

SURVEY METHODOLOGY

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for

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**Cyngor Archifau a
Chofnodion Cymru**
**Archives and Records
Council Wales**



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Survey Methodology

In the theoretical overview, we have established that collections surveys are time-consuming and they require vast amounts of data to be collected by collections workers; therefore, it is crucial to begin by:

1. describing a clear purpose and related objectives,
2. defining the scope of the survey,
3. considering the user communities, and
4. aiming to maximise digitisation and online access for broader reach.

With regards to the "Revealing Lived Experiences of Black, Asian and Minority Ethnic people in Wales" project, this survey methodology aims to provide all archive, library and museum staff in Wales with a starting point for enhancing the engagement of Black, Asian and Minority Ethnic communities with their collections. More specifically, this survey methodology is meant to uncover and provide access to materials relevant to the histories of the Black, Asian and Minority Ethnic communities in Wales while maintaining a critical stance against the reproduction of racist narratives and the proactive acknowledgement and amendment of such representation.

For this purpose, we propose a methodology that combines an object-by-object survey that will help discover and make accessible new material to users with a broad curatorial assessment that will reveal the critical and relevant material for the project. The foremost priority will be to make accessible what is there and what has already been processed, and the exploration of uncatalogued materials will constitute the second phase of this methodology. By providing access to processed material, the user community will be able to benefit from this venture at an early stage. Furthermore, their engagement has the potential to inform the discovery of related uncatalogued materials. This stage will also prepare institutional staff to understand the type of material that they can discover or process and experience with the language and knowledge of the cultural information that will help develop more efficient methods for future processing.

1.1 The Survey Framework

We have partially modelled this survey framework after Suzanne Keene's chapter "Audits of Care: a framework for collections condition surveys" from the *Care of Collections* volume edited by Simon Knell (Keene, 1994). While a considerable part of the survey methodology is in line with existing knowledge of collections surveys and routine processes, we have considered them through a critical perspective following the objectives of the project at hand. We have built on Keene's framework with an anti-racist perspective informed by our research and the project objectives.

1.2 Objectives of the survey

The objective of the *Revealing the Lived Experience of Black, Asian and Minority Ethnic people in Wales Project* is to enhance the engagement of the minority ethnic groups in Wales with collections of interest in cultural institutions. It is also the project's aim to have minority ethnic communities contribute to these collections through community-led activities that invite them to share their personal and collective memories to become part of these institutions' collections. This survey methodology is design to crate an efficient and sustainable methodology for discovering, processing and providing access to minority ethnic communities-related materials through an anti-racist perspective.

This survey methodology is a provisional guide for institutions of diverse sizes, structures and foci. As a result, institutions are encouraged to build on these suggestions to benefit the efficiency and

sustainability of their processes. These suggestions can also help emphasise the strengths of their collections. Therefore, it makes sense that institutions should identify their own relevant objectives and define the scope of their surveys accordingly. For example, where there are many processed materials relating to Black, Asian and Minority Ethnic communities in Wales, the institution might choose to forego the data collection part of the methodology and focus on making these processed items more readily available to users. Alternatively, institutions where processed materials are scarce, can focus on discovering these materials by prioritising an object-by-object survey methodology.

Consider the following: What are the survey's primary and secondary objectives?

- Revealing hidden collections
- Assessing the collections for specific context and content.
- Recommend priorities for processing and access
- Making collections more accessible

What are institution-specific objectives with the implementation of the survey?

- Outreach to specific ethnic minority groups
- Funding opportunities
- Collaboration opportunities
- Feedback from local communities or donors

1.3 Staffing the Survey Project

It is important to consider who will be carrying out the survey. The human resources available to each institution varies greatly. According to a few criteria, they can determine their choice, such as knowledge or familiarity with material and/or ethnic or cultural connection to the collection contents and former experience and/or relevant training in collections surveys. In the best-case scenario, the institution already has staff matching at least one of these criteria; if not, steps need to be taken to train staff for recognising, handling and describing materials related to Black, Asian and Minority Ethnic groups in Wales. For efficiency and sustainability, such training should be created for the institution with its human and financial resources and provision.

It is important to note that while some Minority Ethnic staff might be willing to participate in such projects, others might not. Their connection to a specific culture should not be an unquestionable commitment to taking on anti-racist work. Should staff belonging to Black, Asian and other Minority Ethnic groups be willing to participate in a project, their personal and intellectual contribution should be welcomed by non-Minority Ethnic staff in an arrangement suitable for the scale and focus of the survey.

1.4 Data to collect

1.4.1 Administrative Data

Administrative data to be collected include quantitative and qualitative information about the collection, subcollection, identification, store and, location of an item.

1.4.2 Description and Significance

For the sake of this project, we have grouped the description and significance assessment into a combined process. The description process typically necessitates recording data on name, materials, type, manufacturing process, completeness, working condition of the item, and information about the item's physical condition, including any damages observed by the surveyor.

Following the overarching objective of the survey, which is a curatorial assessment, the collection of quantitative data should be followed by collecting qualitative information about the item where the surveyor will form a judgement on the significance of the item regarding the project's focus. In order to ensure that all recorded information is recognisable by other staff and the intended users, attention must be paid to the recording of references to different terms, imagery, historical events, ethnic groups and cultural habits. These references might present in different languages or under various terms in different sources based on author and intended audience. For example, a legal document written by a clerk and a diary entry might refer to the same individual in different names or descriptors. Surveyors should make a note of what they deem decisive terms or images so that further comparisons between them can be made.

1.4.3 Sensitive Information and Wording

Unfortunately, cultural collections are ripe with items that include or are described in racist and derogatory language and imagery about minority ethnic groups. If institutions already have a system for flagging the item's use of such content or description in racist terms. They can apply this to ensure consistency with the rest of their records and implementations. If no such system has been established, an institution-wide resource should be made available for staff to learn about race and ethnicity-related derogatory terms and images. The institutions should also make every effort to train their staff on how to survey items with a culturally sensitive approach.

While different institutions might choose to intervene with such content at varying degrees, it is essential to remember that some items might contain offensive content and, yet, be very significant in revealing the history of the minority ethnic groups in Wales. Not processing these items further contributes to the erasure of the struggles and atrocities experienced by these communities.

Surveyors should also be mindful of sharing such content with minority ethnic colleagues unless requested for work-related support or unless the relevant colleague is also working on the survey project and has acknowledged the risk of coming across such content. Minority ethnic staff must not be used as sources of information about their culture and history unless they specialise in or volunteer for this kind of support.

1.4.4 Accessibility

How accessible the items surveyed are is of great importance for this survey project as one of the penultimate objectives of the survey is encouraging the engagement of Black, Asian and Minority Ethnic communities with relevant collections. The cultural accessibility of an item is a fundamental consideration for the current project and can range from which alphabet or language it is presented in, what kind of imagery it represents, what kind of names or locations are mentioned, what systems of calendars, timezones and measurement are referred to.

The surveyor should also consider accessibility issues related to varying sensory and mental abilities according to existing accessibility standards implemented by the institution. Surveyors can consult the resource below for a thorough consideration of cultural accessibility:

Unesco Cultural Accessibility Guide "Kaunas for All"

<https://es.unesco.org/creativity/policy-monitoring-platform/cultural-accessibility-guide>

1.5 Data on work required

1.5.1 Condition-related Work

With data on the condition-related work needed, the surveyor will provide information about whether the items in the collection require cleaning, mounting, boxing, support, remounting, treating/conserving, labelling, rebinding or relabeling. These categories depend on the survey location, an archive, library or museum, and cultural collections' contents.

Surveyors can determine all relevant categories suitable to their collections and draft a checklist or condition assessment variables for recording convenience.

