



COLLEGE OF THE  
**Holy Cross**

Archives & Distinctive  
Collections

# CAREFUL CONSIDERATION

Designing Workflows for  
Content Selection, Copyright,  
Privacy Concerns and  
Cultural Competency

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# We Want to Hear from You!

2022\_DHC\_Careful\_Considerations

1 / 4

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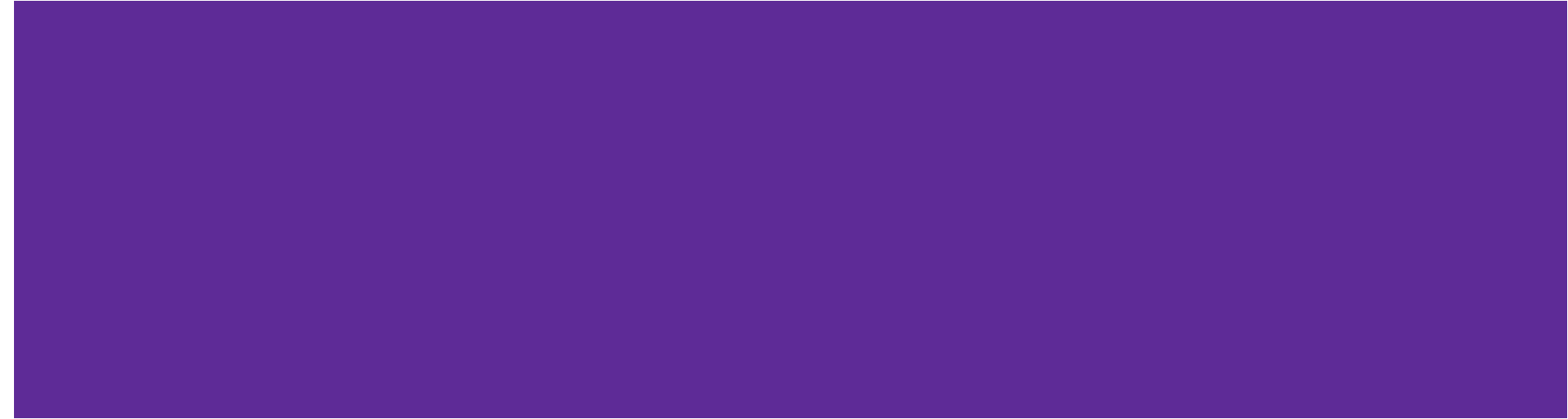
Considerations for Cultural Competency

<https://tinyurl.com/286ekxe4>

The image shows a presentation slide titled "Considerations for Cultural Competency" with a URL <https://tinyurl.com/286ekxe4> displayed in green text and underlined. The slide is viewed in a presentation application window. The window title is "2022\_DHC\_Careful\_Considerations" and it shows a slide number "1 / 4". The application interface includes a top navigation bar with a back arrow, a refresh icon, a search icon, and buttons for "Set background" and "Clear frame". On the left side, there is a vertical toolbar with icons for editing, erasing, moving, sharing, inserting images, creating shapes, and deleting. A purple arrow points to the sharing icon in this toolbar.



# About Us



# About Holy Cross

- Highly selective, four-year, undergraduate, liberal arts college
- Catholic, Jesuit institution
- 3100 students
- Worcester, Massachusetts
- 174-acre campus



Aerial photograph of the College of the Holy Cross campus. (Photo by Tom Rettig/Holy Cross)

# About Archives & Distinctive Collections

- Administrative records
- Records of faculty, staff, student organizations, athletics, alumni
- College publications
- Photographs and Audiovisual material
- Rare books
- Jesuitana
- Manuscripts and personal papers
- Ephemera and realia



