



Top 5 tips for acting upon the DE-BIAS tool's output

1 - Identify collections most at risk

Use overall statistics to identify those collections under your responsibility that are most at risk to include harmful or offensive language. The report produced by the standalone version of the DE-BIAS tool ('Upload a file' option) e.g. includes the total number of contentious terms found or the number of items in your collections with at least one biased term in their descriptions. Comparing those figures across collections can help you decide where to start 'debiasing'.

2 - Concentrate on most problematic metadata fields

Find the metadata field(s) with the most iterations of contentious terms e.g. by using the downloadable CSV report in the Metis Sandbox. This can be opened locally in Excel, Numbers, or as an OpenDocument Spreadsheet or online as a Google Sheet, which then allows you to sort or filter by metadata field or any other criteria included in the report. Depending on the metadata field most affected, different strategies for 'debiasing' will apply.

3 - Confirm ambiguous terms

Having the links to the [DE-BIAS vocabulary](#) included in the bias report, you can check whether an ambiguous term is indeed used in a contentious way or whether the context in which it appears might justify its use. The vocabulary provides the historical evolution of each term, hinting at usage scenarios where certain terms might be considered non-contentious.

4 - Highlight contentious terms

Whether in your own collection management system or on your website where you publish your collections, the positioning of each biased term as included in the tool's report with start and end character plus length, can be used for further processing (if necessary with the support of your ICT team or provider) to e.g. highlight contentious terms where they appear.

5 - Contextualise and raise awareness

Once highlighted, the links to the vocabulary included in the bias report can be a basis for annotating the contentious terms to contextualise them for cultural heritage professionals and users alike. Including such information rather than simply replacing biased terms not only raises awareness of the issue of bias itself, but also opens a dialogue between all involved.

Read more about the [DE-BIAS tool](#) and the [DE-BIAS vocabulary](#).