1.5.2 Accessibility/Translation Work

The data on the disability-related and cultural accessibility of the item records and item contents is crucial in creating the most inclusive experience possible for all users and staff of the institution. The accessibility of processing information shall be reviewed and should follow the accessibility policies of the institution. Cultural accessibility work needed should be recorded for further studying and inquiries from the community regarding the cultural accessibility of the records.

Cultural accessibility does not suggest that in the case of libraries or archives, entire books or manuscripts be translated into the related language. Instead, users should be able to locate sources of information through dedicated finding aids that provide cultural accessibility, including primary language terms where necessary.

Categories of cultural accessibility areas include but are not limited to culture-specific alphabet, language, imagery, names, locations and measurements for time or distance.

1.5.3 Critical Titling and Re-description

The critical titling and re-description of items through a post-colonial and anti-racist perspective will be one of the most time-consuming tasks of the survey project as it requires attention to detail as well as some prior knowledge or research to be done on the items in terms of the connotation of their processing data and contents.

Titles of collections and items need to be contextualised through an anti-racist perspective, and space should be provided for clear explanations of negative connotations and their impact on victimised groups. Surveyors should note whether the item or collection has previously been processed through this lens.

Descriptions of collections and items should provide objectively anti-racist narratives. For example, slave traders and owners should be identified, and pertinent information on the identification and homelands of enslaved individuals should be included where possible. Surveyors should note colonialist and racist narratives and potentially outdated/disproven information in processing materials to be analysed through further research.

Surveyors can consult the resources below for more information about decolonising and anti-racist terminology:

The Tate - Provisional Semantics: Addressing the challenges of representing multiple perspectives within an evolving digitised national collection

<https://www.tate.org.uk/about-us/projects/provisional-semantics>

Words Matter: An Unfinished Guide To Word Choices in the Cultural Sector

https://www.materialculture.nl/sites/default/files/2018-08/words_matter.pdf.pdf

Alicia Chilcott – Towards Protocols for describing racially offensive language in UK public archives

<https://drive.google.com/file/d/15PtzLH3m-8Skhxr4JXFdtLcaSYGfFON/view>

The Decolonial Dictionary

<https://decolonialdictionary.wordpress.com/>

1.5.4 Data on Digitisation and Online Access

The digitalisation and online information on items related to Black, Asian and Minority Ethnic communities in Wales will enhance these communities' engagement with cultural institutions. We need to acknowledge that cultural institutions may not feel welcoming to or might even intimidate minority ethnic people. This might result from a struggle to feel a connection to these institutions or might rightfully be critical of some of the content in these institutions, as in the case of museums that display culturally significant items out of context. Therefore, websites and a social media presence promoting the existence of such items through an anti-discriminatory acknowledgement of their history and context is crucial in initiating and maintaining minority ethnic community interest in Welsh cultural institutions.

Surveyors should analyse and provide information on the digitisation and online access to items surveyed. These can include information on the type of item and how it can be represented online or digitally, whether through catalogue information, images, videos, links, etc.

1.6 The Survey Methods

1.6.1 Sampling Methods

Sampling is a survey method proposed by Keene as an affordable, time-saving and efficient survey method "in which only a proportion of objects in the collection is examined, rather than every object." (Keene 1994, 73) This methodology is based on a statistical method and requires knowledge of how to choose a correct sample for an entire body of items. If chosen correctly, this sample can accurately represent the entirety. (Ibid) The advantages of using this method are effective management of human, time and financial resources for maximum potential impact, an overview of the collections surveyed without conducting object-by-object analysis and the ability to pay more attention to detail within a sampled item.

In terms of surveying collections for material related to Black, Asian and Minority Ethnic people in Wales, the sampling method would be advisable to institutions where no similar survey project on this topic has been completed. Surveyors can use the sampling method, which is based on "cluster sampling" where items are chosen due to their storage proximity (i.e. same box, shelf, etc.) or conduct true random sampling by choosing a few items from collections through a list where possible. (Keene 1994, 75) Surveyors should note that the sampling method requires familiarity and experience in quantitative data collection and analysis.

1.6.2 Term-Based Survey

For surveying collections for items relevant to the history of Black, Asian and Minority Ethnic communities in Wales, we also propose a term-based assessment of items informed by the sample Terminology List attached to this study. While this method might not be the most effective for uncatalogued items in museum collections, it can be one of the most effective methods for archives and libraries where accession records or catalogues can be surveyed for specific terms.

A term-based survey would necessitate determining term value regarding its relevance. This value will depend on the significance of a specific term or concept for the surveyor and the institution's

specific survey purpose and objectives. For example, a survey focusing on the initial settlement documents of Asian immigrants in Wales will assign a higher value to the term "Pakistan" than to "Senegal". Surveyors are encouraged to create their own project-based working terminology lists before and during the survey process as they encounter new relevant terms or alternative renderings of existing terms in their findings.

1.6.3 Event/Context-Based Survey

Event or context-based survey methodology assesses items relating to a specific local event or context that has produced, is represented in or related to the items held by the institution. The assumption is that the institution has based its survey purpose and objectives around the research on a specific historical event or context. This methodology would work best in institutions where a concentration of material has been identified that relate to a specific historical event or context.

The advantages of this method are that the institution would be working with the strengths of their collections and would have the potential to uncover more relevant items or a more significant number of items than is possible with other methods. An event or context-based survey leans into the strength of the institution's repositories while purposefully narrowing the scope of the survey.

1.6.4 Name/Figure-Based Survey

Name or figure-based survey methodology assesses items relating to a specific person or group that is highly relevant to items held by the institution. This person or community might be a donor, political figure or a member of the public who might or might not be part of a Minority Ethnic group, nevertheless having specific connections to any such group in one way or another. For example, local Minority Ethnic business owners of institutions such as inns or hostels can be relevant for a wider community due to their central status as providing temporary accommodation, a vital service for immigrants. On the other hand, this can be a religious leader connected to a variety of Ethnic Minority communities.

Surveyors should conduct preliminary research to establish whether information about such central figures already exists in their records and, if not, try to locate such figures or communities.

1.6.5 Acquisition or Accession-Based Survey

Accession-based survey methodology is surveying items relating to accession groups or orders and requires the identification of lucrative accession groups or sources for this purpose.

1.6.6 Community-Led Surveys

Community-led (assessment of items through a community-led programme) requires the most prolonged investment of time and resources as specific projects or activities need to be organised with local ethnic minority communities to identify patterns from their stories. It can be beneficial to group respondents by age groups (sharing experiences due to simultaneity) or ethnic groups (sharing experiences due to background)

This method depends on the organisation of a broader project or system of regular engagement of Minority Ethnic communities within the institution. There are a variety of channels to reach and engage with communities for survey projects:

1. Local cultural experts (scholars, sector workers, cultural, political and religious leaders)
2. Cultural/Minority school communities (teachers, students, parent associations)
3. Cultural hubs (event spaces, locales)

Once connections have been established with these communities, surveyors will need to promote the significance and objectives of the survey work to the relevant Minority Ethnic community to begin the recruitment process. Surveyors should strive for a heterogeneous representation of experts and non-experts to ensure equal representation of professional opinions and lived experiences.

Surveyors can consult Minority Ethnic communities through various methods, including questionnaires, discussion groups and object analysis sessions in storerooms or exhibition floors. Some tried and tested examples of such engagement can be found in the Case Studies section of this study.

1.7 Survey Procedures

The steps to be followed while conducting a collections survey depend heavily on the existing procedures; therefore, the steps provided here are meant as a guide to be used in conjunction with the Survey Worksheet in Annexe C.

Surveyors need first to determine the survey purpose, whether this is a general aim to understand the amount and type of items in their collection that relate to the lived experiences of minority ethnic people in Wales or a more targeted purpose informed by knowledge attained from previously processed or analysed collections and items. Surveyors should record the purpose of the survey and note down potential research interests and relevant terms outside of the survey purpose for future reference.

