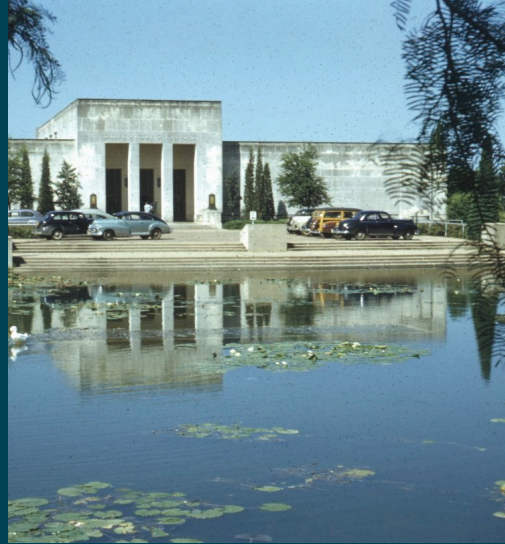




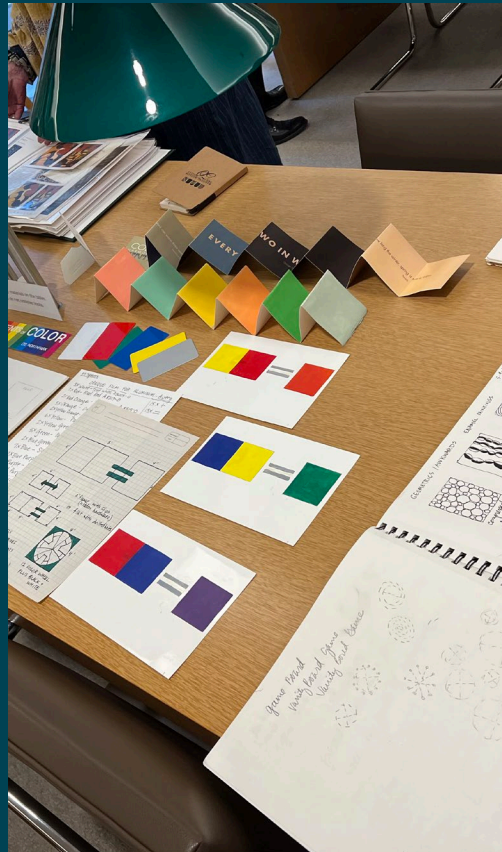
**Inclusive Description
at the
Dallas Museum of Art:
From Audit to Access**



Background and Context



DALLAS MUSEUM OF ART



DALLAS MUSEUM OF ART



Collection Description Audit

DALLAS MUSEUM OF ART

FY22 Goal

DMA Institutional Goal

Advance Equity, Diversity and Inclusion work throughout the organization

DMA Archives Goal

Conduct an audit of archive collection descriptions and develop a plan to address issues found.



Audit: Research



[A Guide to Conscious Editing at Wilson Special Collections Library Wilson Special Collections Library The University of North Carolina at Chapel Hill University Libraries First Edition 2022](#)

[Penn State Inclusive Description Style Guide](#)

[SAA Description Section: Inclusive Description Resources](#)

[Sunshine State Digital Network \(SSDN\) Inclusive Metadata & Conscious Editing Resources](#)

[University of Minnesota Libraries: Reparative Description in Archives & Special Collections](#)

[Guidelines for Addressing Bias in Archival Description and Catalog Records Orbis Cascade Alliance, Unique and Local Content Program](#)

[Harvard University Guidelines for Inclusive and Conscientious Description](#)

[Yale University Library Reparative Archival Description Working Group site](#)

DALLAS MUSEUM OF ART

Mayer Library Harmful Terms

| Term | Results / Instances | Description |
|----------------|---------------------|--|
| Alien / Aliens | 0 | |
| Homeless | 1 | exhibition title |
| Poor | 20 | 8 referring to condition or audio/video quality 11 artist names 1 organization name |
| Primitive | 11 | 5 exhibition titles 2 publication titles 1 gallery name 1 museum name 1 education program 1 student paper title |
| Prisoners | 0 | |
| Slavery | 1 | book title reference in speaker bio |
| Enslaved | 0 | |

| | | |
|------|-------|--|
| Mrs. | 2700+ | Includes Mrs. Husband's name and Mrs. Her Name |
| Miss | 140 | |
| Mr. | 750 | |
| Ms. | 9 | |

UMN Harmful Terms

| Term | Results / Instances | Description |
|----------|---------------------|--|
| Eskimo | 3 | DMFA-DMA gallery name |
| Jewish | 10 | Organization name, exhibition title, Inge <u>Asenbaum's</u> father |
| Black | Many | Exhibition titles, Black & White Ball, organization names, black & white photos Harry Parker and Education department files on Black leaders and groups Nancy Sayles photo description |
| Colored | 12 | All refer to physical description of items in color |
| Negro | 8 | 7 exhibition and publication titles 1 Education department file title "Negro Artists" |
| Indian | 114 | Exhibition titles, gallery names Includes results referring to people and art works from India |
| Oriental | 20 | Exhibition titles, dealer names, ceramic type, Reves purchase |

Audit Results

Harmful Terms

- Most found in titles
- Term in not harmful context
- "Indian"

Obscured Identity

- Mrs. Husband's name problem
- Honorifics in general

Contextualization

- Marginalization
- Invisible norms
- Outdated terminology

DALLAS MUSEUM OF ART





Guidelines and Implementation

DALLAS MUSEUM OF ART

Harmful Content and Language

- Creation of language statements for specific situations
- Titles that cannot be changed
- Content in institutional records like press scrapbooks
- Challenging content like images of human remains

Obscured Identity

- Removing honorifics as seen and going forward
- Researching and including woman's full name to replace married name
- Inclusion of married name secondary to legal given name for discoverability



Grace Leake Dexter (Mrs. Charles L. Dexter): First President of the Dallas Art Association 1903 - 1904

 **Item** Identifier: Item 2

Preferred Terms and Contextualization

- Emphasis on creator over subject leads to misidentification and/or under-description
- Remediation can include capitalization, adding or removing person-first language, acknowledging and changing creator-given description, identification of culturally sensitive knowledge or objects
- Research and collaboration through community-authored resources, solicitation of feedback, and other inclusive description resources
- Replacing inaccurate creator-given terms in narrative description (ex: Yugoslavia)
- Remediating generalities like "Pre-Columbian" in narrative description



Review, Transparency, and Feedback

- Audit review schedule for review of the guidelines themselves and a subsequent collection description audit
- Publicly available decision-making documentation in instances of remediation that tracks changes made (or lack thereof) and includes resources, explanations, and original content
- Publicly available mechanism to allow for feedback on language in description



Next steps and resources

Future projects

- Surfacing hidden creators and subjects who are referred to by role or relationship only
- Race, ethnicity, and identity descriptors in legacy description and new acquisitions
- Tackling legacy description remediation more methodically
- Anonymous feedback option



Resources

- [Archives for Black Lives in Philadelphia](#)
- [Center for the History of Medicine \(Harvard\)](#)
- [Best Practices for Queer Metadata](#)
- [NARA statement](#)
- [Protocols for Native American Archival Materials \(PNAAM\)](#)



Questions?

DALLAS MUSEUM OF ART