applied to changing the descriptive records. The community will meet to discuss how to change the term to and how best to change it in the library descriptive records.

Process for Community-Centered Changes on Campus

Simple Name Authorities Change in ArchivesSpace

n.79056407

Library of Congress Authority Headings

Manzanar War Relocation Center

Local Sources Display Name

Manzanar Incarceration Camp

Add new term to local thesaurus, keyword file, etc.

Process for Community-Centered Changes on Campus

Proposed Subject Heading Change in Ex Libris

n.93059954

Library of Congress Authority Headings

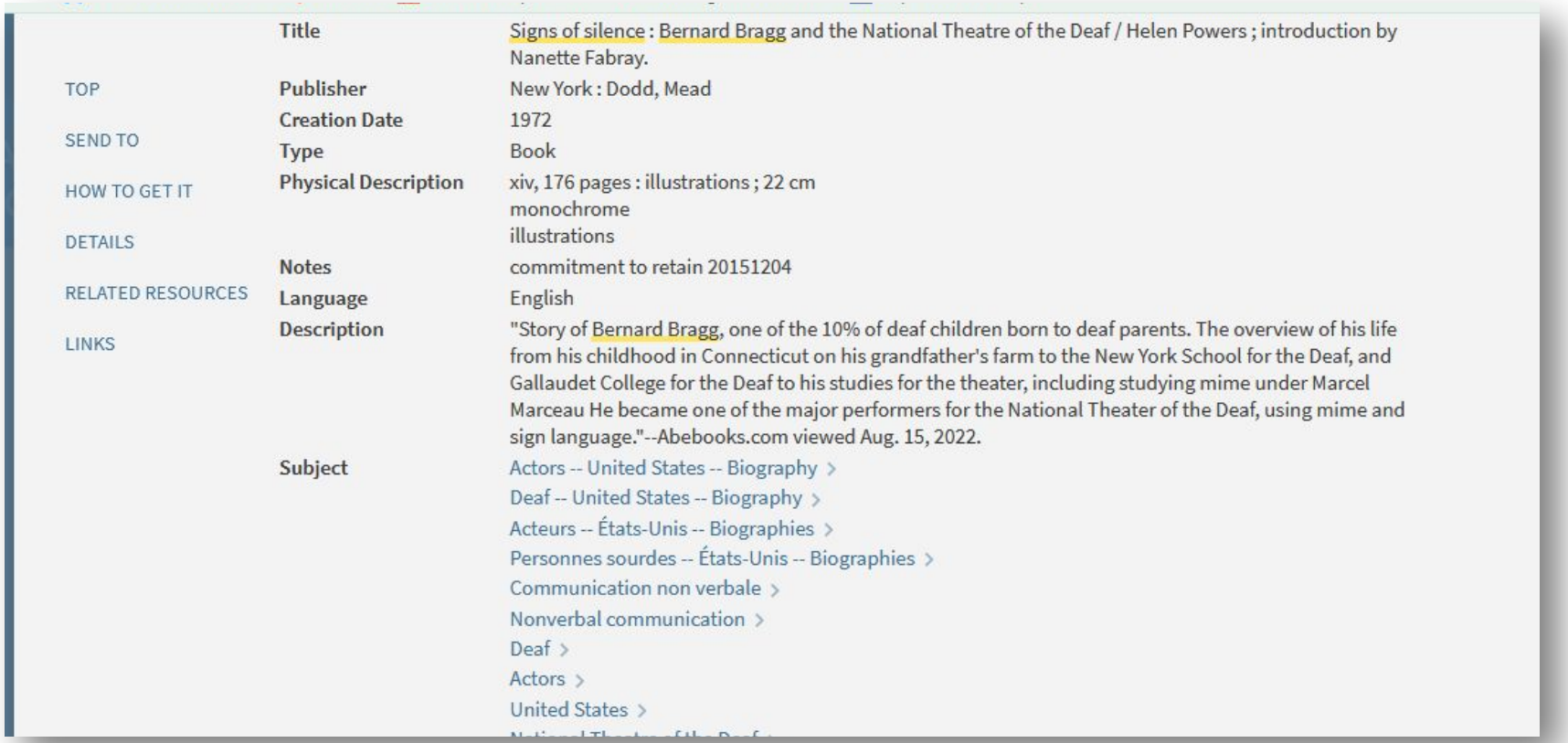
Nonverbal communication (LCSH Term)