The next step is describing the collections and defining terms related to these collections. Surveyors can consult some relevant terms in the Terminology List provided in Annexe B. Surveyors can also build and publish their working terminology lists for future reference. The last step for surveyors will be undertaking the pilot survey (see

Annexe B. Pilot survey **sheet**) and recording findings of the analysis.

1.8 Survey Reports

The analyses conducted in the pilot survey will only be helpful for further research through a compelling report that summarises the procedures undertaken and presents the findings from the pilot survey. This knowledge will inform both users and institution staff to be able to conduct further research and analyses of items in the collections.

In order to avoid generalisations, surveyors should aim to produce separate survey reports for each collection. The survey report should provide information about the context of the collection and its potential for further analyses.

Survey reports should also include a thorough definition of the context from an anti-discriminatory and decolonising perspective. Surveyors should provide descriptive information and explain the significance of the items for the lived experiences of minority ethnic people. Surveyors should also list necessary actions to resolve issues with the collections, including the delivery of written content, problematic storage and conservation practices and the cultural accessibility of the content.

1.9 Bibliography

Keene, Suzanne. 1994. Audits of Care: A Framework for Collections Condition Surveys. In *Care of Collections*, edited by Simon Knell, 65–90. London, New York: Routledge.

Annexe A: Terminology List

Below is an extensive list of terms related to Black, Asian and Minority Ethnic people in Wales. Information about the type of term is in the second column. The connotations of problematic terms have been indicated in the third column. The fourth column provides descriptions of people and concepts.

Term/Keyword	Type	Connotation	Definition
9/11 (Nine Eleven)	Event	Neutral	
Abdi Langara	People	Neutral	(Dates Unknown) This man owned a house where the Somali seamen waited for settlement in the United Kingdom.
ACTSA (Action for Southern Africa) Wales	Organisation	Neutral	
ACTSA Aids Aid 2004	Event	Neutral	
Africa	Location	Neutral	
African	NRPE	Contested	
Afro-Caribbean/African Caribbean	NRPE	Neutral	
Alan Llwyd (Alan Lloyd Roberts)	People	Neutral	Alan Llwyd (1948-present) was a Welsh poet, editor, and literary critic known to be one of the most influential poets of the 20th century. He edited a book on the history of black Welsh peoples.
Ali Abdul	People	Neutral	(Dates Unknown) An Arab man who fired a revolver on Homfray Street and was later arrested during attacks on Black neighbourhoods in Cardiff during the race riots of 1919.
Americas	Location	Neutral	
Angelina Street	Location	Neutral	
Anti-Apartheid activists	People	Neutral	Anti-Apartheid activists were individuals that participated in the British organisation, known as the Anti-Apartheid movement, that opposed the South African apartheid system. These individuals advocated for Black people in South Africa who faced discrimination.
Antigua	Location	Neutral	
Ally	Concept	Neutral	An ally is a member of a privileged group who advocates

			for the right of the marginalised groups in various contexts.
Anti-Muslim racism	Concept	Neutral	Racism that targets Muslim individuals or individuals from countries with majority Muslim populations. See <i>Racism</i>
Anti-Racism/Racist	Concept	Neutral	The belief that people from all racial groups should have equal rights and opportunities. A person who proactively believes in racial equity.
Antisemitism	Concept	Neutral	A type of racism including discrimination and hostility against Jewish individuals. See <i>Racism</i> .
Apartheid	Event	Neutral	
Apartheid	Concept	Neutral	A system of discrimination or segregation according to race, religion and nationality.
Arab	NRPE	Neutral	
<i>Art from China</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>Arts of India</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>Asafo!: Fante Flags from Africa</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Asian Indian	NRPE	Neutral	
Assimilation	Concept	Neutral	The process in which a minority individual, through a partial or complete erasure of their own culture, is absorbed into the dominant culture by assuming its values and behaviours.
Asylum seeker	Concept	Neutral	An immigrant who is forcibly displaced or who flees their country to escape harm to themselves and their family. Once accepted into the destination country, they become a refugee. See <i>Refugee</i> .
Atlantic	Location	Neutral	
Bangladeshi	NRPE	Neutral	
Benjamin Evans	People	Neutral	Benjamin Evans (1844-1900) was a Welsh congregational minister who was originally the minister at Llanuwchllyn, Merionethshire. He faced much persecution,

			although eventually was able to practice his work in peace. He published "The Waitings of the Black Men in the Sugar Islands" and "Sufferings of the Black Men in Jamaica."
Bert Pearce	People	Neutral	Herbert Pearce (1919-2002) was a Welsh communist who followed in his parents' footsteps by joining the Labour Party. He also worked as a clerk.
Black	NRPE	Neutral	
black	NRPE	Derogatory/Discriminatory	
Black Lives Matter UK	Organisation	Neutral	
Blackamoor	NRPE	Derogatory/Discriminatory	
BME/BAME	NRPE	Contested	
Bodrhuddan	Location	Neutral	
Bristol	Location	Neutral	
Britain	Location	Neutral	
British	NRPE	Neutral	
British Isles	Location	Neutral	
Buenos Aires	Location	Neutral	
Caerfyrddin	Location	Neutral	
Cardiff	Location	Neutral	
Carmarthen	Location	Neutral	
Caucasian	NRPE	Contested	
Cecily Jones	People	Neutral	A theology teacher, journalist, and poet.
<i>Centre Ocean Stream (Kathakali Tour)</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Charles Emanuel	People	Neutral	
Charles Hayes	People	Neutral	Charles Hayes (1678-1760) was a mathematician and participated in the slave trade between Gambia and Buenos Aires.
Chinese	NRPE	Neutral	
<i>Chinese Art Academies Printmaking</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Chris Evans	People	Neutral	Chris Evans (?- present) is the author of "Slave Wales: the Welsh and Atlantic slavery 1660-1850" and teaches History at the University of South Wales.

<i>Cizhou Ware: Exhibition from China</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Colour bar	Concept	Derogatory/Discriminatory	(Outdated) A social system that denies Black and non-White individuals equal rights and opportunities as White people.
Communist Party Wales	Organisation	Neutral	
<i>Contemporary Aboriginal Art: Tagari Lia My Family</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>Contemporary Japanese Prints</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
D. Silvan Evans	People	Neutral	D. Silvan Evans (1818-1903) was a cleric, translator, editor, and lexicographer from Wales who focused on religion, scholarship, languages, literature and writing, and printing and publishing. He also preached amongst Independents.
David Dabydeen	People	Neutral	David Dabydeen (1955-present) is a Guyanese novelist, poet, academic, and broadcaster. He was an ambassador to UNESCO for Guyana, participated in the General Council, and was the youngest member of the UNESCO Executive board.
David Moore	People	Neutral	David Moore (dates unknown) was an archivist who worked towards collecting information on the slave trade and abolitionists.
<i>Dayanita Singh</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Delaforest	People	Neutral	The Delaforest family agreed with Thomas Picton about moving buildings, animals, plantations, and enslaved people across Trinidad for prosperity.
Delgrada	People	Neutral	
Delia Jarret Macauley	People	Neutral	Delia Jarret Macauley (1958-present) is a British writer of Sierra Leonean descent who works as an academic and broadcaster. She released a novel titled "Moses, Citizen &

