

The Institution Notices are for use by collecting institutions and data repositories who engage in collaborative curation with Indigenous communities who have been traditionally excluded from processes of documentation and record keeping. There are two Notices that can be used in these contexts: **Open to Collaborate** and **Attribution Incomplete**.

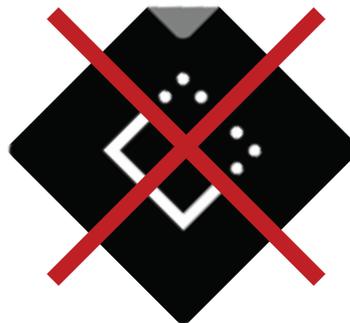
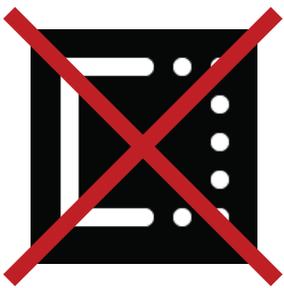
USING THE NOTICES

- **The text, icons, and titles for the Notices cannot be changed.**
- The only changes that can be made to the descriptive text is replacing the placeholder “our institution” with the name of the institution displaying the Institution Notices.
- To use the Notices, you will need to register with the Local Contexts Hub which will generate your Notices, connect project metadata to it, and send a notification about the use to the relevant community.

APPLYING THE NOTICES

- The Notices are intended to be displayed prominently on public-facing institutional websites, on digital collections pages, and or in finding aids.
- When displaying the Notices, the title, icon, and text must all be displayed.

Do not recolor, reorient, crop, adjust the dimensions, skew, stretch, or otherwise alter or modify the Institution Notice Icons.



The Open to Collaborate Notice should be applied in a visible way on an institutional website. This assists in the identification of institutions who are committed to working towards new relationships of care, respect and equity over these kinds of collections. This Notice can also be added to the webpage of a specific department in an institution. For example an Anthropology Department in a natural history museum.

WHY USE THIS NOTICE?

The Open to Collaborate Notice indicates that an institution is committed to developing new modes of collaboration, engagement, and partnership over Indigenous collections and data that have colonial and/or problematic histories or unclear provenance. This Notice indicates an institutional commitment to change and to develop new processes for the care and stewardship of past and future heritage collections.

Open to Collaborate



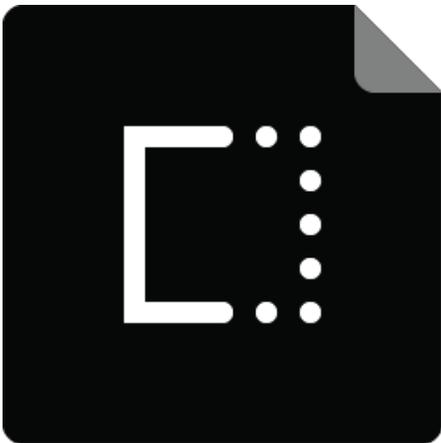
Our institution is committed to the development of new modes of collaboration, engagement, and partnership with Indigenous peoples for the care and stewardship of past and future heritage collections.

The Attribution Incomplete Notice can be added at an item or collection level. It identifies materials where full ethical and cultural names and meanings can be corrected and updated through collaboration and engagement with the Indigenous people and communities who hold this information.

WHY USE THIS NOTICE?

The Attribution Incomplete Notice is attached to a collection or at an item level where there is incomplete, inaccurate, or missing attribution. This Notice indicates to the public that the record and/or metadata is incomplete. Visibly identifying missing attribution within collections is the first step towards correcting existing attribution to include: contributors, collaborators, other authors and/or communities of origin.

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.