

creates a library and an environment that is welcoming and safe for all community members.

III. Definitions

All-inclusive environment and practices that comprehensively represent and embrace all people.

Cataloging -

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Cataloging may include the description and classification of each item to facilitate identification, location, and use by library patrons. Cataloging function in libraries creates pathways that users can easily find and access the materials they need.

Controlled vocabulary is a standardized vocabulary used to describe library resources that creates controlled access points in the catalog, allowing resource discovery in a systematic manner. Examples of controlled vocabularies include the Library of Congress Subject Headings (LCSH), the Medical Subject Headings (MeSH), and the Dewey Decimal Classification. While controlled vocabularies are effective **standards**, however, some controlled vocabularies have been criticized for using

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Reparative description - The process of revising and updating metadata and descriptive content in catalog records, finding aids, and digital repositories in order to correct biases, inaccuracies, and potentially harmful/outdated language in historical collections. It is used to address the effects of systemic inequalities and to provide more accurate, inclusive, and respectful descriptions of materials, particularly those representing marginalized communities.

KSL cataloging/metadata staff will search for anti-inclusive terminology in the library catalog and perform reparative metadata work each year during the Summer semester.

During the daily ingest of non-bulk catalog records (i.e. when locating individual records in OCLC for copy-cataloging), reparative work will be performed to remove any outdated/offensive terminology used in the catalog record before it is ingested into the KSL catalog.

IV.6 Materials and collections

Our collections include millions of images, documents, and artifacts from diverse cultures spanning centuries. Some of the language, visuals, and ideas in these materials may now be considered outdated, offensive, or harmful. The Kelvin Smith Library provides access to these unaltered original documents as they reflect historical perspectives that are important for researchers. While KSL cannot alter the language or imagery that is used on or within a library resource, cataloging/metadata staff may apply a statement on potentially harmful content that advises the user of potentially outdated and offensive content within the resource.

V. Other Resources

[The DEI Metadata Handbook: A Guide to Diverse, Equitable, and Inclusive Description](#)

[Inclusive Cataloging: Histories, Context, and Reparative Approaches](#)

[Program for Cooperative Cataloging: Guiding Principles for Diversity, Equity, and Inclusion for Metadata Creation](#)

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

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