			Me," which is a form of political writing.
Cultural appropriation	Concept	Neutral	Utilisation of cultural elements through commodification or for personal or economic profit without respect for its value for the original culture.
Deportation	Concept	Neutral	Commonly used for foreign nationals, deportation is the removal of a resident from a country and can be based on the lack of a visa or criminal activity that does not lead to legal punishment.
Detention	Concept	Neutral	The removing of an individuals' freedom in order to establish information about their identity and their right to remain in the country or en route to their removal from the country.
Diaspora	Concept	Neutral	The dispersion of people from their original homeland.
Discrimination	Concept	Neutral	Unjust and prejudiced treatment of individuals and groups due to their racial, national, religious or cultural difference.
<i>Displaced: Contemporary Art from Colombia</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Dominica	Location	Neutral	
Dr Rufus Leicester Fennell	People	Neutral	Dr Rufus Leicester Fennell (1887-1974) was a West Indian war medic that cared for thousands of British soldiers. He was a community advocate during the Cardiff Race Riots of 1919; thus, he was a spokesperson for the community that organised protest meetings. He accused the police of racism but encouraged his supporters to remain peaceful in their protests. He advocated for the government to be more proactive about racist incidents but was arrested by the police on a false charge. He helped individuals find a home in Wales or abroad.
East Indies	Location	Neutral	

Edward Colston	People	Neutral	Edward Colston (1636-1721) was an English merchant. He was a member of the Tory party and played a significant role in the transatlantic slave trade in the 1600s and 1700s.
Edward Scobie	People	Neutral	Edward Scobie (1918-1996) was a Dominican-born historian, journalist, and magazine publisher known for his research on the history of black people in Western Europe. He also wrote a book in 1972 titled "Black Britannia: A History of Blacks in Britain."
Edward Williams (Iolo Morganwg)	People	Neutral	Edward Williams (1747-1826) was strongly opposed to the slave trade. He was very vocal about the subject and wrote about it so that he could sell his work to individuals supportive of the trade in Bristol.
Egyptian	NRPE	Neutral	
<i>Egyptian Landscape: Weavings from the Ramses Wissa Wassef School</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Election guide to local action 1996-2000	Event	Neutral	
Elijah Waring	People	Neutral	Elijah Waring (1787-1857) was an Anglo-Welsh writer who produced a periodical in Swansea written in the English language.
Ethnic Minority Group	Concept	Neutral	An ethnic minority is a group of people with shared historical, cultural, religious, or race-based identities that make up a smaller portion of a population in a region, frequently experiencing forms of discrimination depending on the history of the society.
Ethnicity	Concept	Neutral	Ethnicity determines a group of people with a shared set of traditions, their ancestry, language, history, the society in which they live and their culture, while sometimes intersecting

			with nationality, religion, and social treatment.
Ethnicity/ethnic group	Concept	Neutral	See Ethnicity <i>and</i> Ethnic Minority Group
Ethnocentrism	Concept	Neutral	This is a form of thought in which an individual or group applies knowledge from their cultural behaviours or practices to judge or solve problems within another ethnic group.
European	NRPE	Neutral	
Extremism	Concept	Neutral	Holding fanatical beliefs and views regarding a subject. Extremism exists in many cultures around the world.
Fascism	Concept	Neutral	A type of extreme nationalism that is based on dictatorial system of governance that silences dissent and imposes an intolerant structure of society and economy.
<i>'Fake News' Media Literacy Programme with Cardiff School of Journalism, Media and Culture, Fitzalan High School and Media Wales/Reach PLC</i>	Cultural Product	Neutral	Case study available on request from Cardiff University Libraries and Archives
Folarin Shyllon	People	Neutral	Folarin Shyllon (1940-2021) was a professor that fought against the illicit trafficking of cultural property. He wrote two books titled "Black Slaves in Britain" and "Black People in Britain." He was the founding Dean of the Faculty of Law at the University of Ibadan in Nigeria. He worked as the head of the Committee on the Advancement of the National Archives of Nigeria.
France	Location	Neutral	
Franz Fanon	People	Neutral	(1925-1961) A French West Indian philosopher who has contributed canonical works to the fields of post-colonial studies and critical theory.
French	NRPE	Neutral	
Fruits of freedom 1996	Event	Neutral	

G.J.Williams	People	Neutral	G. J. Williams (1892-1963) was a Welsh university professor and scholar who focused on education, scholarship, and languages. He focused his writings on the work of Iolo Morganwg.
Gambia	Location	Neutral	
Gemma Romain	People	Neutral	Gemma Romain (?-present) is a historian that focuses on the Caribbean and Black British history. She researches archives, art, and LGBTQ+ Black British histories. She also focuses on the African-Caribbean diaspora, specifically on Grenada and Jamaica.
General population	Concept	Neutral	This refers to the resident population of a country or region of the world, inclusive of the variety of people that live in it, regardless of their nationality, culture, or ethnicity.
George Whitefield	People	Neutral	George Whitefield (1714-1770) was a preacher born. He embraced African-Americans and played an essential role in the Methodist movement.
Georgia	Location	Neutral	
Geraint H. Jenkins	People	Neutral	Geraint H. Jenkins (1946-present) is a Welsh historian and academic professor of Welsh History at Aberystwyth University from 1990 to 1993. At the university, he was the director of the University of Wales Centre for Advanced Welsh and Celtic Studies.
Ghetto	Concept	Contested	An economically and municipally disadvantaged area occupied by minority ethnic communities.
Glansvern Estate Records	Organisation	Neutral	
Gloucestershire	Location	Neutral	
Gogerddan	Location	Neutral	
<i>Golliwog / golly / wag</i>	Cultural Product	Derogatory/Discriminatory	
Goronwy Owen	People	Neutral	Goronwy Owen (1723-1769) was a Welsh poet master of the 24 traditional bardic metres. He

			was eventually exiled but still was an essential part of the literary and antiquarian movement, known as the Welsh Eighteenth Century Renaissance.
<i>Grace Ndiritu: Still life and responsible tourism</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Great Britain	Location	Neutral	
Grenada	Location	Neutral	
Gretchen Gerzina	People	Neutral	Gretchen Gerzina (1947-present) is an American author and academic. She has mainly researched and written about historically based biographical studies.
Gwallter Mechain	People	Neutral	Gwallter Mechain (1761-1849) was a Welsh poet, Anglican clergyman, editor, translator, and antiquary born in the mid-1700s. He surveyed the agriculture and economy of Wales.
Gwyn A. Williams	People	Neutral	Gwyn A. Williams (1925-1995) was a Welsh historian known for his work on Antonio Gramsci, Francisco Goya, and Welsh history. He was known to be a Marxist but transformed his thinking according to the teachings of the Russian system as a result of Stalin's actions.
Gypsy	NRPE	Contested	
Haadzi 'Aali	People / Location	Neutral	(Dates unknown) The owner of a Somali boarding house that operated at the time of the 1919 South Wales race riots.
Hadji Mahomet	People	Neutral	A Somali priest (Dates unknown) who hid on the roof of his house as it was ransacked by the mobs during the 1919 South Wales race riots.
Haiti	Location	Neutral	
Hakim Adi	People	Neutral	Hakim Adi (?-present) is a British historian and scholar who has researched African affairs. He wrote about Pan-Africanism, the modern political history of Africa, and the African diaspora. In 2018, he wrote a book titled "Pan-Africanism: A History."

Haneef Bhamjee	People	Neutral	Haneef Bhamjee (1946-2022) was a South African-British campaigner and an organiser of the Anti-Apartheid Movement. He was also a secretary in the Wales Anti-Apartheid Movement from 1981 to 1994.
Harpton Court Estate Records	Organisation	Neutral	
Harriet Beecher	People	Neutral	Harriet Beecher Stowe (1811-1896) was an American author and abolitionist. She wrote the novel "Uncle Tom's Cabin," which focuses on the problematic conditions that African-Americans lived in during slavery.
Hindu	NRPE	Neutral	
Hispanic	NRPE	Neutral	
Holocaust	Event	Neutral	
Ian Campbell	People	Neutral	(1943-1998) A peace activist and banner designer.
Ibrahim Ismaa'il	People	Neutral	A Somali seaman, Ismaa'il (Dates unknown) worked in the British merchant navy with West Indian seamen. He witnessed anti-immigrant riots and the end of the First World War. There was a lack of employment at the time, and people of colour were blamed for it.
<i>Ikats: Woven silks from Central Asia the Rau Collection</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Indiaid (Indians)	NRPE	Neutral	
Indian (for Indigenous people of America)	NRPE	Derogatory/Discriminatory	
Indian (for people from India)	NRPE	Neutral	
<i>Indian Costumes from Guatemala</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>Indian Painting from Court and Village</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Indigenous	NRPE	Neutral	
Immigrant	Concept	Neutral	An individual who migrates to a new country to live permanently.

