

## **Statement on Potentially Offensive and Harmful Content**

### ***Where content on this site comes from and why offensive/harmful content is available***

The mission of the South Dakota Historical Society-State Archives is to preserve historical materials and make them accessible for the public. To accomplish that mission, the State Archives collects items from different institutions, organizations and individuals. Some of those items are then digitized to provide access to our users.

Our digital collections contain materials that cover all of South Dakota's history. Some of the content is potentially offensive and harmful. The viewpoints represented by these materials belong solely to the original creators, not this institution or its members.

### ***Historical materials may be offensive and/or harmful because they:***

- Demonstrate the time periods, societies and cultures which they were created in
- Reflect xenophobic, racist, sexist, homophobic, ableist, classist or other biased perspectives
- Discriminate against or exclude certain groups based on race, sexuality, gender, religion, economic status, etc.
- Include graphic content of historical events such as war, natural disasters, disease/medical procedures, etc.
- Demonstrate bias and exclusion in institutional collecting and digitization

### ***How materials are described and why language may be offensive and/or harmful***

Creators provide their own inscriptions, captions and notes for their materials, all of which may reflect their own biases, thoughts and feelings. Sometimes archivists use the information provided by creators which may continue these same biases. Additionally, archivists use a set of terms to describe materials. These terms may be outdated, offensive or insensitive.

### ***How are we working to address this problem***

- Making our users aware that offensive/harmful content may be found in our digital collections
- Revising titles, descriptions and subject headings
- Continuing our institutional commitment to collect and make accessible records and manuscripts which demonstrate South Dakota's diverse history

### ***How to contact us about potentially offensive and/or harmful language***

While we do not change the content of records, we will alter titles, descriptions and other information that is not generated by the original creator.

If you have a question or concern about an item's metadata, please email us at [archref@state.sd.us](mailto:archref@state.sd.us) with the following information:

*The title of the item*

*The identifier number*

*Specific section of the item that you find problematic*

*Suggested alternative (if you have one)*

We will then review the item and its metadata. If need be, we will change the necessary information.

***How to contact us about a potentially offensive and/or harmful image***

If you have concerns about an image rather than metadata for an image, please fill out and submit our “Take-Down Policy” located on the South Dakota Digital Archives homepage at

<https://sddigitalarchives.contentdm.oclc.org/>

We will then review the item and determine whether it should be restricted or removed.