# List of resources

Resources in this list have been selected by the Diversity Allies as being useful, or potentially useful, to archivists and recordkeepers. Some are specifically related to records, archives or heritage, and others are more general. They are presented grouped into themes.

If you would like to suggest a resource for us to add to this list, please let us know.

## Section 1: Diversity theory, general resources, and how-to guides

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| Type | Learning hub |
| Name | Open University Race and Ethnicity Hub |
| Access | Free access |
| Link | <https://www.open.edu/openlearn/education-development/race-and-ethnicity-hub/>  |
| Comments | Articles and short courses relating to race and ethnicity. |

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| Type | Blog |
| Name | Alex Kapitan, "Radical Copyeditor" |
| Access | Free access |
| Link | <https://radicalcopyeditor.com/> |
| Comments | Discusses problematic language, and how to spot and replace it |

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| Type | Webpage |
| Name | Microsoft, "Make your PowerPoint presentations accessible to people with disabilities" |
| Access | Free access |
| Link | <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25> |
| Comments | Includes using built-in accessibility tools |
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| --- | --- |
| Type | Webpage |
| Name | Microsoft, "Make your Word documents accessible to people with disabilities" |
| Access | Free access |
| Link | <https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>  |
| Comments | Includes using built-in accessibility tools |

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| --- | --- |
| Type | Website |
| Name | Leonard Cheshire Archive, "Rewind Project" |
| Access | Free access |
| Link | <https://rewind.leonardcheshire.org/about-archive/about-rewind/> |
| Comments | Details about the project run by the Leonard Cheshire Archive which was made accessible to people with disabilities |

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| --- | --- |
| Type | Guide |
| Name | Heritage Fund, "Digital guide: an introduction to online accessibility" |
| Access | Free access |
| Link | <https://www.heritagefund.org.uk/good-practice-guidance/digital-guide-introduction-online-accessibility> |
| Comments | Help for heritage organisations to make their digital content accessible |

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| Type | Webpage |
| Name | W3 Web Accessibility Initiative, "How People with Disabilities Use the Web" |
| Access | Free access |
| Link | <https://www.w3.org/WAI/people-use-web/> |
| Comments | Guide to how people with disabilities and users of assistive technology navigate and use the internet |

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| --- | --- |
| Type | Poster |
| Name | University of Hull, "Designing for Diverse Learners" |
| Access | Free access |
| Link | <https://libguides.hull.ac.uk/diverselearners> |
| Comments | Poster with straightforward guidelines to support best practice learning material design |

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| Type | Webpage |
| Name | Axess Lab, "Alt-texts: The Ultimate Guide" |
| Access | Free access |
| Link | <https://axesslab.com/alt-texts/> |
| Comments | Guide to when you should use alt-text with images, and how to create useful alt-text |

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| --- | --- |
| Type | Glossary |
| Name | Intersectional GLAM: Glossary |
| Access | Free access |
| Link | <https://intersectionalglam.home.blog/glossary/> |
| Comments | Glossary of terms |

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| --- | --- |
| Type | Glossary |
| Name | Black Cultural Archives: Glossary |
| Access | Free access |
| Link | <http://www.calmview.eu/BCA/CalmView/glossary.aspx> |
| Comments | Glossary of terms |

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| --- | --- |
| Type | Poster |
| Name | Gracen Brilmyer, "Identifying and Dismantling White Supremacy in Archives" |
| Access | Free PDF download |
| Link | <https://www.gracenbrilmyer.com/dismantling_whiteSupremacy_archives3.pdf> |
| Comments | Includes "Privileges" you may be able to identify, and "Actions" you can take |

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| --- | --- |
| Type | Guide |
| Name | Museums, Libraries and Archives Association, "Cultural Diversity Checklist" |
| Access | Free PDF download |
| Link | [https://webarchive.nationalarchives.gov.uk/20081209011037/http://www.mla.gov.uk/policy/Diversity/Cultural\_Diversity\_Checklist](https://webarchive.nationalarchives.gov.uk/20081209011037/http%3A/www.mla.gov.uk/policy/Diversity/Cultural_Diversity_Checklist) |
| Comments | Self-assessment checklist for institutions |