<i>Innovation for All programme with Cardiff School of Journalism, Media and Culture and National Museum Wales</i>	Cultural Product	Neutral	Case study available on request from Cardiff University Libraries and Archives
Institutional Racism	Concept	Neutral	This refers to the discrimination that an ethnic, racial, or sometimes religious group may face in society, especially if they are a minority group. These forms of discrimination are related to economic and political factors, especially in the educational and work sectors. Generally, white or lighter-skinned people experience more fair treatment in most societies worldwide.
Integration	Concept	Neutral	Integration is bringing two different racial, ethnic, or religious groups together to live, work, and educate, within the same bounds, both peacefully or with hostility.
intersectionality	Concept	Neutral	This term determines how a person may experience the social and institutional benefits or shortcomings in society, based on their identity, relating to their race, ethnicity, nationality, gender, sexual orientation, physical and mental abilities, and religion.
Ireland	Location	Neutral	
Irish	NRPE	Neutral	
Islamophobia	Concept	Neutral	A type of racism including discrimination and hostility against Muslim individuals and majority Muslim countries. See <i>Racism</i>
J.A. Rogers	People	Neutral	J.A. Rogers (1880/3-1966) was an American author of Jamaican descent who worked as a journalist and historian. He focused on the history of Africa and the African diaspora.
Jamaica	Location	Neutral	
James G. Basker	People	Neutral	James G. Basker (?-present) was a professor at Harvard University

			who specialised in the history of slavery and abolition. He has written numerous books on slavery, emancipation, colonisation, and culture.
Jerry Hunter	People	Neutral	Jerry Hunter (?-present) is an American academic and Welsh prose writer. He completed a piece titled "Welsh Writing from the American Civil War," which was on Welsh history but produced in English.
Joan Anim Addo	People	Neutral	Joan Anim Addo (?-present) was a Grenadian academic, poet, playwright, and publisher, formerly a professor at Goldsmiths, University of London, focusing on Caribbean Literature and Culture within the English and Creative Writing Department.
John Elias	People	Neutral	John Elias (1774-1841) was a Christian preacher and writer from Wales. He supported the Welsh Methodist Revival as well.
John Rhys	People	Neutral	John Rhys (1840-1915) was a Welsh scholar, Celticist, fellow of the British Academy, and first professor of Celtic Studies at Oxford University in the mid to late 1800s.
Joint Council for the Welfare of Immigrants	Organisation	Neutral	
Joseph Smith Speer	People	Neutral	Joseph Smith Speer (dates unknown) drew up charts of the West Indies in order to reveal what had been done in slavery.
<i>Juma Baraka Sat: Africa here we come</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Justice for Marlon Thomas campaign 1994	Event	Neutral	
<i>Kozo Miyoshi: Roots and Conservatory</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Len Garrison	People	Neutral	Lenford Kwesi Garrison (1943-2003) was an educationalist and historian who contributed to the

			cataloguind of Black British identity and its history.
<i>Let's See What Happens</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Liverpool	Location	Neutral	
Llandysul	Location	Neutral	
Local authority action for South Africa 1995	Event	Neutral	
Loegr (England)	Location	Neutral	
Loudon Square	Location	Neutral	
<i>Lui Shou Kwan</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Luisa Calderón	People	Neutral	Luisa Calderón (dates unknown) was a free young Black girl abused by the wealthy landowner, Thomas Picton.
Mahommed Abdullah	People	Neutral	A young Arab (dates unknown) man killed during the 1919 South Wales race riots following an attack on an Arab restaurant and boarding house on 264 Bute Street.
Majority Population	Concept	Neutral	A majority population is a population that makes up the majority in a society, region, or country, generally based on their ethnicity, race, religion, or immigration status. It is more likely that individuals from a majority population will experience more fair treatment within a society, both socially and institutionally.
Malayan	NRPE	Neutral	
Maria Street	Location	Neutral	
Mark Harris truth and justice campaign 1994	Event	Neutral	
<i>Maud Sulter: Syrcas</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Microaggression	Concept	Neutral	An act or a remark that discriminates against one or more members of a minority group, either deliberately or by mistake.

Migrant	Concept	Neutral	An individual who relocates from one place to another (city, country etc.) to find better living conditions and opportunities.
Minority Ethnic Group	Concept	Neutral	See <i>Ethnic Minority Group</i> .
<i>Minstrel Shows</i>	Cultural Product	Derogatory/Discriminatory	
Mixed	NRPE	Contested & Derogatory/Discriminatory	
Monmouthshire	Location	Neutral	
Morganwg	Location	Neutral	
Mryste (Bristol)	Location	Neutral	
Multiculturalism	Concept	Neutral	Multiculturalism is the way in which societies manages cultural diversity through a harmonious co-existence. Multiculturalism assumes that such co-existence is beneficial for all members of the society.
<i>N.S. Harsha - Facing</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>Nassau Senior Papers</i>	Cultural Product	Neutral	Wales and the slave trade – National Library of Wales Blog
National Front	Organisation	Neutral	
Nationalism	Organisation	Neutral	
Native	NRPE	Neutral	
Nelson Mandela freedom ceremony 1990-1998	Event	Neutral	
Nevis	Location	Neutral	
<i>New Space</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>New Works: Magdalene Odundo</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Non-Asian/Non-Chinese	NRPE	Neutral	
Norman Roberts	People	Neutral	(Dates Unknown) A black man stabbed with a severe knife wound in the abdomen during the 1919 race riots in Cardiff.
Occidental	NRPE	Contested	
Operation Black Vote	Organisation	Neutral	

Oriental	NRPE	Derogatory/Discriminatory	
Orville Blackwood community campaign 1992	Event	Neutral	
Ottley family	People	Neutral	A family of colonists comprised of established figures in Antigua, St. Vincent, Granada, and other areas of the British West Indies.
Pakistani	NRPE	Neutral	
<i>Pamela Leung - The War of the Crab</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Peace and democracy in Angola 1995-1999	Event	Neutral	
Peace Movement	Event	Neutral	
Pembroke Boroughs	Location	Neutral	
Phillis Wheatley	People	Neutral	Phillis Wheatley (1753-1784) was an African-American female poet and writer. She was the first African-American female author who published a book of poetry and was born towards the end of the 1700s.
Picton Family Records	Organisation	Neutral	
Person/People of Colour (POC)	Concept	Contested	Used more broadly in the USA. This term has been criticised for being too generalising.
Plural Society	Concept	Neutral	See <i>Pluralism</i> , a society that practices pluralism.
Pluralism	Concept	Neutral	This is a condition in which two or more states, groups, principles, or sources of authority peacefully coexist in a particular society, region, area, or country, regardless of their race, culture, ethnicity, nationality, or religion.
Portugal	Location	Neutral	
Portuguese	NRPE	Neutral	
Prejudice	Concept	Neutral	A preconceived notion or idea about an individual or group following limited or no familiarity with said individual or group.
Prys Morgan	People	Neutral	Prys Morgan (1937-present) is a Welsh historian who was born in Cardiff. He taught history at

