



Local
Contexts

Integration Partner Guide

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Overview

Local Contexts was founded to support Indigenous data sovereignty and cultural authority. Core to Local Contexts are [Indigenous data sovereignty](#), the [CARE Principles](#), and ethical and reciprocal partnerships.

Local Contexts is focused on increasing Indigenous involvement in data governance through the integration of Indigenous values into data systems. Local Contexts offers digital strategies for Indigenous communities, institutions, and researchers through the Traditional Knowledge (TK) & Biocultural (BC) Labels and Disclosure, Engagement, and Collections Care Notices. Together they function as a practical mechanism to advance aspirations for Indigenous data sovereignty and Indigenous innovation.

In an increasingly complex legal, social, and cultural environment, the Labels offer Indigenous communities a tool to add cultural and historical context and cultural authority to cultural heritage content in their own local digital heritage archives as well as in digital archives, libraries, museums, and other digital repositories globally.

The primary objectives of Local Contexts are to enhance and legitimize locally based decision-making and Indigenous governance frameworks for determining ownership, access, and culturally appropriate conditions for sharing historical, contemporary, and future collections of cultural heritage and Indigenous data. Local Contexts is focused on increasing Indigenous involvement in data governance through the integration of Indigenous values into data systems. Local Contexts offers digital strategies for Indigenous communities, cultural institutions and researchers through the Labels and Notices. Together they function as a practical mechanism to advance aspirations for Indigenous data sovereignty and Indigenous innovation.

About the Hub

The Local Contexts Hub (www.LocalContextsHub.org) is a website that facilitates the use of the Local Contexts Labels and Notices. An Indigenous community can use the Hub to customize and assign their Labels to be used internally or shared with others. An institution or researcher can use the Hub to generate and apply Notices and notify communities.

The Hub works in tandem with existing information/collections management systems and tools. By using the Hub, Labels and Notices can be directly connected to Indigenous collections and data, and support the proper recognition of Indigenous rights and interests.

What is the Sandbox Hub?

The Sandbox Hub can be used for testing Hub workflows. The sandbox Hub is similar to the live Hub, but is a “working site” with no guarantees and some untested features. We suggest keeping a separate copy of any information you would like to save.

The Sandbox and live Hub require separate registrations. On the live Hub, you will receive emails related to Projects, Labels, and Notices, which you will not receive on the Sandbox Hub. Accounts on the Sandbox Hub can also be created without the agreements that are needed on the live Hub, but have limited functionality to protect the integrity of the Labels and Notices.

About Integration Partners

The Integration Partner program is a means for organizations to certify their platform’s use of the Local Contexts Labels and Notices meets integration standards and expectations. Integration Partner benefits include increased utility of their products by Local Contexts Subscribers and Members. Integration Partners will be listed on the Local Contexts Integration Partner page certifying compliance with Local Contexts integration standards, and have access to the Integration Partner logo and the Open to Collaborate Notice. Integration Partners are responsible for maintaining their Hub contact information, updating their integration to meet API requirements, and ensuring their Hub account integrity.

Getting Started

Create and Edit Your Profile

Your Hub profile can help other people on the Hub get to know you when you decide to join an account or collaborate on a project on the Local Contexts Hub.

Once your email is verified, you can create your personal profile. You can share basic information, including:

- Your first and last name
- Your job title or community role
- Any languages spoken
- Any affiliations you have

To edit or update this information, click on the “Edit Profile” button on your dashboard. In your profile settings, you can also join, create, or leave an account, change your password, and deactivate your account. This information can be edited anytime, just make sure to click the “Save” button.

Create an Account

What is the purpose of an account?

Accounts are workspaces created specifically for an entity. An entity is any Indigenous community, institution, researcher who will be using the Labels or Notices. An account enables the development, collaboration, and management of Local Contexts Labels, Notices, and Projects.

An Integration Partner is an organization that offers platforms that can be used by customers/users to organize or share collections or data. This includes collections management systems, digital asset management systems, repositories, and databases. Except the Engagement Notice, Integration Partners do not use the Local Contexts Labels and Notices directly, but integrate the Local Contexts Labels and Notices into their system via the API for easier access by Local Contexts Subscribers and Members.

You can create an Integration Partner account after your profile has been created.

How to create an account

You can create an Integration Partner account during registration or from your profile dashboard.

To create an Integration Partner account, we ask for:

- The name of your platform/organization
- A brief description (less than 200 characters) of your platform
- Contact information for a representative who will complete the agreement process

Agreement Process

Once the account has been created, a member of our team will review your request and contact the representative provided in the account creation process to move forward with the agreement process.

