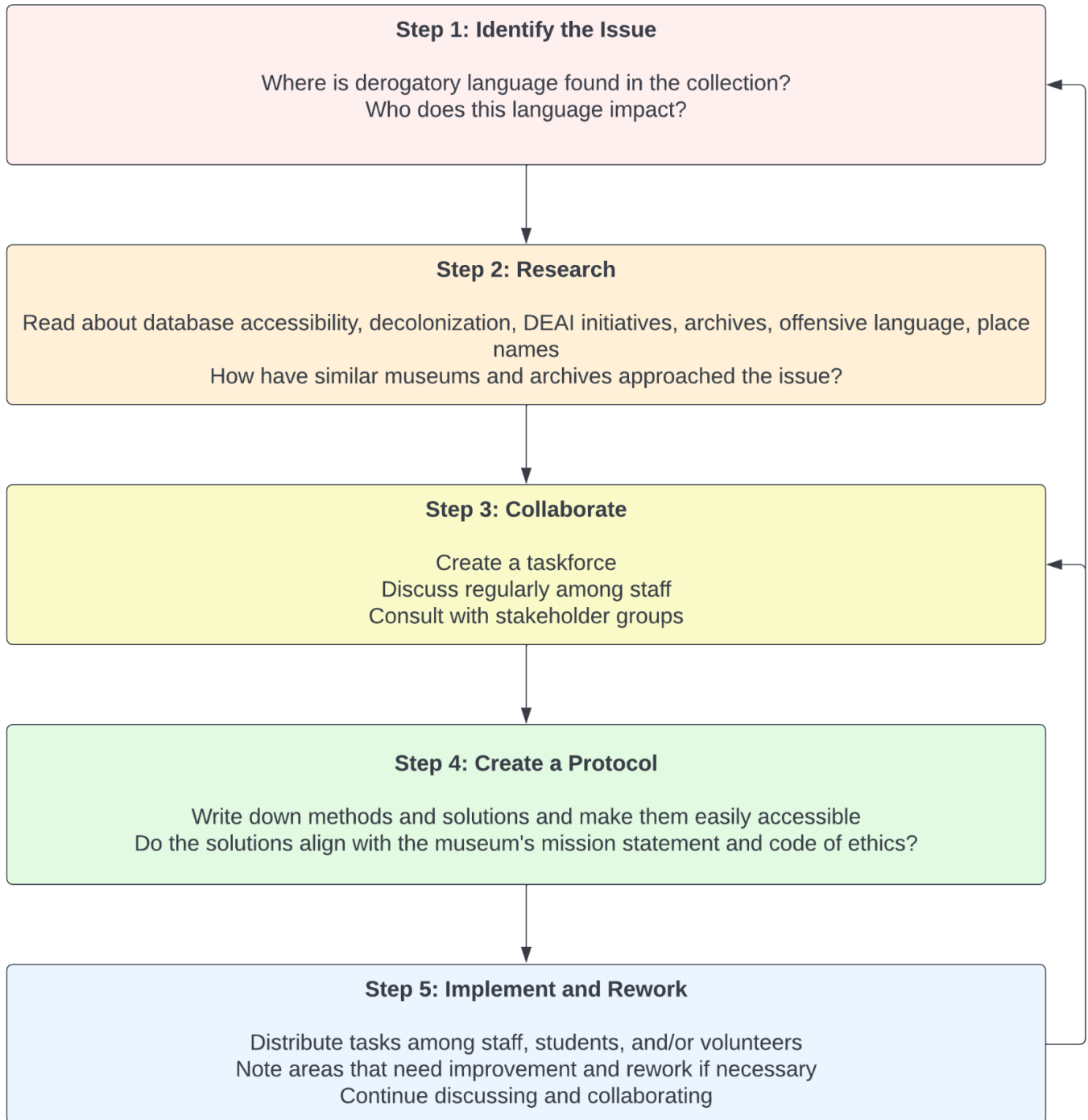


Derogatory Language Treatment Framework Overview



Framework for Creating a Derogatory Language Protocol in Natural History Collection Databases

This framework is designed to streamline the process of implementing a derogatory language protocol. Each step contains questions to guide conversations and provide a structure for brainstorming possible solutions.

Step One: Identify the Issue

What is the scope of the collection?

- What regions, cultural groups, and time periods are represented?

Where does derogatory language occur?

- The most common fields include geographic place names, taxonomic and common names, anthropologic descriptions, and unnamed collectors

Who does the language impact?

- Did an individual or group voice concern over the issue?
- Have staff or visitors been affected?
- Does the language limit database searchability for users?

Step Two: Research

Read literature about decolonization, DEAI initiatives, public archives, offensive language, place names, onomastics

- See Resources in Appendix C

How have similar museums approached the issue?

- Consider implementing methods already tested by other collections, such as adding a disclaimer to the database webpage and using square brackets to add context to individual records or create tags that can be queried in the database

Step Three: Collaborate

Discuss regularly among staff

- Open, periodical discussions are a productive way to identify concerns and brainstorm ideas

Create a task force

- Assigning a group of dedicated curatorial staff to be in charge of creating a protocol will keep the initiative from losing steam

Reach out to descendent communities and impacted groups

- Are there any partnerships or ongoing relationships with any of these groups?
- Is there any traditional knowledge that is not recorded on labels (names, stories, etc.) that could fill in some of the gaps in the collection?

Consult experts

- Historians and onomasticians can determine the contexts behind offensive terms, removing this burden from digitization and curatorial staff members

Step Four: Create a Protocol

Create a written protocol that addresses the issues identified in the database

- Do the solutions align with the museum's mission statement and code of ethics?
- Is the protocol accessible to all individuals involved in the digitization process?
- Is the protocol able to be amended as needed?

Step Five: Implement and Rework

Distribute tasks among staff, students, and/or volunteers - whoever is responsible for digitization of the collection

Note areas that need improvement and rework if necessary

- Are the involved personnel comfortable with the solutions?
- Are disclaimers clearly visible on the website?
- Are bracketed tags able to be queried?

Continue researching, discussing and collaborating

- This is an ongoing process. Treat the protocol as a living document that can be updated as new issues are discovered