			Swansea University and authored a book about Iolo Morganwg.
Race	Concept	Neutral	The race is a social construct that is based on the assumption that humans are different from one another based on their physical and social qualities, not to be mixed up with nationality, which is a person's citizenship, or ethnicity, which is a person's shared or collective historical experience with people from a similar region.
Racial Prejudice	Concept	Neutral	Racial prejudice is a preconceived notion or idea about an individual or group based on skin colour, ethnicity, or nationality. These opinions or thoughts stem from historical and modern stereotypes, or biases used to affect the social and institutional standing of the group.
Racial violence	Concept	Neutral	Racial violence is verbal and physical attacks triggered by racist beliefs. See <i>Racism</i> .
Racialism	Concept	Neutral	See <i>Racism</i> . This is another term for racism, including beliefs in racial separatist ideologies.
Racism	Concept	Neutral	The belief that people are different from one another based on their appearance and social and cultural background, which leads to complexities of superiority that affect one's social and institutional standing.
Rahman Family defence campaign 1992-1994	Event	Neutral	
Ray Costello	People	Neutral	Ray Costello (unknown-present) is a writer whose work focused on soldiers of African descent in the British Regular Army during the First World War.
<i>Reading About Race Programme in collaboration with CILIP and ARCW</i>	Cultural Product	Neutral	Case study available on request from Cardiff University Libraries and Archives
Refugee	Concept	Neutral	Individuals who flee their countries of residence due to a

			well-founded fear for their well-being. Please note the difference between <i>Refugee</i> and <i>Immigrant</i> .
Resourcing Racial Justice	Organisation	Neutral	
Richard Swarton	People	Neutral	Richard Swarton (?-1762) was an enslaver. He had an estate in Jamaica in the 1750s.
Ron Ramdin	People	Neutral	Ron Ramdin (1942-present) is a novelist, historian, and biographer who has researched the disadvantages of the black working class in Britain. He focused on subjects that ranged from developments in the sixteenth century to slavery and trade unionism. He focused on the black experience in terms of radical ideology, unemployment, racial attacks, and workplace inequality.
Runnymede Trust	Organisation	Neutral	
Saint-Dominigue	Location	Neutral	
Salisbury Library (Llfrgell Salisbury)	Organisation	Neutral	
Samuel Roberts	People	Neutral	Samuel Roberts (1800-1885) was an independent minister that campaigned for the end of slavery.
Segregation (Racial)	Concept	Neutral	Racial segregation is the systemic separation of individuals in social and economic life based on their racial or ethnic background. It includes restricting individuals' access to certain residential, commercial and public areas.
Senegal	Location	Neutral	
<i>Seung Ho Yang</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>Shimabuku</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Shosholoza aids project 1996-2004	Event	Neutral	
Somali	NRPE	Neutral	
Sophia Street	Location	Neutral	

South Africa	Location	Neutral	
South Africa and the European development fund 1995	Event	Neutral	
South African election 1999	Event	Neutral	
South African local government elections 1995	Event	Neutral	
South Asian	NRPE	Neutral	
South Carolina	Location	Neutral	
St Kitts	Location	Neutral	
St Vincent	Location	Neutral	
<i>Staying Power by Peter Fryer (book)</i>	Cultural Product	Neutral	
Stopwatch	Organisation	Neutral	
Stuart Hall	People	Neutral	(1932-2014) A Jamaican-born British sociologist and political activist who contributed canonical works in the fields of cultural theory.
Taliesin ab Iolo Manuscripts	Organisation	Neutral	
Thalia Campbell	People	Neutral	Thalia Campbell (1937-?) was a peace activist and banner designer.
<i>The American Indian</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
the Anti-Slavery Society	Organisation	Neutral	
<i>The Art of Haitian Voodoo</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>The Black and White Minstrel Show on BBC</i>	Cultural Product	Derogatory/Discriminatory	
<i>The Black History of Cardiff</i>	Cultural Product - Exhibition	Neutral	Cardiff University Libraries and Archives
the British West Indies	Location	Neutral	
The Causeway Green Riot	Event	Neutral	
<i>The Ethiopian Tradition</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives

<i>The Face of Egypt</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
the International Day of Remembrance of the Slave Trade and its Abolition 23 August	Event	Neutral	
<i>The Japanese Eye</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
<i>The Ramses Wissa Wassef Exhibition Foundation</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
the Royal Navy	Organisation	Neutral	
the United States of America	Location	Neutral	
<i>The Wakelin Award 2020: Anya Paintsil</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
the West Indies	Location	Neutral	
Thomas Charles o'r(of) Bala	People	Neutral	Thomas Charles (1755-1814) was a Welsh Calvinistic Methodist clergyman. He was influenced by the Great Revival Movement in Wales but was unpopular with the Welsh clergy.
Thomas Clarkson	People	Neutral	Thomas Clarkson (1760-1846) supported the Anti-Slavery Society and risked his life to carry out the society's missions. He contributed to the abolition of slavery in Great Britain in the 1780s by collecting testimonies from sailors that revealed the poor conditions that they lived in on ships and the treatment of the enslaved people on board. Some of the sailors were Welsh.
Thomas David (Dafydd Ddu Eryri)	People	Neutral	Thomas David (1759-1822) wrote letters and poetry. He chose to focus on literature and writing subjects in Welsh. He was also a Calvinistic Methodist exhorter who acted as a Methodist preacher.
Thomas Picton	People	Neutral	Thomas Picton (1758-1815) was a well off landowner that became an MP for Pembroke Boroughs. He was a slave trader

			and was known to torture innocent enslaved and free people. He participated in the Peninsular war and died in Waterloo.
<i>Through Other Eyes: Contemporary Art from South Asia</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Tom Paine	People	Neutral	(1737-1809) An American political activist and theorist and a philosopher and revolutionary were born in England. He helped encourage the patriots of 1776 to declare independence from Great Britain and expressed Enlightenment-era ideologies about transformational human rights.
<i>Traditional African Sculpture</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Tredegar Estate Records	Organisation	Neutral	
Trinidad	Location	Neutral	
<i>Uncle Tom's Cabin</i>	Cultural Product	Neutral	
United Family and Friends Campaign	Organisation	Neutral	
Unol Daleithiau (America) (the US of A)	Location	Neutral	
Usk	Location	Neutral	
WAAM Consumer boycott and sanctions 1980-1992	Event	Neutral	
WAAM Cultural boycott 1981-1993	Event	Neutral	
WAAM Economic campaigns and sanctions 1975-1994	Event	Neutral	
WAAM Fair elections and independence 1980-1994	Event	Neutral	
WAAM Military and nuclear collaboration 1969-1989	Event	Neutral	
WAAM Political Prisoners 1967-1994	Event	Neutral	
WAAM Sports Boycott 1977-1992	Event	Neutral	

Wales	Location	Neutral	
Wales Anti-Apartheid Movement (WAAM)	Organisation	Neutral	
Wales Anti-Racist Alliance	Organisation	Neutral	
Wales conference against racial harassment 1993	Event	Neutral	
Wales Rejects Apartheid Co-ordinating Committee	Organisation	Neutral	
Warsangeli	NRPE	Neutral	
Waterloo	Location	Neutral	
Wellington	Location	Neutral	
Welsh	NRPE	Neutral	
West Indian	NRPE	Neutral	
Western	NRPE	Neutral	
White	NRPE	Neutral	
Systemic Racism	Concept	Neutral	Policies and practices that exist throughout a whole society or organisation, and that result in and support a continued unfair advantage to some people and unfair or harmful treatment of others based on race
White Privilege	Concept	Neutral	White Privilege is the social and institutional privilege that White and White-passing individuals experience, predominantly in Western societies, in a world determined by social, economic, and political influences. This privilege can still exist in non-Western, majority-of-colour societies, as many beauty standards result from white Western influences. European colonisation and the Atlantic slave trade played a significant role in creating a society rooted in white privilege.
Whitefield	(unknown)	Neutral	
William Jones	People	Neutral	William Jones (1746-1794) was a British Orientalist who spoke 28 languages and founded the Asiatic Society of Bengal to contribute to Oriental studies.