When the agreement process has been completed, the Local Contexts team will work with you to complete the certification process (see the [Certification Process](#) section for more information). Until the certification process is completed, you will have limited functionality within your Integration Partner account.

Account Settings

Within your Account's Settings you can update/add the following information:

- Your account's description
- Your platform's website link
- Your logo
- A link to your platform's Local Contexts support documentation
- Generate and manage API Keys (for more information, visit the [Connection to the API](#) section)

Add and Manage Users

What is an account user?

Users are the people who are a part of an account. Each person has a role that will allow them to do certain activities in the Local Contexts Hub.

The Local Contexts Hub offers two different responsibilities within the Integration Partner account:

- **Administrator:** An administrator can accept new users, change user responsibilities, and remove users. They also have the abilities of an editor. Only one administrator is allowed within the integration partner account. This will generally be the creator of the account.
- **Editor(s):** Editors can edit the account profile and generate new API keys. There can be an unlimited number of editors within an integration partner account.

How to add a user to your account

The account administrator has the responsibility to invite people to join the account.

Administrators can add new users within the 'Users' section of the account dashboard. After clicking the 'Add a New User' button, you can search for people already registered in the Hub, or send an invitation by email to those who are not. You can assign a role and add a message, which will be included in the invitation.

How to manage users

The account administrator has the responsibility to invite new users and remove users from an account.

These actions can be done within the 'Users' section of the account dashboard. Each user of the account will be listed here, where administrators can remove them from the account.

View and Manage Connections

If using OAuth, the Connections tab lists each of the Hub accounts that have connected to your platform and their contact details. This tab is a way to manage accounts associated with your platform. Here you can see the account's details and disconnect them from your platform's Local Contexts connection. When this happens, they will receive a notification that their account has been disconnected by your account.

Local Contexts Notices and Labels

Indigenous and local communities can reinforce rights with the Traditional Knowledge and Biocultural Labels. The Engagement, Disclosure, and Collections Care Notices are a strategy for institutions, organizations, and researchers to disclose Indigenous interests and rights.

The Labels and Notices are extra-legal, educational strategies focused on provenance, protocols, and permissions that connect people and places to knowledge and data. Together, the Labels and Notices function to advance aspirations for Indigenous data sovereignty and Indigenous innovation.

About the Labels

The Local Contexts Labels are tools for Indigenous communities and local organizations. The Labels allow communities to express local and specific conditions for sharing and engaging in future research and relationships in ways that are consistent with already existing community rules, governance, and protocols for using, sharing, and circulating knowledge and data.

The Labels provide a practical application of the [CARE Principles for Indigenous Data Governance](#). By establishing Indigenous cultural authority, the Labels clarify Indigenous and local community rights, interests, and relationships to collections and/or data.

There are two categories of Labels that are used within the Hub: Traditional Knowledge (TK) Labels and Biocultural (BC) Labels.

The **Traditional Knowledge (TK) Labels** identify and clarify community-specific rules and responsibilities regarding access and future use of traditional knowledge.

The **Biocultural (BC) Labels** define community expectations about the appropriate use of biocultural collections and data.

About the Notices

The Notices are tools for institutions and researchers to identify Indigenous collections and data and recognize Indigenous rights and interests in collections and data. The Notices were developed to create pathways for partnership, collaboration, and support of Indigenous cultural authority. They activate researcher and institutional responsibility to identify potential Indigenous rights and interests in historical and future collections, also operationalizing the [CARE Principles](#).

There are three categories of Notices: Engagement, Disclosure, and Collections Care Notices. Engagement and Disclosure Notices are the only types that are used within the Hub. And will be the only ones pulled via the API.

The **Engagement Notice** is used to indicate a researcher, institution, or integration partner is committed to equitable engagement and ethical partnerships with Indigenous communities. This Notice is typically applied across a website, repository, etc. to indicate that the organization 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.

The **Disclosure Notices** are used to identify Indigenous collections and data and to recognize there could be accompanying cultural rights, protocols, and responsibilities. The Disclosure Notices are for use by collecting institutions, data repositories, and organizations who engage in collaborative curation with Indigenous and other marginalized communities who have been traditionally excluded from processes of documentation and record keeping. The Notices are applied via Local Contexts Projects and can function as place-holders on collections, data, or in a sample field until a community chooses to apply a Label(s).

