



Form to Report Potentially Harmful Language

Yolo County Archives (YCA) & Yolo County Historical Collection (YCHC)

This form should be used to report potentially harmful language found within descriptions of materials in database records or language used within displays or exhibits. This form should not be used to report harmful language found in the content of the original historical records. YCA and YCHC do not alter the content of the original records.

Title of the object, archival collection, or exhibit/exhibit panel: _____

URL from the database for the item or object: _____

The type of material (photograph, vase, document, etc.): _____

A quote of the specific language that you feel is harmful:

Suggestions for alternative language (if applicable, please provide any necessary background information to help us understand your suggestion):

YCA and YCHC staff will review this form and determine whether they will change or remove the content after weighing the potential harm of the language against considerations including accurate preservation of the historical record, professional best practices, and allocation of limited resources.

- Staff will reply to this request via email within 30 calendar days to provide an update of the action(s) taken.
- YCA and YCHC will use all reports of harmful content to better understand the issue and educate other librarians and archivists.

Name: _____ Date _____

Email address: _____

Please email your completed form to: archives@yolocounty.org

-----YCA & YCHC STAFF -----

Form reviewed by: _____ Date _____

Title _____

Action taken: _____