Preferred Term

Non-speaking communication (Preferred Term)

Process for Community-Centered Changes on Campus

Original Record in Primo



TOP

SEND TO

HOW TO GET IT

DETAILS

RELATED RESOURCES

LINKS

Title	Signs of silence : Bernard Bragg and the National Theatre of the Deaf / Helen Powers ; introduction by Nanette Fabray.
Publisher	New York : Dodd, Mead
Creation Date	1972
Type	Book
Physical Description	xiv, 176 pages : illustrations ; 22 cm monochrome illustrations
Notes	commitment to retain 20151204
Language	English
Description	"Story of Bernard Bragg, one of the 10% of deaf children born to deaf parents. The overview of his life from his childhood in Connecticut on his grandfather's farm to the New York School for the Deaf, and Gallaudet College for the Deaf to his studies for the theater, including studying mime under Marcel Marceau He became one of the major performers for the National Theater of the Deaf, using mime and sign language."--Abebooks.com viewed Aug. 15, 2022.
Subject	Actors -- United States -- Biography › Deaf -- United States -- Biography › Acteurs -- États-Unis -- Biographies › Personnes sourdes -- États-Unis -- Biographies › Communication non verbale › Nonverbal communication › Deaf › Actors › United States ›

Process for Community-Centered Changes on Campus

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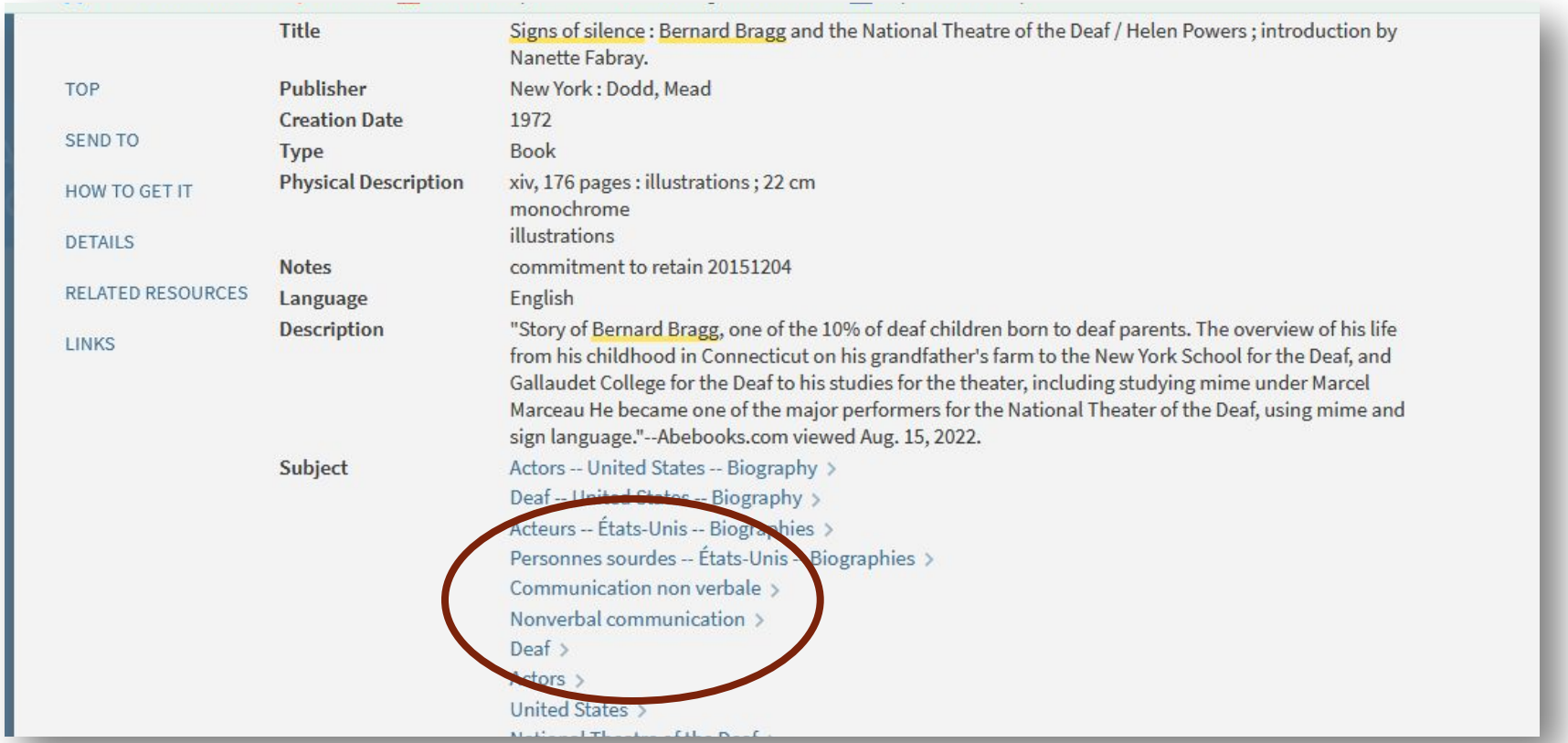