## Section 2: Collections description

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| --- | --- |
| Type | Article |
| Name | Alicia Chilcott, "Towards protocols for describing racially offensive language in UK public archives", *Archival Science* vol. 19, 2019 |
| Access | Paywalled and open access |
| Link | Paywalled: <https://doi.org/10.1007/s10502-019-09314-y>Open access: <https://www.researchgate.net/publication/333683267_Towards_protocols_for_describing_racially_offensive_language_in_UK_public_archives> |
| Comments | Includes a review of existing literature and summary of the situation in the UK, with a "good, better, best practice" model proposed for archives |

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| Type | Toolkit |
| Name | Archives for Black Lives in Philadelphia: Anti-Racist Description Resources |
| Access | Free PDF download |
| Link | <https://archivesforblacklives.files.wordpress.com/2019/10/ardr_final.pdf> |
| Comments | Ideas and suggestions for improving descriptions by removing racist language and attitudes. Includes a bibliography. US-based but still useful in a UK context |

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| Type | Presentation |
| Name | A presentation about the Anti-Racist Description Resources from Archives for Black Lives |
| Access | Free PDF download |
| Link | <https://archivesforblacklives.files.wordpress.com/2020/11/a4blip_resources_saa_2020-1-1.pdf> |
| Comments | Presentation given by the AfBLP group about the creation and use of their toolkit |

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| Type | Blog post |
| Name | Jass Thethi, "Archives and Inclusivity: Respectful descriptions of marginalised groups" |
| Access | Free access |
| Link | <https://intersectionalglam.home.blog/2018/11/22/archives-and-inclusivity-respectful-descriptions-of-marginalised-groups/> |
| Comments | UK-based discussion of good/better/best practice |

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| Type | Report |
| Name | CASBAH Report: "Indexing collection descriptions for the CASBAH database. Research resources for Caribbean Studies and the History of Black and Asian people in the UK", May 2002 |
| Access | Free Word document download (via Internet Archive) |
| Link | [https://web.archive.org/web/20130818105502if\_/http://www.casbah.ac.uk:80/IndexingMay2002.doc](https://web.archive.org/web/20130818105502if_/http%3A//www.casbah.ac.uk%3A80/IndexingMay2002.doc) |
| Comments |  |

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| --- | --- |
| Type | Article |
| Name | Jessica Tai, "Cultural Humility as a Framework for Anti-Oppressive Archival Description", Journal of Critical Library and Information Studies, 2020 |
| Access | Open access |
| Link | <https://journals.litwinbooks.com/index.php/jclis/article/view/120> |
| Comments |  |

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| --- | --- |
| Type | Document |
| Name | Cataloguing Ethics Committee, "Cataloguing Code of Ethics", Jan 2021 |
| Access | Free to access Google document |
| Link | <https://docs.google.com/document/d/1IBz7nXQPfr3U1P6Xiar9cLAkzoNX_P9fq7eHvzfSlZ0> |
| Comments | Created by librarians but also applicable to archives cataloguing, provides an ethical framework for cataloguing. See also the group's website at <https://sites.google.com/view/cataloging-ethics/home>  |

## Section 3: Collections development

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| Type | Document |
| Name | Collections Trust: 'Revisiting Archive Collections' |
| Access | Free PDF download |
| Link | <https://collectionstrust.org.uk/wp-content/uploads/2017/02/Collections-Trust-Revisiting-Archive-Collections-toolkit-2009.pdf> |
| Comments |  |

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| --- | --- |
| Type | Document |
| Name | Collections Trust: 'Revisiting Collections' |
| Access | Free PDF download |
| Link | <https://collectionstrust.org.uk/wp-content/uploads/2016/10/Revisiting-Museum-Collections-toolkit.pdf> |
| Comments | Designed for museums but the concept is the same across the whole heritage sector |