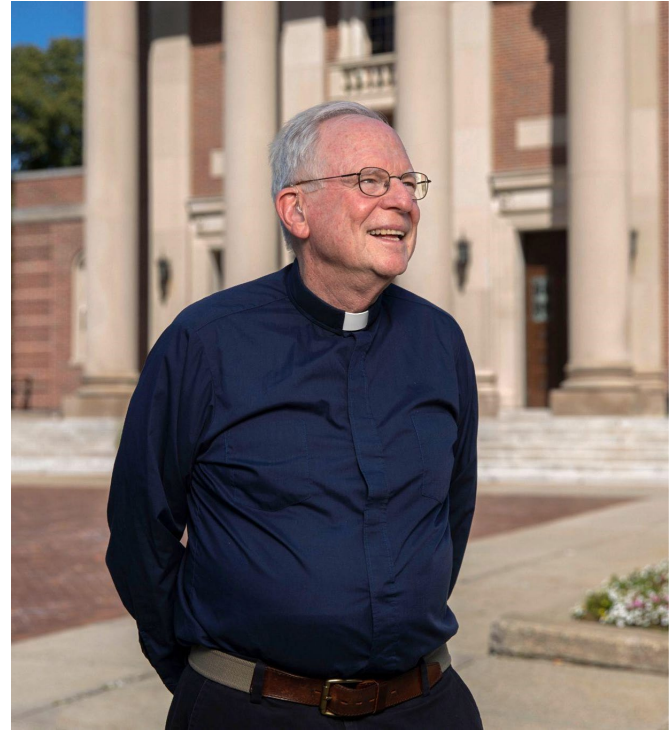
Photograph of the stacks in the Holy Cross Archives. (Photo by Corinne Tabolt)

# About the Deaf Catholic Archives



# Origin of the Deaf Catholic Archives

- Founded by Rev. Joseph Bruce, S.J in the 1970s
- First materials collected when ministering to the Deaf
- Personal interest and professional use



Rev. Joseph Bruce, S.J., photographed in front of Saint Joseph Chapel at the College of the Holy Cross. (Photo by Michael Ivins/Holy Cross)

# Deaf Catholic Archives Needs a Home

- From bedroom to basement
- Another (permanent) home is needed
- Donated to HC Archives & Special (now known as Distinctive) Collections in 1990
- Fr. Bruce continued to grow the collection despite not being at HC



Photograph of filing cabinets in the basement of Dinand Library. (Photo by Lisa Villa)





