INCLUSIVE METADATA STRATEGIES AT MAX CHAMBERS LIBRARY

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Amigos Library Services Conference:

Equity, Diversity, and Inclusion In Cataloging & Technical Services

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LAND ACKNOWLEDGEMENT

"The University of Central Oklahoma recognizes that we gather on land entrusted to the care and protection of the Caddo and Wichita peoples. These lands are part of the wider state of Oklahoma which is shared by the 39 sovereign Indigenous Nations including the Kiowa, Comanche, Osage, Apache and Fort Sill Apache Nations, and is associated with the forced relocation of Nations through the Indian Removal Act of 1830. The university was built in Unassigned Land within seized portions of Indian Territory taken from the Cherokee, Choctaw, Chickasaw, Creek, and Seminole Nations by the federal government in 1866. Beginning in 1889, this land was distributed through several Land Runs intended to confine and erase Indigenous peoples from this territory. We acknowledge the historical events that have and continue to affect Indigenous people of this land. We pledge to honor and respect Indigenous knowledges and worldviews as we sustain a meaningful relationship with the Sovereign Nations. "--go.uco.edu/landacknowledge

COCHAMBERS LIBRARY

INTRODUCTIONS

Anona Earls
She/her
Librarian III/Coordinator of Deselection
9 years as a professional cataloger







Kaitlyn Palone
She/her
Librarian II
6 years as a professional cataloger

BACKGROUND

- Chambers Library is a medium-size academic library in the metropolitan Oklahoma City area
- Our cataloging dept is hierarchically located in the Library Systems unit and consists of
 - 3 professional catalogers (us!)
 - 4 copy-catalogers
 - 2-4 student employees
- Formalized our process in 2021

OVERVIEW

Inclusive Metadata Statement

Report
Outdated
/Offensive
Terminology
Form

Inclusive Metadata Strategies

Professional Development

INCLUSIVE METADATA STATEMENT: WHAT & WHY

Also known as...

- "Statement on Potentially Harmful Language"
- "Statement on Critical Cataloging"
- "Ethical Cataloging Statement"
- "Historical Language Advisory"

Guiding Principles

- Explanation of Bureaucracy
- Empathy for Users
- Commitment to Progress

INCLUSIVE METADATA STATEMENT: WHERE

Inclusive Metadata
Statement as published on our library website in 2021

Current version
https://library.uco.edu/
inclusivemetadata

##OCHAMBERS LIBRARY

Welcome

Directory

Hours

Floor Maps

Event Calendar

Library News

Policies

Reports

Library Artwork

Library Statistics

Library Transformations

Open Discovery Initiative

Inclusive Metadata

Strategies

Severe Weather Info

Employment

Inclusive Metadata Statement

Max Chambers Library is committed to serving underrepresented communities. One way we accomplish this is through our professional catalogers' dedication to accurately and respectfully describing materials relating to underrepresented communities. We acknowledge that standards for descriptive practice are entrenched in discriminatory concepts, such as racism, ableism, homophobia, and misogyny. These practices directly affect our users as metadata rooted in discrimination may be visible to our community in Central Search, SHAREOK, the library's website, or the library's digital collections. We are actively taking steps to ameliorate these problematic practices that directly affect the Central community's access to library resources.

Libraries are not without biases - both conscious and unconscious - that affect policies and practices. In the case of cataloging and metadata, the classification of library resources reflects how a cataloger views and interprets the subject matter. We primarily use the classification standards maintained by the Library of Congress, which have been created by people with their own biases and judgments from their specific cultures and time periods.

By acknowledging weaknesses and flaws in these standards and other areas of librarianship, we aim to support the University's inclusive community initiative through the following practices:

- 1. Cultivate a supportive and safe environment where staff feel encouraged to acknowledge their biases and engage in constructive discussions.
- 2. Continue to identify areas of bias in the library.
- 3.Apply metadata using the standards provided by the Library of Congress in a selective manner and use professional judgment for incorporating alternative controlled vocabularies.
- 4.Collaborate with Library Systems staff in identifying opportunities for data normalization for vendor-supplied metadata found in Central Search.
- 5.Commit to actively learning about controlled vocabularies that improve access to resources by or about underrepresented communities.
- 6.Commit to completion of specialized training and become approved to submit new or revised terminology to the Library of Congress.

INCLUSIVE METADATA STRATEGIES

REPORT OFFENSIVE/OUTDATED TERMINOLOGY



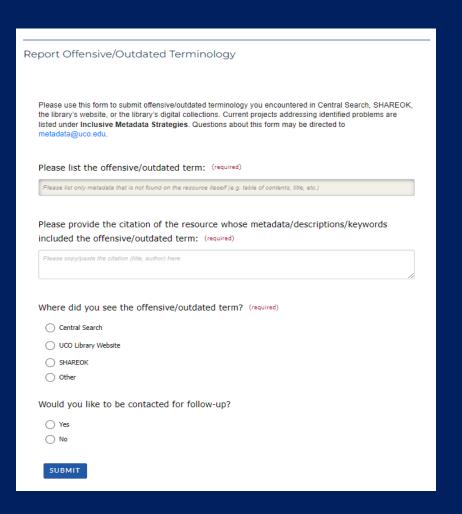
REPORT OUTDATED/OFFENSIVE TERMINOLOGY

Form

https://library.uco.edu/inclusivemeta data/report

Users can submit the following info:

- Offensive/outdated term
- Citation
- Where was it found
- Would they like follow-up?