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| Type | Document |
| Name | The National Archives: 'Understanding Collections Development' |
| Access | Free PDF download |
| Link | <https://www.nationalarchives.gov.uk/documents/archives/understanding-collections-development.pdf> |
| Comments | General framework into which collecting in a more diverse way can be incorporated |

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| Type | Toolkit |
| Name | The National Archives: 'Collection Development Tools and Guidance', 2011 |
| Access | Free PDF download |
| Link | <https://nationalarchives.gov.uk/documents/archives/collection-development-tools-and-guidance.pdf> |
| Comments |  |

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| --- | --- |
| Type | Blog post |
| Name | Institute of Historical Research. 'Diversity and inequality in the library: how the IHR is ‘decolonising’ its collections', March 2020 |
| Access | Free access |
| Link | <https://talkinghumanities.blogs.sas.ac.uk/2020/03/10/diversity-and-inequality-in-the-library-how-the-ihr-is-decolonising-its-collections/>  |
| Comments |  |

## Section 4: Interpretation and learning

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| --- | --- |
| Type | Toolkit |
| Name | P. Gabrielle Foreman, et al. "Writing about Slavery/Teaching About Slavery: This Might Help" community-sourced document |
| Access | Free to access Google document |
| Link | <https://docs.google.com/document/d/1A4TEdDgYslX-hlKezLodMIM71My3KTN0zxRv0IQTOQs/>  |
| Comments | Includes language to consider adopting/avoiding; principles to consider; practices to adopt; bibliography. |

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| Type | Webinar |
| Name | Sunshine State Digital Network Webinar: "Conscious Editing: Enhancing Diversity and Discovery" |
| Access | Free access |
| Link | Part 1: <https://www.youtube.com/watch?v=XGCTtDgNty4> Part 2: <https://www.youtube.com/watch?v=YD4V-FZCkkw> Part 3: <https://www.youtube.com/watch?v=wtl_ysMpPN8>  |
| Comments |  |

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| --- | --- |
| Type | Article |
| Name | Victoria Tischler & Sophie Clapp, "Multi-sensory potential of archives in dementia care", Archives and Records, 41:1, 2020, pp.20-31 |
| Access | Paywalled |
| Link | <https://doi.org/10.1080/23257962.2019.1675147>  |
| Comments |  |

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| --- | --- |
| Type | Article |
| Name | Medha Chotai,"Impact of reminiscence-based services provided by archives for people with dementia", Archives and Records, 41:1, 2020, pp.1-19 |
| Access | Paywalled |
| Link | <https://doi.org/10.1080/23257962.2019.1575720> |
| Comments |  |

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| --- | --- |
| Type | Database |
| Name | University College London, "Legacies of British Slave-ownership" |
| Access | Free access |
| Link | <https://www.ucl.ac.uk/lbs/> |
| Comments | The database records the names of slave-owners and records ownership of estates and plantations in the British Caribbean |

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| Type | Toolkit |
| Name | History of Place, “Engaging Deaf and Disabled Young People with Heritage”, 2018 |
| Access | Free PDF download |
| Link | <http://historyof.place/wp-content/uploads/2018/11/HOP_TK_Design_YoungPeople__Final_PRINT.pdf>  |
| Comments |  |

## Section 5: Employment

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| --- | --- |
| Type | Article |
| Name | Nicola Waddington, "The employment of people with disabilities as archivists, records managers, conservators and assistants", Journal of the Society of Archivists, 25:2, 2004, pp.173-188 |
| Access | Paywalled |
| Link | <https://doi.org/10.1080/0037981042000271493>  |
| Comments |  |

## Section 6: Strategy

|  |  |
| --- | --- |
| Type | Conference |
| Name | Scottish Civic Trust: Race and Heritage in Scotland Conference, 2020 |
| Access | Free access |
| Link | <https://www.scottishcivictrust.org.uk/race-and-heritage-in-scotland-conference/>  |
| Comments | Conference presentations, papers and pointers to further resources. |