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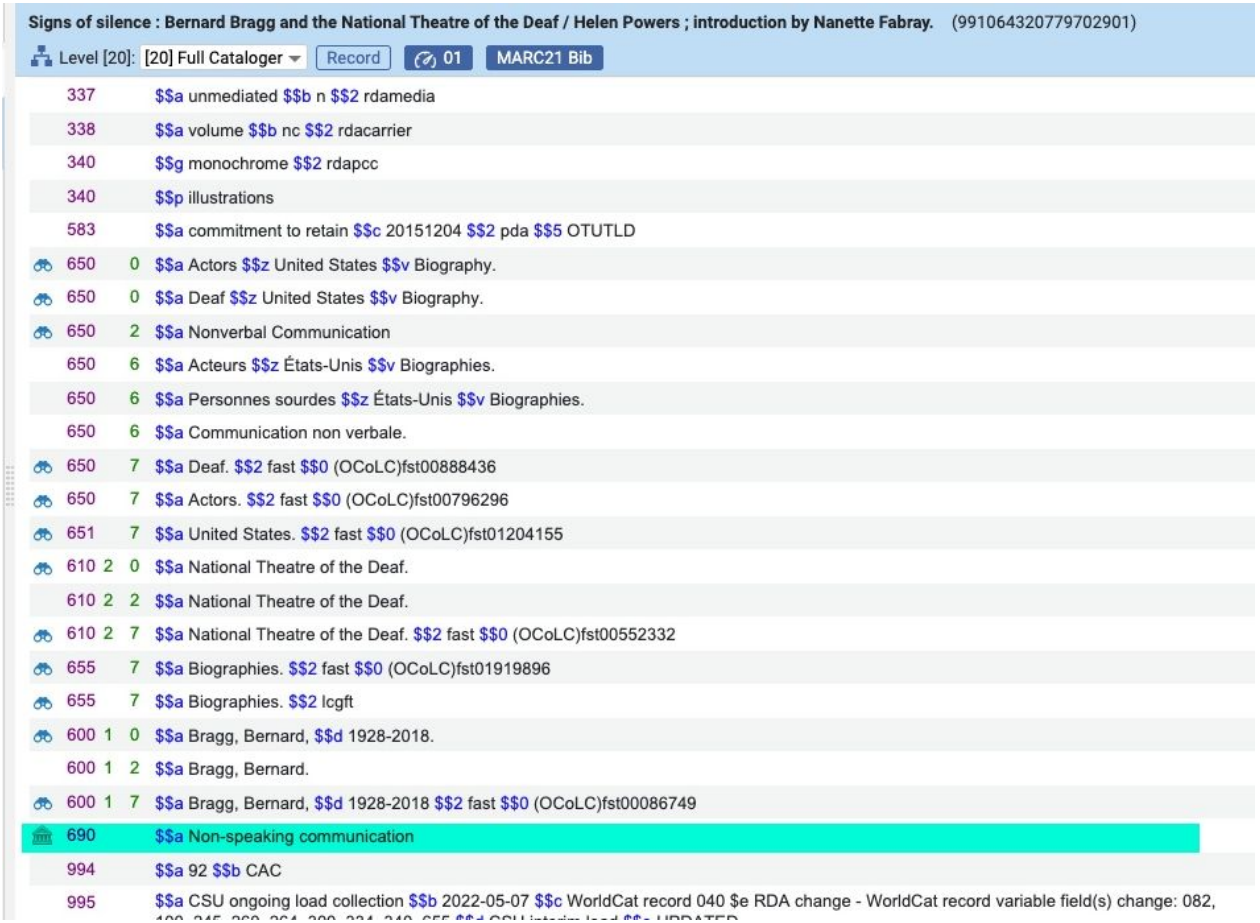
Process for Community-Centered Changes on Campus

