**CritCat Remediation Project Documentation and Checklist**

**Archival collection title:** American Indians of the Pacific Northwest Collection

**Collection number:**

**Request/Project Goal:**

Request from Schitsu’umsh tribe (Coeur d'alene; [pronunciation here](https://plateauportal.libraries.wsu.edu/community/schitsuumsh-coeur-dalene)) via John Vallier: replace term “Skitswish” with correct term “Schitsu’umsh”. Term occurs in CONTENTdm collection American Indians of the Pacific Northwest (images and text portions).

In images, term occurs in:

* Title field
* Note field
* Subject field

In text, term occurs in:

* Subject field

Items with the term are originally held by the Northwest Museum of Arts and Culture, Jesuit Oregon Province Archives, and UW Libraries (text portion only). Term also occurs in UW Libraries catalog records as a subject field. No instances could be found in UWSC finding aids.

**Quick Links [add below]**

* Finding aid
* CONTENTdm item level records - spreadsheet
  + [Images](https://uwnetid-my.sharepoint.com/:x:/r/personal/espeer_uw_edu/Documents/CDM-images-csv.xlsx?d=w00d5ed8f57b446b894e221edb96bbb3d&csf=1&web=1&e=lZU0sa)
  + [Text](https://uwnetid-my.sharepoint.com/:x:/r/personal/espeer_uw_edu/Documents/CDM%20AIPNW%20Text.xlsx?d=wa5055275d0cb4158b0857c6ec214a8af&csf=1&web=1&e=LeafaH)
* [CONTENTdm landing page](https://content.lib.washington.edu/aipnw/index.html)
* Catalog record for archival collection
* Catalog record for digital collection
  + [Overall catalog record does not include term](https://orbiscascade-washington.primo.exlibrisgroup.com/permalink/01ALLIANCE_UW/1juclfo/alma99153075240001452)

**Project members/contacts [add below]**

* Elaine Speer ([espeer@uw.edu](mailto:espeer@uw.edu))
* Crystal Yragui ([cec23@uw.edu](mailto:cec23@uw.edu))
* Kat Lewis ([katl@uw.edu](mailto:katl@uw.edu))

**Project start date:** \_\_\_\_\_\_\_

* Item-level metadata suggestions complete
* Item-level metadata changes complete
* Collection landing page changes complete
* Finding aid changes pt.1 complete
* Catalog record changes complete
* Finding aid changes pt.2 complete
* Copy-negative database changes complete
* Records review completed
* Stakeholders updated
  + CritCat
  + MIG
* Blog updated

**Project completion date:** \_\_\_\_\_\_

**CONTENTdm item-level metadata**

Export relevant CONTENTdm item-level metadata to spreadsheet

* See [harriman\_target\_records.xlsx](https://uwnetid.sharepoint.com/:x:/r/sites/og_library_mig/Shared%20Documents/mig_projects/2023_harmful_language_remediation_pilot/harriman_target_records.xlsx?d=wabd1424f172a46de8224eb0a7b1469f8&csf=1&web=1&e=NVjOr0) for example

Add/edit columns:

* Change Title column header to Title (Current)
* Add new column Title (Suggested changes) to right of Title (Current)
* Change Notes column header to Notes (Current)
* Add new column Notes (Suggested changes) to right of Notes (Current)
* Change Subjects column header to Subjects (Suggested changes)
  + May need to do for both LCTGM and LCSH depending on project metadata
* Add new column Subjects (Suggested changes) to right of Subjects (Current)
* Add new column Deprecated\_values to right of Subjects (Suggested Changes)
* If needed:
  + Change Location Depicted column header to Location Depicted (Current)
  + Add new column Location Depicted (Suggested changes) to right of Location Depicted (Current)

Group work!

* Discuss and make suggested changes to spreadsheet using new columns

Once all suggested changes in the spreadsheet have been agreed upon, insert two columns to left of Title (Current):

* CDM updated (Initial/Date)
* FA updated (Initial/Date)

Make changes to CONTENTdm metadata

* Assign specific changes to be made to specific project/staff members (we don’t want multiple people working in the same records at the same time)
* Make all changes agreed upon from spreadsheet
* Initial and date when changes in each row have been completed

**CONTENTdm collection landing pages**

* Check landing pages for the collection and any pages that are linked to/from that landing page that may need remediation
* Request necessary changes

**Finding aid**

* Using completed spreadsheet from CONTENTdm item-level remediation, make corresponding changes to titles and notes in the finding aid
* Check the rest of the finding aid
  + Do we need to add any contextual notes?
  + Are there any other areas where language needs remediation?
    - If yes, discuss with group, document, and make necessary changes
      * Add any agreed-upon out-of-scope future changes to end of the checklist

\*Changes to names/subject headings in the finding aid will be made after the MARC record(s) are updated (Finding aid changes pt. 2)

**Catalog records**

Digital collection catalog record:

* Make any necessary changes to the remediate harmful language in the catalog record for the digital collection (free-text and controlled vocabs)
* Check for broken links

Archival collection catalog record:

* Make any necessary changes to the remediate harmful language in the catalog record for the physical collection (free-text and controlled vocabs)
* Check for broken links
* Alert SC to update collection-level controlled vocabularies in finding aid (subject headings, names, etc.)

**Copy-negative database**

* Edit individual descriptions of photos in the database to correspond with updated metadata

**Complete records review / Update stakeholders**

* Review updated metadata in all platforms one more time to make sure that everything has gone according to plan(s)
* Report back to CritCat/MIG
* Update blog
* Close out checklist

**Additional suggested changes to be made outside project scope**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_