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| --- | --- |
| Type | Article |
| Name | Clare Victoria Jeremy, "Disability provision and policy in local government archives: the contemporary picture in Wales", Archives and Records, 39:2, 2018, pp.188-210 |
| Access | Paywalled |
| Link | <https://doi.org/10.1080/23257962.2017.1336080>  |
| Comments |  |

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| --- | --- |
| Type | Report |
| Name | The National Trust, "Addressing our histories of colonialism and historic slavery", 2020 |
| Access | Free access |
| Link | <https://www.nationaltrust.org.uk/features/addressing-the-histories-of-slavery-and-colonialism-at-the-national-trust>  |
| Comments | Web page includes the background to the report as well as the PDF of the report itself |

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| --- | --- |
| Type | Video |
| Name | Colchester + Ipswich Museums, Decolonisation and Democratisation seminar series |
| Access | Free access |
| Link | <https://www.youtube.com/watch?v=33OTIFmiUcM&list=PLMsCnivJHgsZIGxrCvUfmVAOADQZaKQfC>  |
| Comments | Link is to the Decolonisation and Democratisation playlist |

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| Type | Website |
| Name | Museum Association, "Museums Change Lives" |
| Access | Free access |
| Link | <https://www.museumsassociation.org/campaigns/museums-change-lives/>  |
| Comments | Includes articles and toolkit |

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| Type | Toolkits and guidance |
| Name | Culture, Health and Wellbeing Alliance |
| Access | Free access |
| Link | <https://www.culturehealthandwellbeing.org.uk/resources/toolkits-guidance-and-factsheets>  |
| Comments | Contains toolkits, guidance and factsheets relating to health, wellbeing and heritage organisations |

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| --- | --- |
| Type | Document |
| Name | Wellcome Collection: 'Strategic Direction for Access, Diversity & Inclusion', 2018 |
| Access | Free PDF download |
| Link | [https://wellcomecollection.cdn.prismic.io/wellcomecollection%2F71686871-3370-4336-8a55-55c67bc218ff\_2018-08-15+wellcome+collection+access+diversity+inclusion+strategy+.pdf](https://wellcomecollection.cdn.prismic.io/wellcomecollection/71686871-3370-4336-8a55-55c67bc218ff_2018-08-15%2Bwellcome%2Bcollection%2Baccess%2Bdiversity%2Binclusion%2Bstrategy%2B.pdf)  |
| Comments |  |

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| --- | --- |
| Type | Guidance |
| Name | Chartered Management Institute, "Moving the Dial on Race: A Practical Guide on Workplace Inclusion" |
| Access | Free PDF download |
| Link | <https://www.managers.org.uk/wp-content/uploads/2020/10/moving-the-dial-on-race-practical-guidance-cmi-race-2020.pdf>  |
| Comments |  |

## Section 7: Timelines and calendars

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| --- | --- |
| Type | Website |
| Name | UCL, History of British Sign Language, BSL Timeline |
| Access | Free access |
| Link | <https://www.ucl.ac.uk/british-sign-language-history/bsl-timeline>  |
| Comments | History of communicating through sign from 673-2010 |

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| Type | Website |
| Name | Open University, Timeline of learning disability history |
| Access | Free access |
| Link | <http://www.open.ac.uk/health-and-social-care/research/shld/timeline-learning-disability-history>  |
| Comments | History of legislation and national developments relating to learning disability from 1840-2000s |

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| Type | Website |
| Name | UK Parliament, Key dates for women's suffrage |
| Access | Free access |
| Link | <https://www.parliament.uk/about/living-heritage/transformingsociety/electionsvoting/womenvote/keydates/>  |
| Comments | Dates of key events relating to women's suffrage from 1832-1929  |

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| --- | --- |
| Type | Document |
| Name | UCL, Diversity and Inclusion Calendar 2020/21 |
| Access | Free PDF download |
| Link | <https://www.ucl.ac.uk/equality-diversity-inclusion/sites/equality-diversity-inclusion/files/diversity_calendar_20-21_final_3.pdf>  |
| Comments | There are many Diversity and Inclusion calendars available online, this one is included as an example |