Step 1: Add Preferred Local Subject Term in Alma 690 Field



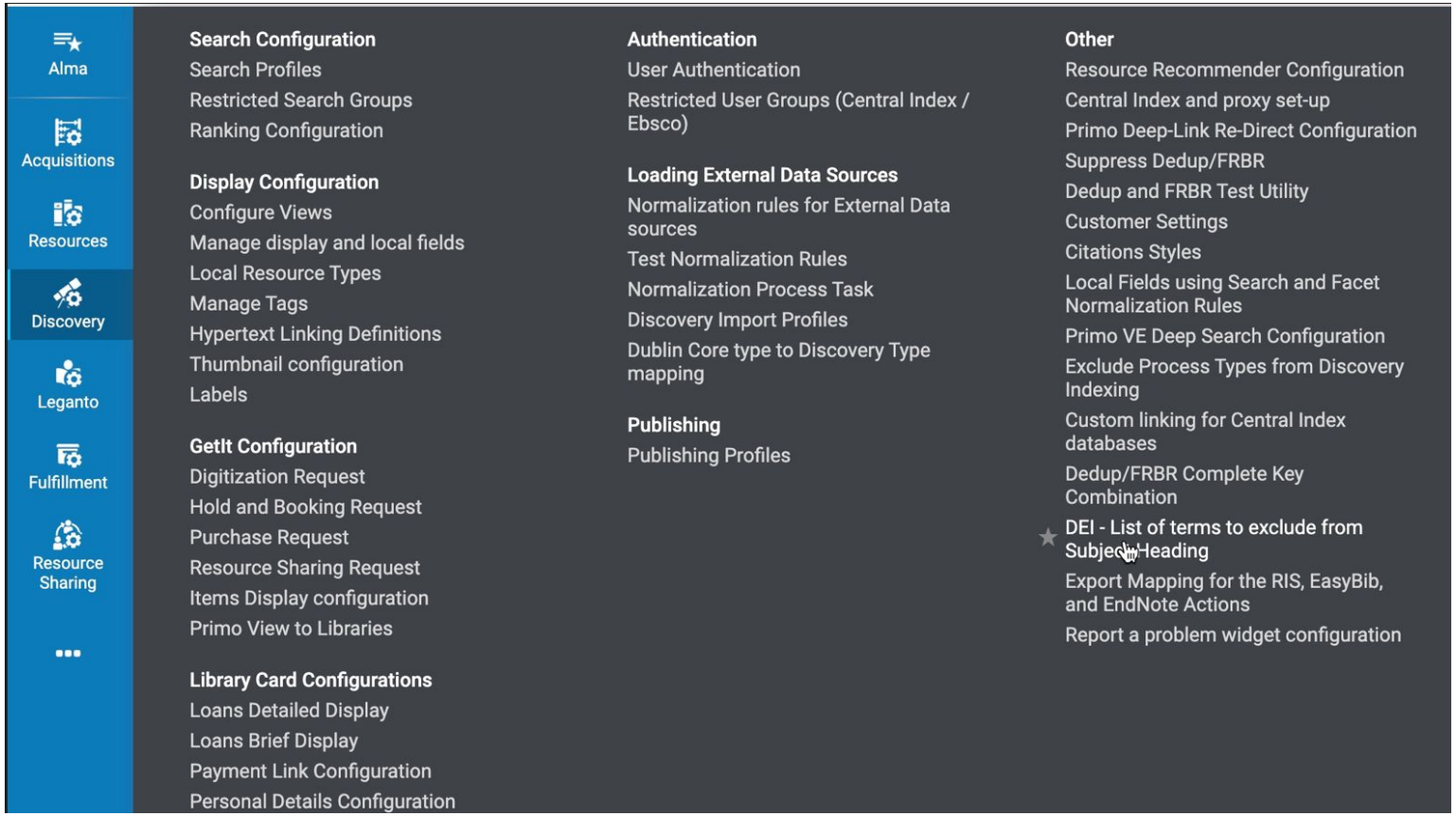
Process for Community-Centered Changes on Campus