The **Collections Care (CC) Notices** are visible identifiers developed specifically for institutions and repositories to support proper cultural care and stewardship of collections, led and guided by Indigenous protocols and authority. These Notices recognize that there are accompanying cultural rights, protocols, and responsibilities that govern the care, display, and access to cultural materials within collections. This reflects Indigenous sensibilities and worldviews where these collections are not objects but need to be cared for as relatives and relations. The CC Notices are for implementation by institutions and repositories internally and directly on collections as well as within policy, workflows, and practices surrounding the care and stewardship of these important collections.

About Local Contexts Projects

On the Local Contexts Hub, we use the term “Local Contexts Projects” to describe the context where Labels or Notices are being applied. Examples of Local Contexts Projects include: a website, university syllabus, dissertation, publication, dataset, museum exhibition, archival record, item in a collection, library database, photography collection, voucher specimen, or metadata about a record.

When institutions or researchers create a Project, they can notify Indigenous communities, who may then choose if, how, and when to add their Traditional Knowledge and Biocultural Labels. When a Label is added by a community to a Project from an institution or researcher, any Disclosure Notices on the Project will be replaced by the Labels.

Notice and Label Integration

Visibility and Location

When thinking about where to display the Notices or Labels on your platform, keep in mind the FAIR and CARE Principles. The Notices and Labels are intended to be displayed prominently on public-facing institutional websites, digital collections pages, publications, and/or finding aids.

For communities, Labels and Notices add critical information about ongoing responsibilities to care for and protect culturally sensitive information, as well as to add Indigenous voices into the public record.

For collecting institutions, it opens up collections and data in new and dynamic ways. It greatly increases institutional capacity to respond to the specificity of community conditions, needs, and concerns. For some collections, this means making them usable in ways that were previously impossible because of incorrect information, cataloging, or missing metadata. Connecting communities to their collections and data initiates new dialogue and develops better understanding and trust – elements that will all have an impact upon the future possibilities for any collection.

For researchers and other users, having more information and ethical guidance about how a collection could and should be used fosters capacity for more informed decision-making. A social responsibility is also placed on a user to respect and act ethically in relation to these collections now that more information about them is available. In making the public record richer, different decisions about the future use of collections can be made by users.

For these reasons, Local Contexts Notices or Labels should always be displayed as close to Indigenous content as possible. They should be one of the first things that people see in order to understand how they should interact with the content on that page.

Parts of a Notice or Label

There are 4 standard parts of a Label or Notice that should always be displayed:

1. Icon
2. Title
3. Text
4. Project ID/URI

Icons

The icons for both Labels and Notices have been designed by Local Contexts to be easily identifiable and **may not be altered in any way**. This is to protect the integrity and international identification of the Labels and Notices across various contexts for everyone that uses them.

The icons should always be displayed when possible. The only exception to this is if a system is unable to render the image of the icon.

Titles

The Labels each have title text and an abbreviated code, and appear in the format “TK Attribution (TK A)” or “BC Provenance (BC P)”. Communities are encouraged to translate the Label title into their own language(s)/dialect(s). **Aside from the community that has customized their Label, the Label titles may not be altered in any way.**

The Notices each have a title that **may not be altered in any way**. The Notices may have titles in English, Te Reo Māori, French, and Spanish.

Text

Each Label has a text that is customized by a community. **Aside from the community that has customized their Label, the Label text may not be altered in any way.**

Each Notice has its own text to identify Indigenous rights and interests. Each text is specific to the Notice type. **The text for the Notices cannot be changed.** In addition to the Notice text, supplementary information such as contact information can be included.

A Label or Notice may have its text in multiple languages.

Project ID/URI

When created, each Project is assigned a 36-alphanumeric unique identifier, the Local Contexts Project ID. The Project ID is used to fetch the details, Labels, and/or Notices associated with a particular Local Contexts Hub Project via the Hub API. This ID can be copied from the Hub and used in an external database or fields. With the API and the ID, the Project will always be findable.

Along with the ID, a Project view page is created for Contributor and Public Projects. This page can always be accessed through the URI/URL: localcontextshub.org/projects/{UNIQUE_ID}. To ensure that the most up-to-date information is available to users, this should always be linked along with the Label or Notice information.

Usage and Style Guidelines

When displaying the Labels or Notices, there are three display options that are allowed:

1. Icon only (no title or description)
2. Icon and title
3. Icon, title, and text

In all instances of the display options, the Project ID/URI should always be included near the icon(s).

While the Notice or Label icons may be displayed in isolation (or with a title), both the title and text should always be easily accessible as well. This could include providing a:

- Pop-up, hover tooltip, etc. to give additional information about the specific Label(s) or Notice(s) being used.
- Link to the Local Contexts Project page or a page within the site/project/platform with additional information about all Label(s) or Notice(s) being used.

