



The Road to Inclusive Description of Library Materials

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Describing Collections

A Finding Aid is a document that provides a description of an archival collection to guide people in using the collection for research.

The finding aid includes a narrative overview of the collection, with a listing of materials by box, folder, or item.

Perdue University Libraries and School of Information Science

<https://guides.lib.purdue.edu/c.php?g=352889&p=2378063>

Creating Metadata

Textual information that serves to identify, discover, interpret, and/or manage content ([DPLA](#)). Although metadata most commonly refers to web resources, it can be about either physical or electronic resources ([ALA](#)).

Standards: MODS, Dublin Core, RDA, MARC/AACR, DACS

Controlled Vocabularies: LCSH, VIAF, AAT, TGN

Why we Describe Materials

- To help users discover what they need
- To better understand collections
- To provide more access
- To increase use of library material
- To facilitate standardization and the transfer of information

Recommendations for Inclusive Descriptions

- Promote the historic contributions of minorities and add materials to your collection.
- Promote Collaboration and Partnerships with diverse communities
- Train library staff to work with community members on material descriptions
- Diversify your staff

Recommendations for Inclusive Descriptions

- Examine the language you use to describe collections; evaluate policies and practices
- Create systems that allow for controlled and uncontrolled vocabulary
- Provide access to collections and programs that reflect the cultural perspectives of diverse communities.
- Create tools to challenge the traditionally oppressed classification system

Resources

[SSDN Inclusive Metadata & Conscious Editing Resources](#)

[Archives for Black Lives in Philadelphia, Anti-Racist Description Resources](#)

[Library of Congress Demographic Group Terms \(LCDGT\)](#)

[ALA Diverse, Inclusive, and Equitable Metadata](#)

[SAA Cultural Heritage Working group](#)

[DLF-CAWG](#)



Thank you!

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