<i>William Kentridge Ubu Tells the Truth</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
William Slawman	People	Neutral	William Slawman (dates unknown) was a slave trader who brought enslaved people from the Gambia to Buenos Aires.
William Wilberforce	People	Neutral	William Wilberforce (1759-1833) was a British politician and philanthropist born in the mid-1700s. He led a movement to abolish the slave trade.
William Williams Pantycelyn (William Williams)	People	Neutral	Williams Pantycelyn (1717-1791) was Wales's premier hymnist. He also wrote poetry and prose and was a leader in the Welsh Methodist Revival.
<i>Wire Toys from Zimbabwe</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives
Whitewashing	Concept	Neutral	Whitewashing in the context of racial discrimination refers to individuals' or institutions' hiding, understating, plagiarising and wrongfully crediting the work and achievements of non-White individuals and institutions.
Xenophobia	Concept	Neutral	Discrimination and hostility against individuals from specific countries and nationalities or who simply appear foreign.
Xeno-racism	Concept	Neutral	Discrimination and hostility towards individuals or groups belonging to the same racial group but are seen as culturally foreign or inferior. E.g. Western European racism against Eastern Europeans
<i>Yinka Shonibare MBE - End of Empire</i>	Cultural Product - Exhibition	Neutral	Glyn Vivian Art Gallery Archives

Annexe B. Pilot survey sheet

Please consult the below worksheet for processing items that have the potential to be of significant research interest to or related to the lived experiences of Black, Asian and Minority Ethnic people in Wales. This worksheet has been provided as a guide to be used with cultural institutions' existing procedures for processing items.

Pilot Survey Sheet for

Exploring Items related to the lived experiences of minority ethnic people in Wales.

Collection Title:

(Consideration of discriminatory expressions or phrases in titles)

Call Information:

Condition Overview:

(Storage and condition of items and an overview of conservation needs that require a culturally sensitive approach to handling and storage of items)

Size:

Accession Information:

(Processed/unprocessed)

Donor Information:

(Donor information including any historical or political connection to the lived experiences of ethnic minorities in Wales)

Restrictions:

Work plan for understanding the content of the collection:

Task	Assignee	Allocated Time and Dates

Descriptive Information:

(Collection, subcollections, object type and analysis of other descriptive information)

Quantitative Information:

(Number of objects that should be analysed for their relevance to the lived experiences of ethnic minorities in Wales. Please use additional columns for related quantitative information)

Number of Items	Related minority ethnic communities	[other]	[other]

Amount of work and other resources required:

(Time, necessary work and resources required to undertake the above work)

Conclusions and appraisal:

(Explanation of the item's research interest to or relation to the lived experiences of Black, Asian and Minority Ethnic people in Wales. The significance section should refer to any culturally sensitive information and potentially triggering information.)

Collection	Item	Type	Related Minority Ethnic Communities	Significance	Key terms, events, people etc.

Annexe C. Question Bank for a Cultural Sector Staff Survey

This question bank has been created as a resource for surveys that can be carried out in the cultural sector, including institutions such as archives, libraries and museums. The questions can be implemented in questionnaire forms or used during face-to-face and video call surveys. Questions in sections I, II, III and IV have been created to be used for organisation-wide surveys and questions in section V are most relevant for staff responsible for or working with cultural collections as part of their job description.

I. Demographic of the organisation

1. Respondent No:

2. **Type of Organisation:** Archive, Library, Museum, Other (can tick multiple)

3. **Institution Funder:** Public Sector, Private, Charity, Other (please indicate)

4. **Respondent Role:** Management, Collections, Operations, Other (please indicate)

5. **Employment type:** Full time, Part-time, Volunteer

Diversity in the organisation

6. How do you identify yourself in terms of ethnicity?

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black, Black British, Caribbean or African

Caribbean

African

Any other Black, Black British, or Caribbean background

Mixed or multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or multiple ethnic background

White

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background

Other ethnic group

Arab

Any other ethnic group (Please indicate)

1. How would you describe your gender?

Male, Female, Non-Binary, Agender, Gender-fluid, Other (Please indicate), Prefer not to say

8. How long have you been working for this organisation?

0-1 year, 1-5 years, 5-10 years

9. What is the highest degree you have earned?

Doctoral degree

Master's degree

Bachelor's degree

Higher National Diploma

Higher National Certificate

A-level, National Diploma

GCSE

Skills for Life

10. Micro-aggressions are defined in the Oxford Dictionary as “an act or a remark that discriminates against one or more members of a minority group, either deliberately or by mistake; these kinds of remarks and behaviour.”

Systemic racism is defined in the Cambridge Dictionary as “policies and practices that exist throughout a whole society or organisation, and that result in and support a continued unfair advantage to some people and unfair or harmful treatment of others based on race.”

10.1 Have you experienced discrimination including micro-aggressions and systemic racism at any point in your life?

Yes No Not sure Prefer not to answer

10.2 Have you experienced discrimination including micro-aggressions and systemic racism in this organisation?

Yes No Not sure Prefer not to answer

10.3 If you responded with ‘Yes’ to the previous question, what kind of impact did this experience have on you?

10.4 If you responded with 'Yes' to the previous question, did you report this experience?

Yes No Not sure Prefer not to answer

10.5 If you responded with 'Yes' to the previous question, what was the outcome of you reporting this experience? (Choose all that apply)

Appropriate outcomes were achieved

Report was ignored

The action led to retaliation/reaction

The issue was not resolved

Other (Please indicate)

10.9 Has anyone you work with experienced discrimination including micro-aggressions and systemic racism in this organisation?

Yes No Not sure Prefer not to answer

16. If you responded with 'Yes' to the previous question, did you respond to this situation?

Yes No Not sure Prefer not to answer

11. If you responded with 'Yes' to the previous question, how did you respond to the situation?

18. Do you think your organisation has a clear diversity and inclusion statement/philosophy? (If you answer 'No' or 'Not sure' Prefer not to answer' please skip to question number 17)

Yes No Not sure Prefer not to answer

19. If you responded with 'Yes' to Question 18, do you think the diversity and inclusion statement/philosophy is implemented in everyday practices?

Yes No Not sure Prefer not to answer

20. If you responded with 'Yes' to Question 18, could you briefly explain how the diversity and inclusion statement/philosophy is implemented in everyday practices within your organisation?

21. If you responded with 'Yes' to Question 18, do you think that the diversity and inclusion statement/philosophy is implemented in the organisation's structure?

Yes No Not sure Prefer not to answer

22. If you responded with 'Yes' to Question 18, could you briefly explain how the diversity and inclusion statement/philosophy is implemented in the organisation's structure?

23. Would you be willing to contribute to a diversity and inclusion statement/philosophy in a collaborative environment?

Yes No Not sure Prefer not to answer

B. Diversity in the collections

Part 1. Representation of Diverse Authorship

24.1 Do you think that the collections in your organisation represent the voices of diverse authors (including writers, artists, academics, researchers, critics etc.)?

Yes No Not sure Prefer not to answer

24.2 Do you think that the collections in your organisation represent the voices of authors from similar ethnic or cultural backgrounds as the local community?

Yes No Not sure Prefer not to answer

24.3 If you have responded with 'No' to the previous two questions, could you identify missing voices in your organisation's collection in terms of representing a diversity of authorship?

25. As far as you are aware, please tick all ethnicity boxes that apply to authors represented in the collections within your organisation.

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black, Black British, Caribbean or African

Caribbean

African

Any other Black, Black British, or Caribbean background

Mixed or multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or multiple ethnic background

White

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background

Other ethnic groups

Arab

Any other ethnic group (Please indicate)

26 Are you aware of any demand for more representation of diverse voices in your collections?

Yes No Not sure Prefer not to answer

27 Are you aware of any programmes/ projects implemented by your organisation that aim to enhance representation for diverse authorship?

Yes No Not sure Prefer not to answer

21.1 Would you be willing to contribute to programmes/projects that aim to enhance representation for diverse authorship?