REPORT OUTDATED/OFFENSIVE TERMINOLOGY: BEHIND THE SCENES

- So far, we've only 4 reports from a library staff member concerning some outdated language on the website, but it's a start!
 - Example: use of the outdated phrase "Five Civilized Tribes"
- We track submissions in an internal spreadsheet that contains the contents of the form submission + documentation of action taken and comments

- Internal discussions happening about increasing awareness of form
 - Example: FAQ added to LibAnswers https://uco.libanswers.com/faq/382152



INCLUSIVE METADATA STRATEGIES

Why include a strategies page?

- Provide evidence of action behind words
- Provide examples to wider audience
- Show existing projects for those who might want to report something

Offensive/Outdated Terminology

Verbiage used in standardized library cataloging practices that is based on outdated or offensive language

Classification

The basis for creating call numbers, which are used to organize library materials in the physical stacks

Inclusive Language

Opportunities to provide more inclusive language in library metadata

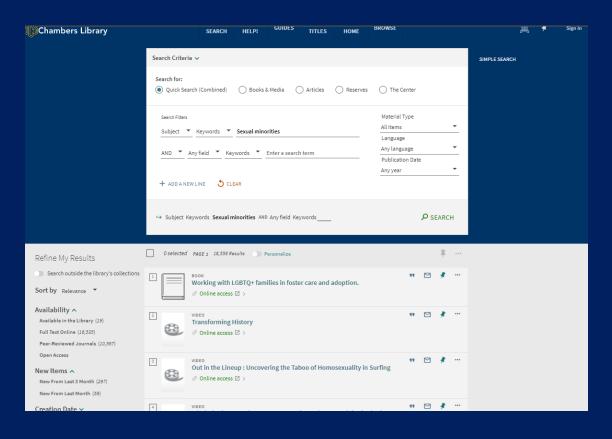


OUTDATED/OFFENSIVE TERMINOLOGY: "SEXUAL MINORITIES"

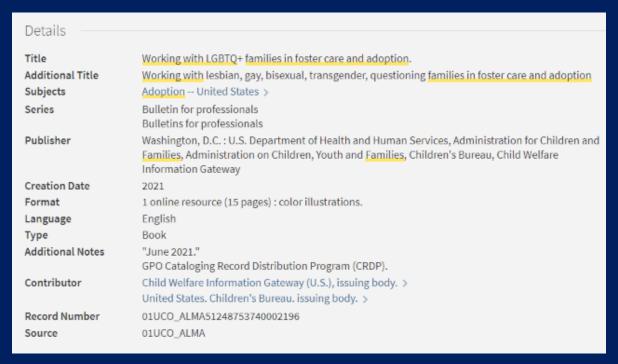
Problem	Action	Status	How
"Sexual Minorities" (Library of Congress Subject Headings)	 Remove the term "sexual minorities" from metadata sourced from WorldCat and add more specific terminology for materials in the library's collections and the Center's library 	 Retroactive removal completed (2015) On-going removal for new materials (2015-present) 	 Changes in cataloging procedures Spot-checks through searching catalog
	 Implementation of "DEI - List of terms to exclude from subject heading" feature in Central Search for any terms containing "sexual minorities" or "sexual minority" 	 Feature implemented (January 2023) On-going review of effectiveness (January 2023-present) 	Upload text file of terms to exclude to our discovery later (Primo Back Office)

DEI - LIST OF TERMS TO EXCLUDE FEATURE: AS SHOWN WITH "SEXUAL MINORITIES"

Screenshot of search in Primo



Screenshot of first result bibliographic details





"DEI - LIST OF TERMS TO EXCLUDE" FEATURE

Pros

- Reduces opportunities for users to encounter marginalizing terminology
- Addresses the problem of not having control over all metadata in Primo (i.e. data sources outside of our catalog, CDI index, etc.)

Cons

- Phrase sensitive (i.e. must match exactly, not contains)
- Preference for substitution over suppression

OUTDATED/OFFENSIVE TERMINOLOGY: "ILLEGAL ALIENS/IMMIGRANTS"

Problem	Action	Status	How
"Illegal Aliens" (Library of Congress Subject Headings)	Replaced with "undocumented immigrants" in metadata sourced from WorldCat as part of greater library community initiative	Retroactive removal completed (2020) On-going removal for new materials (2020-present)	Alma normalization rule

OUTDATED/OFFENSIVE TERMINOLOGY: "INDIANS OF NORTH AMERICA"

Problem	Action	Status	How
"Indians of North America" (Library of Congress Subject Headings	Research best practices for improving access to resources by and about Indigenous peoples	Research in progress (2021-Present)	Reviewing literature on Indigenous knowledge organization
	Added local term "Indigenous Peoples of North America" to metadata records containing "Indians of North America"	Local term added (November 2022)	Normalization rule in Alma

