

Cultural Institution (CI) Notices

Usage and Style Guide localcontexts.org

The Cultural Institution (CI) Notices are designed to be implemented by collecting institutions who are engaged in processes of collaboration and trust building with Indigenous and other marginalized communities. There are two CI Notices available for institutions to use: **Open to Collaborate** and **Attribution**

Open to Collaborate



Our institution is committed to the development of new modes of collaboration, engagement, and partnership for the care and stewardship of past and future heritage collections.

Attribution Incomplete



Collections and items in *our institution* have incomplete, inaccurate, and/or missing attribution. We are using this notice to clearly identify this material so that it can be updated, or corrected by communities of origin. *Our institution* is committed to collaboration and partnerships to address this problem of incorrect or missing attribution.

ADAPTING CI NOTICES

- Description: The **only** changes that can be made to the descriptive text is replacing the placeholder "*our institution*" with the name of the institution or organization displaying the CI Notices.
- **The CI Notice icons and titles may not be changed in any way.**

For more information about Cultural Institution (CI) Notices, visit localcontexts.org or contact info@localcontexts.org

DISPLAYING CI NOTICES

- The CI Notices are intended to be displayed prominently on public-facing institutional websites, on digital collections pages and or in finding aids.
- When displaying a CI Notice, the **title**, **icon**, and **text** must **all** be displayed.
- Each CI Notice has specific additional guidelines for display.

Open to Collaborate

- Should be visibly displayed on an institutional website.
- Can also be displayed on the web page of a specific department within an institution.

Attribution Incomplete

- Should be visibly displayed on individual items or at the collection level.

DONT's (prohibited uses)

Do not recolor the CI Notice Icon.



Do not reorient the CI Notice Icon.



Do not crop or alter the dimensions of the CI Notice Icon.



Do not skew or stretch the CI Notice Icon.



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