Text formatting and styling (e.g., header tags, bold, italic) may be used in the translated title and text. All text should also be readable without any styling, to ensure it can be used in different environments.

In addition to the 4 standard parts of the Label(s) indicated above, there is additional metadata that can be included as well. For more information on other aspects of the Label(s), see the [Other Label, Notice, and Project Metadata](#) section below.

Copyright

The Local Contexts Labels support Indigenous sovereignty. By customizing Traditional Knowledge (TK) and Biocultural (BC) Labels, Indigenous communities can embed their local and traditional protocols for how their data is used, displayed, managed, and accessed going forward into data infrastructures. For this reason, customized Label titles and text are copyright to the community that customized them.

Indigenous Peoples retain ownership, control, and governance over their unique suite of customized TK and BC Labels developed on the Hub. This includes exclusive decision-making and control over how and with whom the unique community customized suite of Labels is shared with.

A community's customized suite of Labels is shared with institutions and individual researchers under an exclusive license for use in institutional content management systems, information infrastructures, catalog records, databases, data repositories, and publications where appropriate. Other uses will need to be approved by each community as needed.

All Labels and Notices Icons and Template Texts © 2010 - 2024 Local Contexts. All Rights Reserved.

Other Label, Notice, and Project Metadata

When implementing the Labels or Notices, there may be other information available that can be included in the metadata. These should be kept in mind when thinking about implementation and display of the Labels and Notices.

Language Translations

All Labels have the option to be translated by the community. If a Label is translated in another language, the translations will appear on the Project page along with the main customized text of the Label and in the API under translations. If there are multiple translations, the primary Label text **MUST** be used. Any additional translations can be displayed based on your platform. You also have the option to include any or all translations alongside the primary text you use. However you display this is up to you and the capabilities of your platform.

Each of the Engagement and Disclosure Notices have 3 other translations that users can add via the Hub: Spanish, French and Māori. If these are added to a Project, they will appear on the Project page along with the English text of the Notice and in the API under translations. If there are multiple translations, you can decide on what text is displayed based on your platform. You also have the option to include any or all translations alongside the main text you use.

Multiple Notices, Labels, and Communities

Projects have the possibility of having multiple Notices or Labels applied, as well as having multiple Labels applied by multiple communities. When implementing, this needs to be managed and displayed appropriately.

For the **Notices**, each icon and Notice information should be displayed. However you display this is up to you and the capabilities of your platform.

For the **Labels**, each unique Label type should be displayed. If there are multiple communities that applied the same Label type, each community's customized text **MUST** be included with the Label along with the community's name.

Example:

Community A and Community B both applied a TK Attribution Label to a Project. The icon can be displayed once. If the Label text is added as a pop-up when the icon is clicked, the pop-up should have the customized Label text from Community A, identifying that this Label text was customized by Community A, and the customized Label text from Community B, identifying that this Label text was customized by Community B.

Notice or Label Updates

Institutions or Researchers have the option to change the Notices that are applied to a Project after its creation. Communities have the option to change the Labels that are applied as well as the text of the Labels themselves. If implementation is done manually or via the API, this information should be checked for updates. If using the API, an automatic check can be done based on your platform's capabilities. Daily or weekly updates are preferred, though monthly updates are okay as well.

Metadata Implementation

“Indigenous metadata provides critical organization and structure for Indigenous Peoples’ data to be findable, accessible, interoperable and with proper attribution, which enables governance, decision-making and cultural authority by Indigenous Peoples. Indigenous metadata guides the inclusion of cultural context, data protections, and ownership for Indigenous rights holders. This helps to recognize, refine, and define the relationships that Indigenous Peoples have with their data.”

- *“Indigenous Metadata Bundle Communiqué,” Riley Taitingfong, Andrew Martinez, Stephanie Russo Carroll, Maui Hudson, and Jane Anderson (2023)*

The Labels and Notices should be applied at a metadata field level. When thinking of the metadata mappings, there are three ways to think about it.

Primary Mappings

Primary indicates a top-level metadata field where, individually, there is no specificity for use. Most common primary mappings include fields such as a rights field, general field, or custom-made fields. These fields are less specific and require more human action than other fields.

Secondary Mappings

Secondary indicates a metadata field added to a primary field that adds one layer of specificity to the use of the Labels or Notices. These fields are often already built into existing schemas and are a bit more specific and machine actionable than primary fields. Although this might be the case, they may still not 100% fit the desire of all the Labels or Notices.