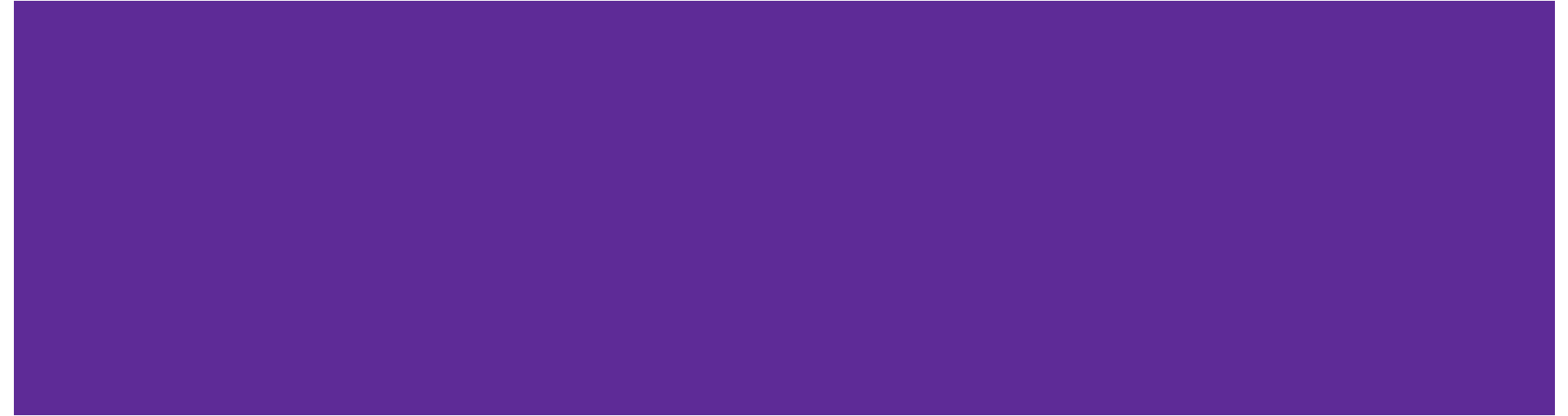
# The Collection Becomes an Archives

- Fr. Bruce returned to Holy Cross
- Limited processing between 1990 and 2015
- Collection grows but limited access
- Significant progress since 2015
- DCA is a recognized resource



Fr. Bruce speaking with students about the Deaf Catholic Archives. (Courtesy of the College of the Holy Cross)

# Digitizing Hidden Collections





# The Grant

- Grant writing process 2020~~2021~~
- Received grant in 2022
- Project officially kicked off in June 2022

# Content Selection & Privacy



# Content Selection

- Too much material for stated project
- Criteria
  - Importance
  - What would be popular or most useful
  - Fragility
  - Privacy
  - Copyright

WORTHY OF NOTE WERE THE FOLLOWING OBSERVATIONS ARCH-BISHOP CUSHING EXPRESSED IN HIS SPEECHES:

... HE WOULD ADVOCATE THE PROGRAM WHEREBY THERE SHOULD BE A CATHOLIC CENTER FOR THE DEAF IN EVERY ARCH-DIOCESE OR DIOCESE WITH THE ARCH-BISHOPS OR BISHOPS ACTING AS EPISCOPAL MODERATORS.

... THE IDEAL PERSONS TO TEACH DEAF CHILDREN IN SCHOOLS ARE THE DEAF THEMSELVES... THE I.C.D.A. SHOULD, THEREFORE, MAKE PROVISIONS FOR SCHOLARSHIPS SO THAT DEAF BOYS AND GIRLS BLESSED WITH GOOD INTELLIGENCE AND GOOD COMMON SENSE COULD BE ENCOURAGED TO GO TO COLLEGE TO BE TRAINED FOR TEACHING CAREERS AMONG THEIR OWN PEOPLE.

... THE I.C.D.A., BEING LIKE THE KNIGHTS OF COLUMBUS, PART OF THE LAY APOSTOLATE WORKING HAND IN HAND WITH THE HIERARCHY, SHOULD BE IN THE BACKGROUND WATCHING TO SEE HOW SUCH CENTERS FAIR AND SUPPORTING POOR ONES WITH WHATEVER FINANCIAL MEANS THEY HAVE AT THEIR DISPOSAL. THEIR ROLE SHOULD BE THAT OF SAFEGUARDING THE SPIRITUAL WELL-BEING OF THE DEAF ESPECIALLY THE POOR.

ALL OFFICERS AND MEMBERS RECEIVED HOLY COMMUNION IN A BODY AND ASKED FERVENTLY FOR GOD'S BLESSING THROUGH THE INTER-CESSION OF OUR MOTHER OF PERPETUAL HELP THAT THE AIMS AND INTENTIONS OF THE I.C.D.A. MAY BE FULFILLED FOR THE GLORY OF GOD AND HOLY MOTHER CHURCH; AMONG WHICH ARE: MORE CATHOLIC SCHOOLS FOR THE DEAF AND THAT PRIESTS MIGHT BE PERMANENTLY ASSIGNED TO DESPERATELY NEEDED DEAF WORK ALL OVER THE UNITED STATES AND CANADA, SOME WHO MAY REMAIN WITH THE DEAF AS THEIR SPECIAL APOSTOLATE.



IT WAS VOTED TO HAVE THE I.C.D.A. NEWS CHANGED FROM MIMEOGRAPHED FORM TO REGULAR NEWSPAPER FORM AS ITS CONTRIBUTION TO GROWING INTEREST IN THE ASSOCIATION WARRANTED IT.