Step 1: Add Preferred Local Subject Term in Alma 690 Field

650 Term
Still Displays

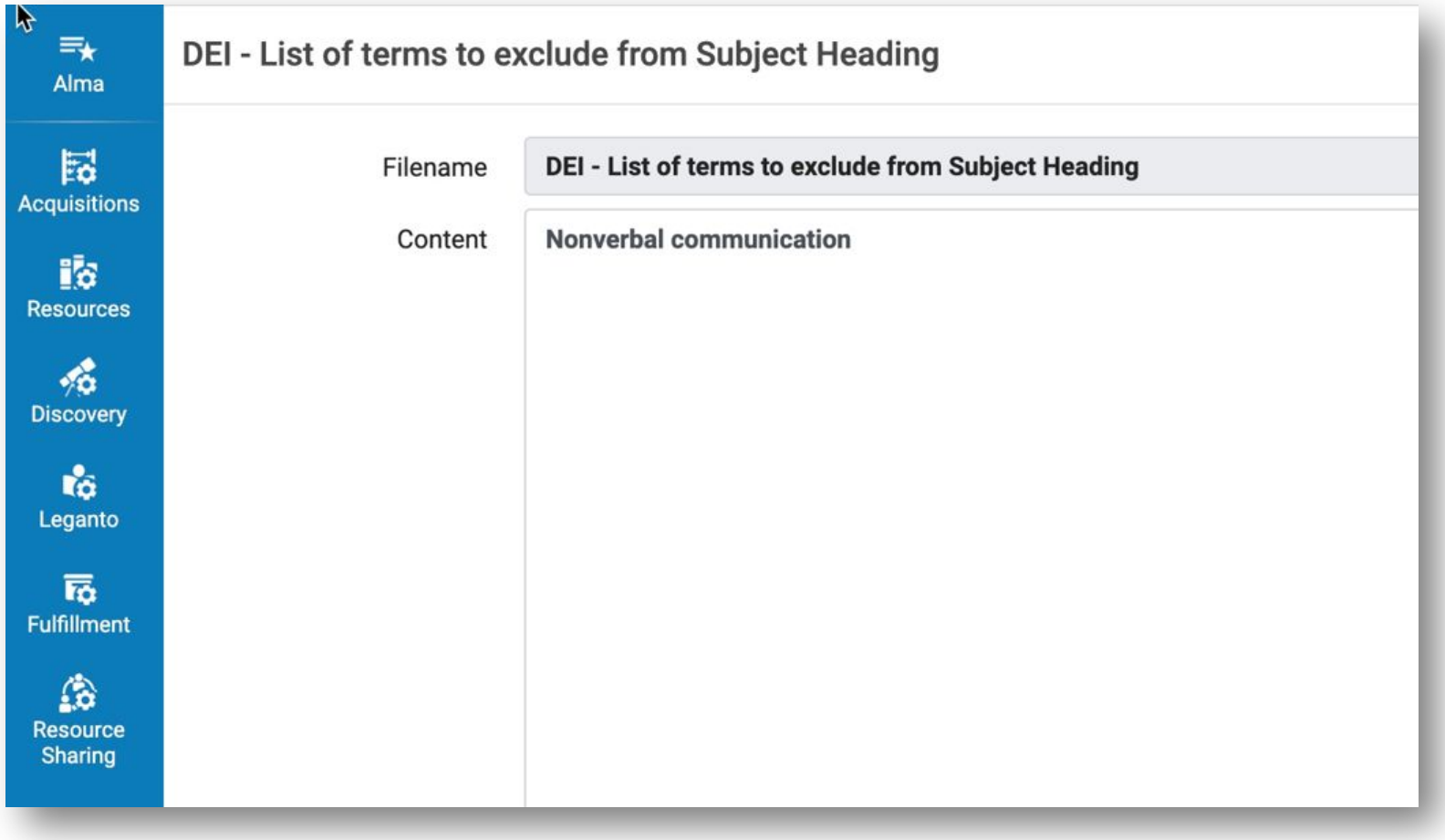
Process for Community-Centered Changes on Campus

