CAREFUL CONSIDERATION

Designing Workflows for Content Selection, Copyright, Privacy Concerns and Cultural Competency

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We Want to Hear from You!

https://tinyurl.com/286ekxe4
About Us
About Holy Cross

- Highly selective, four-year, undergraduate, liberal arts college
- Catholic, Jesuit institution
- 3100 students
- Worcester, Massachusetts
- 174-acre campus

Aerial photograph of the College of the Holy Cross campus. (Photo by Tom Rettig/Holy Cross)
About Archives & Distinctive Collections

- Administrative records
- Records of faculty, staff, student organizations, athletics, alumni
- College publications
- Photographs and Audiovisual material
- Rare books
- Jesuitana
- Manuscripts and personal papers
- Ephemera and realia
About the Deaf Catholic Archives
Origin of the Deaf Catholic Archives

- Founded by Rev. Joseph Bruce, S.J in the 1970s
- First materials collected when ministering to the Deaf
- Personal interest and professional use

Deaf Catholic Archives Needs a Home

- From bedroom to basement
- Another (permanent) home is needed
- Donated to HC Archives & Special (now known as Distinctive) Collections in 1990
- Fr. Bruce continued to grow the collection despite not being at HC

Photograph of filing cabinets in the basement of Dinand Library. (Photo by Lisa Villa)
The Collection Becomes an Archives

- Fr. Bruce returned to Holy Cross
- Limited processing between 1990 and 2015
- Collection grows but limited access
- Significant progress since 2015
- DCA is a recognized resource

Fr. Bruce speaking with students about the Deaf Catholic Archives. (Courtesy of the College of the Holy Cross)
Digitizing Hidden Collections
The Grant

- Grant writing process 2020-2021
- Received grant in 2022
- Project officially kicked off in June 2022
Content Selection & Privacy
Content Selection

- Too much material for stated project
- Criteria
  - Importance
  - What would be popular or most useful
  - Fragility
  - Privacy
  - Copyright

Section from The Journey of the ICDA from 1949 to 1989 (Courtesy of the Deaf Catholic Archives)
Privacy

- Personal stories throughout
- Biographical files
- Personal identifiable information
- Other concerns
Copyright
Determining Copyright

- Public domain
- Established publishing house or organization
  - Need to go through standard permission request process
- [Non-professional publications] by individuals, non-profit organizations, association chapters, religious orders, parishes, pastoral ministry offices and dioceses/archdioceses
  - Need to determine ultimate authority to grant permission
Determining Ownership

- Most cases diocese/archdiocese (according to Canon law)
- Parishes merged or closed
- Schools for the Deaf changed, became state-run or closed
- Overlap (local ICDA chapter was in a parish or diocese)
- Deaf or pastoral ministry offices changed names or no longer exist
- Personnel
- Orphan works
Copyright Permission Workflow

- Spreadsheet(s)
- Conservation with Canon Lawyer
  - Also consulted The Permission to Publish
- Document, document, document
- Drafted preliminary letter “Request to Digitize” (a.k.a. Preliminary permission)
  - Define DCA
  - Inform about CLIR grant
  - Identification of material with the organization
  - Explain intentions
  - Notify of forthcoming official request
  - Include enclosure
- Responses: unsolicited but very helpful
“Preliminary permission letter” follow-up

- Phone calls to explain project in more detail
- Fulfilled requests to review material
- Answered questions, especially about “ownership”
- Received permissions
- Document, document, document
Copyright Permission Workflow (cont.)

- Drafted “Official request to digitize” letter
- Drafted “Permission to Digitize” contract with legal counsel
- Created Appendix
- Technical considerations
  - Convert to DocuSign
  - Translation service
Cultural Competency
Learning Deaf Cultural Competency

- Nuances of Deaf culture
- Importance of Fr. Bruce’s support and guidance throughout the process
- Participation from the Deaf community
Understanding what is needed

- Outreach
- “Know your History”
- Deaf friendly
Make the DCA “Deaf-friendly”

- Have “deaf-friendly” faces staff the archives
  - People should be lipreadable - smiling, enough lighting, expressive faces
  - Remember lipreading is the last thing a person would like to do
- Interpreters
  - Have available upon request
  - Converse with the Deaf person, not interpreter
- Waiting and looking
- Wear dark clothing if you are signing
  - Can’t assume every Deaf person knows ASL
- Have iPad or paper and pen available
Future
Expand

- Audiovisual content
- Outreach to other Jesuit/Catholic colleges
- Master list/finding aid with hyperlinks
- Collaborations with other Deaf institutions (Gallaudet, RIT)
- Acquire more books
- Biographies of Deaf persons (especially letters)
Sustain

- Funding
  - Grants, donations, other
- Staffing DCA
Questions and Discussion

Considerations for Cultural Competency

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Contact Us

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