THE BOARD OF DIRECTORS AGREED WITH PRES. WARNER TO RETAIN MR. EDWIN LONDREGAN AS ASSOCIATION SECRETARY WHILE MR. WOJCIK WOULD PERFORM THE DUTIES OF FINANCIAL SECRETARY INSTEAD.

THE FIRST BUSINESS MEETING OF THE CONVENTION GOT UNDER WAY AT BAY STATE ROOM OF HOTEL STATLER ON TUESDAY AFTERNOON THE INVOCATION WAS GIVEN BY REV. JOHN WATSON, DIRECTOR, AND HONORARY CHAIRMAN OF THE LOCAL COMMITTEE.



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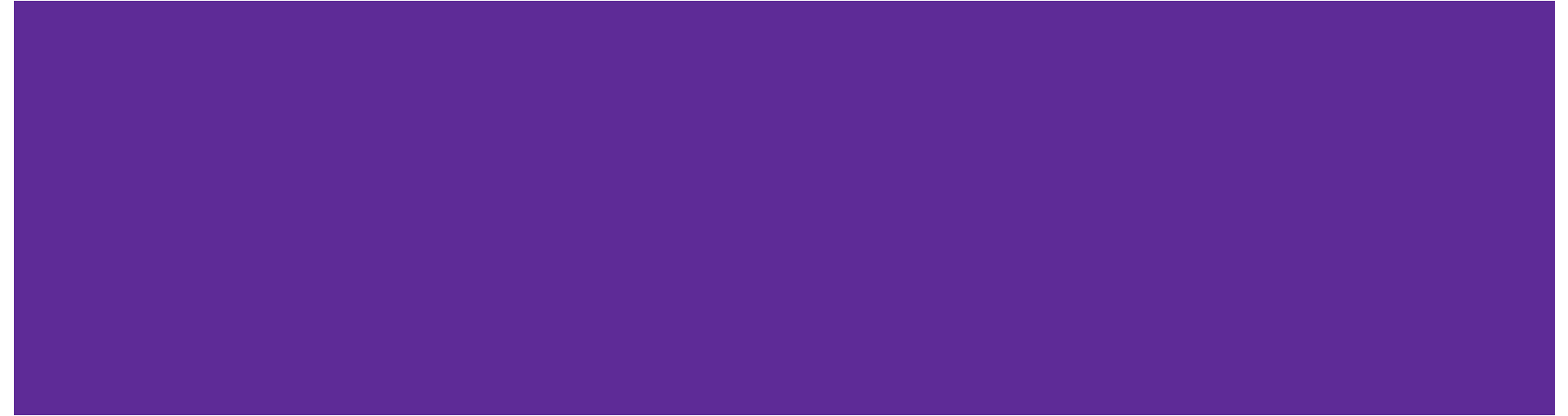
# Privacy

- Personal stories throughout
- Biographical files
- Personal identifiable information
- Other concerns



Front cover of the November/December 1979 issue of *Listening*. (Courtesy of the Deaf Catholic Archives)

**Copyright**



# Determining Copyright

- Public domain
- Established publishing house or organization
  - Need to go through standard permission request process
- [Non-professional publications] by individuals, non-profit organizations, association chapters, religious orders, parishes, pastoral ministry offices and dioceses/archdioceses
  - Need to determine ultimate authority to grant permission