Tertiary Mappings

Tertiary indicates a metadata field (often added to a secondary field) that adds another layer of specificity to the use of the Labels or Notices. This level of specificity can be built into the Label or Notice, allowing for it to be machine readable and specify when, where, or how the content the Label or Notices is attached to can be used.

When thinking about what fields to use, fields that allow for specificity, are more machine actionable, and are able to travel across multiple platforms are preferred. This would be a discussion based on what your platform allows.

Local Contexts is also in the process of providing mappings for different schema types to utilize secondary and tertiary mappings in more spaces. For more information, please see our [Metadata GitHub Repository](#).

Examples of Implementation

For examples on previous integrations (user side and metadata examples) please visit our [blog](#).

Connecting to the API

The purpose of the Local Contexts Hub API is to fetch Labels and Notices associated with a particular Local Contexts Hub Project via a GET request. The current API version is version 2. v2 of the API requires an API key for authentication and only GET requests are available at this time. We are open to hearing feedback from integrators to see what other functionality would be beneficial for your platform.

If you have started using the API in v1, this version will still be supported for some time but we will no longer be making updates to it. We recommend switching to v2 to get the most out of the API.

Although manual integration is possible, we recommend the API, especially for large projects, to ensure that the most up-to-date Project information is available. Connecting to the API allows for automatic updates with integration to any changes made to Projects such as:

1. Labels being added to a Project (replacing Notices)
2. Changes to Label text
3. Additional Labels added or removed from a Project

To learn more about connecting to the API and what requests are possible, visit our [API Guide](#) for more information.

Scheduling API Calls

In order to ensure the most up-to-date information, we recommend scheduling requests to our API based on your platform's capabilities. We recommend daily or weekly update requests to the API. Sometimes, a monthly call may be sufficient, but it depends on your platform's integration and your user's activity on the Local Contexts Hub. We can always discuss options during the integration process.

The best times to schedule automatic GET requests from the API would be between 12:00am-4:00am Pacific Time.

Hub Maintenance and Changelog

Sometimes the Local Contexts Hub or the test site will go into Maintenance Mode. If you try to access either of these sites, including the API, and you see an error page with a code of 503: Service Unavailable, it means that our developers are working to fix known issues or update the Hub. Some maintenance is planned. See the [Hub Service Schedule](#) for the next scheduled maintenance times.

If you find that there are issues with your connection to the Local Contexts Hub API, please let us know or visit our [Changelog](#) for information on our most recent changes to the Hub.

Certification Process

Checklist and requirements

In order to have your Integration Partner account Certified, the following items need to be discussed / met:

1. **What field in your platform will be used to establish a connection from the Local Contexts Hub API?** This will be used for the user input, the metadata record, and the display of the Notices or Labels on the front-end.
2. **On the user end, where and how will the Notices or Labels appear?** Besides the required fields, this includes decisions on what option fields you would like to add to your platform. See [Notice and Label Integration](#) for more information.
3. **In the Metadata, where and how will the Notices or Labels be stored?** See [Metadata Implementation](#) for more information.
4. **How will you manage the LC Hub API connection?** See [Connecting to the API](#) for more information.
5. **What will your Integration Partner integration look like?** Will you utilize the Integration Partner API key and allow for Hub users to authenticate with your platform? Or will you go the manual integration route and require your users to store their LC Hub API key within your system to utilize the API connection?

Once these discussions are done and testing is complete, that is when the Local Contexts Development team can certify your Integration Partner account to allow users to connect.

Post Certification

Once certified, you will have access to the Certified Local Contexts Integration Partner logo. You will also have the option to add an Open to Collaborate Notice to your platform.

Resources and Citation

Riley Taitingfong, Andrew Martinez, Stephanie Russo Carroll, Maui Hudson, and Jane Anderson (2023). "Indigenous Metadata Bundle Communiqué." Collaboratory for Indigenous Data Governance, ENRICH: Equity for Indigenous Research and Innovation Coordinating Hub, and Tikanga in Technology. DOI: [10.6084/m9.figshare.24353743](https://doi.org/10.6084/m9.figshare.24353743)

Indigenous Data Sovereignty & Governance from Native Nations Institute, University of Arizona: <https://nni.arizona.edu/our-work/research-policy-analysis/indigenous-data-sovereignty-governance>

CARE Principles for Indigenous Data Governance from the Global Indigenous Data Alliance: <https://www.gida-global.org/care>

Local Contexts metadata: <https://github.com/localcontexts/localcontexts-metadata>

Local Contexts blog: <https://localcontexts.org/blog/>

Local Contexts API guide: <https://localcontexts.org/support/api-guide/>