Step 2: System Librarian's DEI Field…



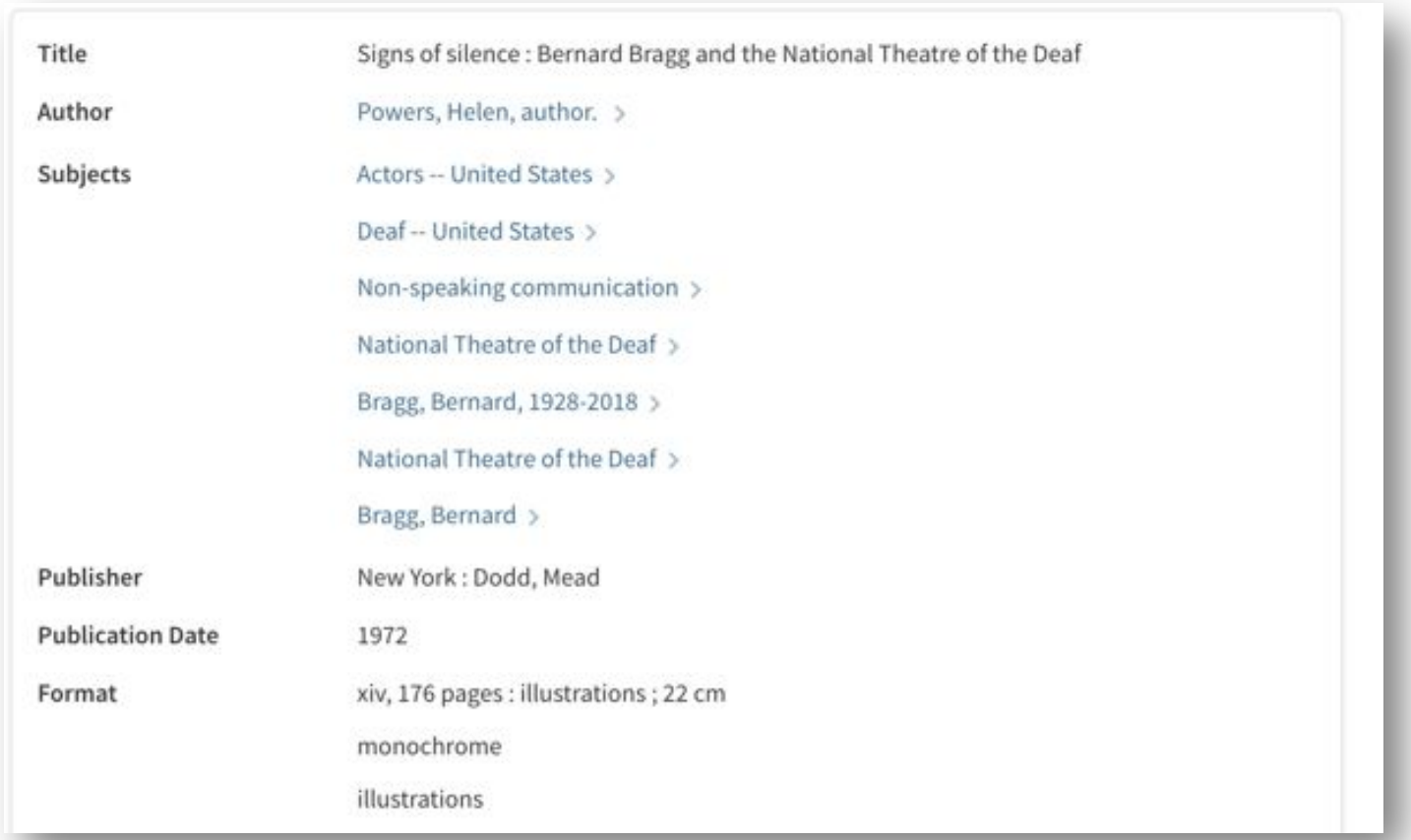
Process for Community-Centered Changes on Campus

Step 2: … Used to Mask Undesirable Term



Process for Community-Centered Changes on Campus

Step 3: Primo Display After Completing Masking



Title	Signs of silence : Bernard Bragg and the National Theatre of the Deaf
Author	Powers, Helen, author. ›
Subjects	Actors -- United States ›
	Deaf -- United States ›
	Non-speaking communication ›
	National Theatre of the Deaf ›
	Bragg, Bernard, 1928-2018 ›
	National Theatre of the Deaf ›
	Bragg, Bernard ›
Publisher	New York : Dodd, Mead
Publication Date	1972
Format	xiv, 176 pages : illustrations ; 22 cm
	monochrome
	illustrations

Process for Community-Centered Changes on Campus

Step 4: Announcing the Change

- After the term has been changed, the working group will announce it to the campus, and request feedback.

- As terms are added, a description of the change, and the reason for making it, will be added to the Ethical Cataloging LibGuide for future reference.

Future Goals

- Establish a community-centered system to collaboratively evaluate descriptive language and access points, and assess the efforts on campus
- Submit LibGuides to LORDS (LibGuides Open Review Discussion) review to detect bias and inappropriate language.
- Explore additional options to change the descriptive records.
- Advocate for LCSH term changes to better reflect community voices.

Takeaways

- The catalogs and descriptive materials in libraries, archives, and special collections too often hide or neglect difficult subject matter in their holdings.
- People already marginalized in society find themselves further marginalized in libraries and archives.
- If patrons cannot find themselves reflected in the catalog, they grow discouraged. Consider making changes to the cataloging.
- While the ***established practices*** of librarianship privileges the powerful, ***new tools*** of librarianship can help the voices of the marginalized be heard.
- This work is difficult, fraught, tedious, and even dangerous… **and utterly worthwhile!**

Thank You!

tphilo@csudh.edu