CLASSIFICATION: .N CUTTER

Problem	Action	Status	How
The letter "N" to organize materials by, about, or relating to Black people in the library's physical collections	 Replace "N" with "B" in call numbers for materials by, about, or relating to Black people. Identified 367 affected titles and placed on review by Librarians (27 titles determined no longer needed for the collection) Updating call numbers for 340 affected titles 	 Library of Congress issued change (07/2021) Project underway (09/2021-Present) 	 Created text file of call numbers being changed and input into Alma Analytics to generate list Student employee and/or staff project for updating call numbers

CLASSIFICATION: .O CUTTER

Problem	Action	Status	How
The letter "O" to organize materials by Asian authors	 Replace "O" with "A" in call numbers for materials by, about, or relating to Asian people Identified and updated call numbers for 17 affected titles 	Library of Congress issued Change (2022)	Searched shelf list in Alma for call numbers being changed
in the library's physical collections		Project complete (March 2022- December 2022)	 Student employee and/or staff project to update call numbers

INCLUSIVE LANGUAGE: UTILIZING HOMOSAURUS

Problem	Action	Status	How
Inadequate options for LGBTQ+ descriptors in Library of Congress Subject Headings	Utilize terms from Homosaurus, a linked data vocabulary designed to be more inclusive of the nuances of the LGBTQ+ community, in addition to existing metadata when appropriate.	Homosaurus identified as an option (2016) Adding terms ongoing (2016-Present)	Training copy-catalogers to identify opportunities for Homosaurus terms and appropriate MARC encoding

INCLUSIVE LANGUAGE: ACKNOWLEDGING RACISM

Problem	Action	Status	How
Lack of acknowledgment of racism in metadata records that contain the subject headings, "minstrel shows" and "minstrel music."	Added the subject headings "Racism against Black people" and "Blackface" to these records.	Completed December 2022	Edited bibliographic records individually (less than 100 affected)

ALMA NORMALIZATION RULE

Norm rules covers the following:

- 1. Adding Homosaurus term "LGBTQ+ people" whenever LCSH "Sexual minorities" exists
- 2. Removes "Sexual Minorities"
- 3. Replacing "illegal aliens/immigrants" with Noncitizens
- 4. Adding local term "Indigenous Peoples of North America"

```
Inclusive Metadata Updates
                                    Drool
rule "swap sexual minorities for LGBTQ+"
((exists "650.a.Sexual minorities"))
addField "650.(-,7).a.LGBTQ+ people"
addSubFleid "650.{-,7}.2.homolt" if (exists "650.{-,7}.a.LGBTQ+ people")
rule "remove 650 Sexual minorities"
when
(TRUE)
then
removeField "650" if (exists "650.a.Sexual minorities*")
rule "replace illegal aliens"
when
(TRUE)
replaceContents "650.a.Illegal aliens" with "Noncitizens"
replaceContents "650.a.Illegal immigrants" with "Noncitizens"
end
rule "Indigenous peoples"
((exists "650.a.Indians of North America"))
addField "690.{-.7}.a.Indigenous peoples of North America"
addSubField "690.{-,7}.2.local" if (exists "690.{-,7}.a.Indigenous peoples of North America")
```

PROFESSIONAL DEVELOPMENT

- Attending conferences, workshops, webinars as much as possible
 - Example: "Creating Culturally Sensitive Headings for Indigenous Topics" workshop

Continuous Cultural Competence requirement at UCO

 Hosted inaugural Metadata Justice in Oklahoma Libraries & Archives Virtual Symposium in 2022 with plans to host again this summer

POLL: WHICH PROJECTS ARE YOU INTERESTED IN TRYING?

Writing inclusive metadata statement
Reporting form
Adding terms from other controlled vocabularies
Vendor-supplied tools ("exclude' list, norm rules)
All of them!

CONSIDERATIONS

- Do you have the staffing?
- Can you adequately carry out the tasks you want to do? It's ok to start small!
- Are you able to get training?
- What training opportunities are available? What are obstacles?
- Are you able to carry out newly-trained tasks?
 - Be professional -- don't waste your trainers' time with not following through on anything!

WHAT'S NEXT?

- Increase awareness on UCO campus about our inclusive metadata initiative
 - Example: Visibility of reporting outdated/offensive terminology form
- Increase community engagement on UCO campus
 - Examples: Request meetings with affinity groups (2SLGBTQIA+, Native American, African American Faculty-Staff Associations); work with campus' gender & sexuality center

ADDITIONAL RESOURCES

- Metadata Justice in Oklahoma Libraries & Archives Symposium Proceedings & Slides: https://shareok.org/handle/11244/336455
- Drafting the inclusive metadata statement (presentation by Shay & Kaitlyn) https://hdl.handle.net/11244/331262
- The Cataloging Lab: https://cataloginglab.org/
- CritCat https://critcat.org/
 - CritCat Zotero Library: https://critcat.org/resources/

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