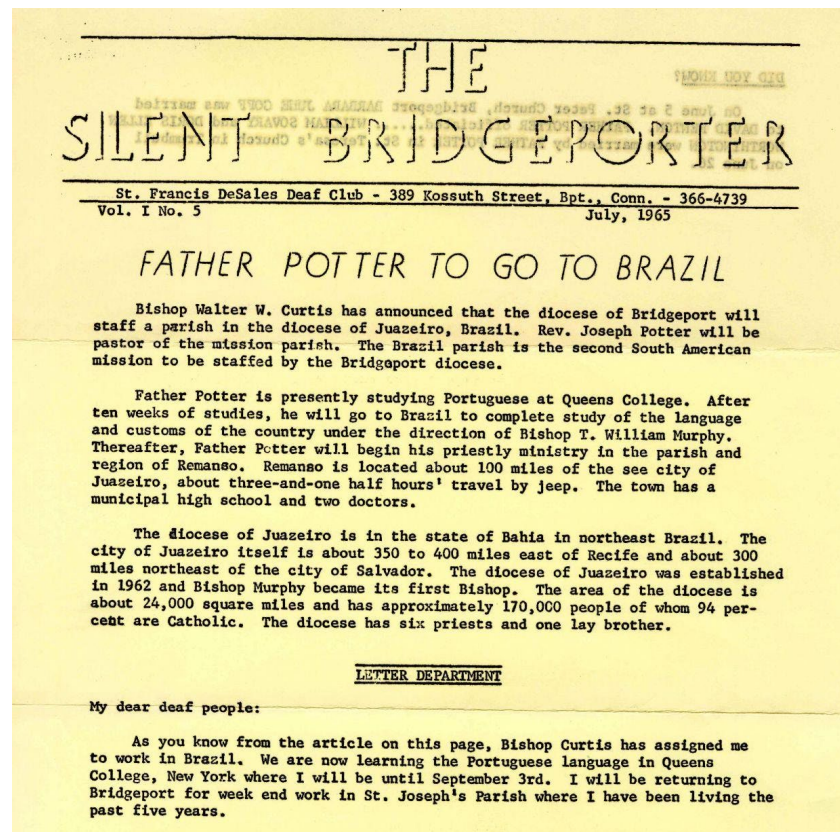


Front page of the September 1958 issue *The Orbit* (Courtesy of the Deaf Catholic Archives)



# Determining Ownership

- Most cases diocese/archdiocese (according to Canon law)
- Parishes merged or closed
- Schools for the Deaf changed, became staterun or closed
- Overlap (local ICDA chapter was in a parish or diocese)
- Deaf or pastoral ministry offices changed names or no longer exist
- Personnel
- Orphan works



Section of front page of the July 1965 issue *The Silent Bridgeporter* (Courtesy of the Deaf Catholic Archives)

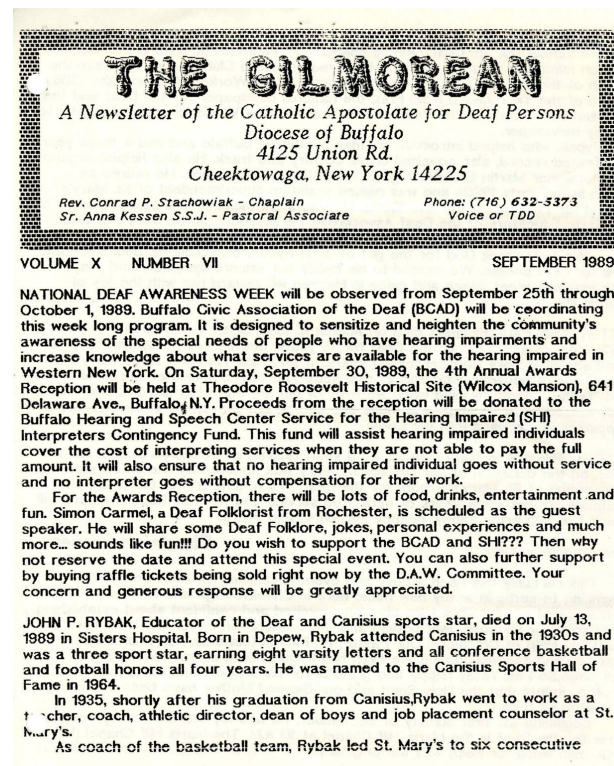


# Copyright Permission Workflow

- Spreadsheet(s)
- Conversation with Canon Lawyer
  - Also consulted **The Permission to Publish**
- Document, document, document
- Drafted preliminary letter “Request to Digitize” (a.k.a. Preliminary permission)
  - Define DCA
  - Inform about CLIR grant
  - Identification of material with the organization
  - Explain intentions
  - Notify of forthcoming official request
  - Include enclosure
- Responses: unsolicited but very helpful