Yes No Not sure Prefer not to answer

II. Representation of Diverse Voices in Content

28.1 Are you aware that the content of items in your organisation's collection represents diverse voices?

Yes No Not sure Prefer not to answer

28.2 Are you aware that the content of items in your organisation's collection represents the diverse voices and experiences of minority ethnic users?

Yes No Not sure Prefer not to answer

28.3 If you have responded with 'No' to the previous two questions, could you identify missing voices and experiences in the content of your organisation's collections?

29. As far as you are aware, please tick all ethnicity boxes whose experiences and voices are represented in the content of items within your organisation's collections.

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black, Black British, Caribbean or African

Caribbean

African

Any other Black, Black British, or Caribbean background

Mixed or multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or multiple ethnic background

White

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background

Other ethnic groups

Arab

Any other ethnic group (Please indicate)

30 Are you aware of any demand for more representation of diverse voices and experiences in the contents of your collections?

Yes No Not sure Prefer not to answer

31 Are you aware of any programmes/projects that your organisation implemented to enhance representation for diverse voices and experiences in collections' contents?

Yes No Not sure Prefer not to answer

31.1 Would you be willing to contribute to programmes/projects that aim to enhance representation for diverse voices and experiences in collections' contents?

Yes No Not sure Prefer not to answer

III. Ethnic Diversity of Users

Asian or Asian British Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background
Black, Black British, Caribbean or African Caribbean, African, Any other Black, Black British, or Caribbean background
Mixed or multiple ethnic groups White and Black Caribbean, White and Black African, White and Asian, Any other Mixed or multiple ethnic background
White English, Welsh, Scottish, Northern Irish or British, Irish Gypsy or Irish Traveller, Roma, Any other White background
Other ethnic groups Arab, Any other ethnic group (Please indicate)

32 On a scale from Very Poor to Very Good, how would you rate the connections between your organisation and minority ethnic communities in your area?

Very Poor Poor Acceptable Good Very Good

32.1 On a scale from Very Poor to Very Good, how would you rate the connections between your organisation and non-minority ethnic communities (English, Welsh, Scottish, Northern Irish or British) in your area?

Very Poor Poor Acceptable Good Very Good

33 On a scale from Very Poor to Very Good, how do you rate the engagement of local Asian or Asian British communities with your organisation?

Very Poor Poor Acceptable Good Very Good

33.1 Are you aware of any opportunities to enhance the engagement of these communities with your organisation such as local community hubs or cultural centres?

Yes No Not sure Prefer not to answer

33.2 If you answered 'Yes' to the previous question, could you briefly name or explain the opportunities you are aware of in the local area to enhance these communities' communication and engagement with your organisation?

34 On a scale from Very Poor to Very Good, how do you rate the engagement of local Black, Black British, Caribbean or African communities with your organisation?

Very Poor Poor Acceptable Good Very Good

34.1 Are you aware of any opportunities to enhance the engagement of these communities with your organisation such as local community hubs or cultural centres?

Yes No Not sure Prefer not to answer

34.2 If you answered 'Yes' to the previous question, could you briefly name or explain the opportunities you are aware of in the local area to enhance these communities' communication and engagement with your organisation?

35 On a scale from Very Poor to Very Good, how do you rate the engagement of local Mixed or multiple ethnic communities with your organisation?

Very Poor Poor Acceptable Good Very Good

35.1 Are you aware of any opportunities to enhance the engagement of these communities with your organisation such as local community hubs or cultural centres?

Yes No Not sure Prefer not to answer

35.2 If you answered 'Yes' to the previous question, could you briefly name or explain the opportunities you are aware of in the local area to enhance these communities' communication and engagement with your organisation?

36 On a scale from Very Poor to Very Good, how do you rate the engagement of Other ethnic communities (Arab and other unlisted above) with your organisation?

Very Poor Poor Acceptable Good Very Good

36.1 Are you aware of any opportunities to enhance the engagement of these communities with your organisation such as local community hubs or cultural centres?

Yes No Not sure Prefer not to answer

36.2 If you answered 'Yes' to the previous question, could you briefly name or explain the opportunities you are aware of in the local area to enhance these communities' communication and engagement with your organisation?

IV. Best Practices

37 Are you aware of any ongoing or past projects and programmes carried out by your organisation that assessed collections for content related to Black, Asian and Minority Ethnic people in Wales?

Yes No Not sure Prefer not to answer

31.1 Have you been/are you involved in these projects/programmes, whether as part of your job description or voluntarily?

Yes No Not sure Prefer not to answer

31.2 If you have answered 'Yes' to the above, could you rate the general impact of these programmes?

Very Poor Below Average Average Above Average Excellent

31.3. Could you explain your rating for the general impact of these programmes below?

V. Collections Assessment

38. How are the collections belonging to your organisation stored and managed?

In-house and managed by the dedicated person(s)

In-house but no manager assigned

External repository/archive service

Other (Please Indicate) _____

38.1 If you have selected one of the 'In-house' options above, please indicate where collections held within your organisation?

38.2 If you have selected 'In-house and managed by the dedicated person(s)', could you specify which role is responsible for collections, records-keeping and processing materials?

Records Manager

Collection Manager

Information Officer

Other (Please indicate) _____

39. What types of items are held within your collections?

Archival materials (Governance, financial, legal records, historical documents etc.)

Hard and e-copies of publications (Books, ebooks, magazines, online databases etc.)

Yes No Not sure Prefer not to answer

41.1 Could you select all that applies in terms of the potential sensitivity of this material?

- The content demonstrates offensive, derogatory or pejorative discourse.
- The content demonstrates offensive, derogatory or pejorative imagery.
- The content demonstrates historical figures that participated in discriminatory practices including racism, slavery and colonialism.
- The content demonstrates historical events related to racism, slavery and colonialism.
- Other (Please specify)

48. Are you aware of any storage or conservation-related practices that may disrespect the cultures, religions or people these items come from or represent? (E.g. usage of non-kosher materials in Jewish collections' conservation or the storage place and position of a Qur'an)

Yes No Not sure Prefer not to answer

48.1 Could you briefly explain the nature of the conservation-related practice that may be disrespectful to the cultures, religions or people these items come from or represent?

49. Do you believe that written information on these collections truly represents the potential significance of their contents to the minority ethnic communities in Wales?

Yes No Not sure Prefer not to answer

49.1 Are you aware in their current state of any issues regarding the written information on these items that make it harder for minority ethnic audiences/users of your institution to observe, use and benefit from these items?

Yes No Not sure Prefer not to answer

49.2 Please specify the reasons for your response above if you have preferred to answer the question.

49.3 Do you think improvements to written information about these collections could benefit the accessibility of these items?

Yes No Not sure Prefer not to answer

49.4 What kinds of improvements can be made to the written information accompanying collections and items that can make it easier for minority ethnic audiences/users of your institution to observe, use and benefit from these items?

50. Are you aware of any unprocessed items in your organisation's collections that have the potential to be of significant research interest to or related to the lived experiences of Black, Asian and Minority Ethnic people in Wales?

Yes No Not sure Prefer not to answer

51. If you have answered 'Yes' to the above question, could you briefly explain what they are and why they might be appraised for significant research interest to or being related to the lived experiences of Black, Asian and Minority Ethnic people in Wales?

About the Authors

This survey methodology has been produced by Melian Dialogue Research Ltd for Archives and Records Council Wales. Melian Dialogue is a boutique research consultancy that specialises in exploratory research. Our strengths are in behavioural, design and data-driven research across all industries. Melian Dialogue is backed by doctorates who want to take a different academic path but use their commercial and corporate skills. We combine a robust methodology for our research designs and cutting-edge analytics to our insights and findings. Our objectives are to provide our clients with the answers they need and go further along the curve to present solutions they may not have considered. The thrill we get from our work is showing our clients what others miss in research.



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