# “Preliminary permission letter” follow -up

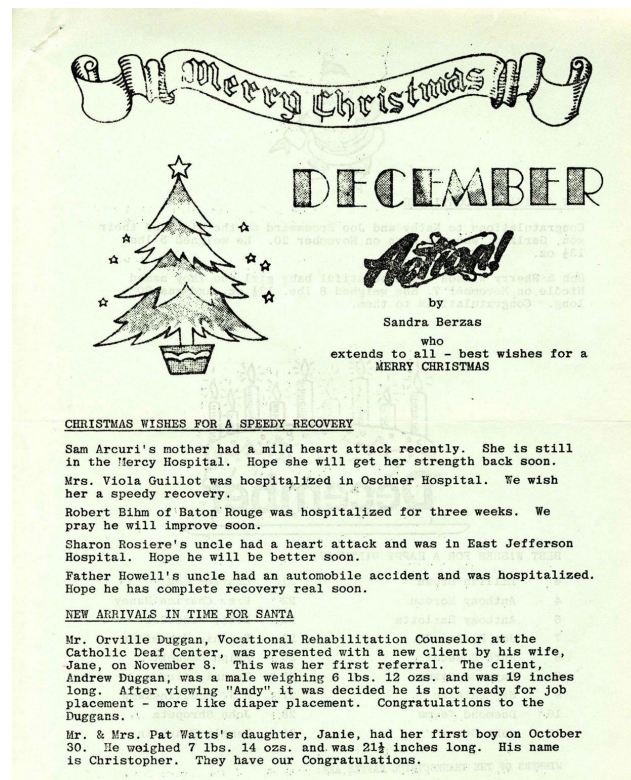
- Phone calls to explain project in more detail
- Fulfilled requests to review material
- Answered questions, especially about “ownership”
- Received permissions
- Document, document, document



Front page of the September 1989 issue *The Gilmorean*  
(Courtesy of the Deaf Catholic Archives)

# Copyright Permission Workflow (cont.)

- Drafted “Official request to digitize” letter
- Drafted “Permission to Digitize” contract with legal counsel
- Created Appendix
- Technical considerations
  - Convert to DocuSign
  - Translation service



Front page of the December 1974 issue of *Action* (Courtesy of the Deaf Catholic Archives)

# Cultural Competency







# Understanding what is needed

- Outreach
- “Know your History”
- Deaf friendly



American Sign Language and Deaf Studies class held outside Cafe Babel. (Photo by Tom Rettig/Holy Cross)



# Make the DCA “Deaf -friendly”

- Have “deaf-friendly” faces staff the archives
  - People should be lipreadable - smiling, enough lighting, expressive faces
  - Remember lipreading is the last thing a person would like to do
- Interpreters
  - Have available upon request
  - Converse with the Deaf person, not interpreter
- Waiting and looking
- Wear dark clothing if you are signing
  - Can't assume every Deaf person knows ASL
- Have iPad or paper and pen available





# Future





# Expand

- Audiovisual content
- Outreach to other Jesuit/Catholic colleges
- Master list/finding aid with hyperlinks
- Collaborations with other Deaf institutions (Gallaudet, RIT)
- Acquire more books
- Biographies of Deaf persons (especially letters)



# Sustain

- Funding
  - Grants, donations, other
- Staffing DCA



# Questions and Discussion



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Set background

Clear frame

Considerations for Cultural Competency

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# Contact Us

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