

Preserving Past, Present and Future: Poeh Archives Enhancement Project**ABSTRACT**

The Poeh Cultural Center Archives and Library (the Poeh), located on the Pueblo of Pojoaque in the State of New Mexico, is in critical need of assistance through an Institute and Museum and Library Services Preservation and Revitalization grant. The Pueblo's historical and contemporary holdings are currently housed in the Poeh Archives and Library. However, the long term material integrity of the resources are in danger due to insufficient shelving, archives boxes and other storage supplies, and overall organization. In addition, while the Archives and Library is staffed by two personnel, neither of the personnel have had adequate training, beyond book repair and basic inventory and shelving methods, to effectively manage the facility.

Funding from the IMLS will allow better preservation and organization of the archival resources, which will promote better access by Tewa peoples and other interested parties. As the documented and collected memory of the Pueblo, the Poeh Archives also intends to monitor and increase foot traffic to the archives, to increase the utilization of its materials by community members and other interested individuals and organizations for important cultural, familial and historical purposes.

Therefore, the Poeh needs IMLS funding specifically to: contract with key archives consultants to plan and guide the process; hire an Archives consultant contractor and museum interns to assist the first phase of this process (including developing the system of finding aids), provide training to the Archives personnel, and purchase necessary equipment and supplies that will allow the Poeh to preserve its archives, utilizing the same materials, policies and procedures utilized by larger institutions like the National Archives.

Preserving Past, Present and Future: Poeh Archives Enhancement Project

Project Narrative

The Poeh Archives and Library was consolidated in 2014 as a dedicated and secure space on the second floor of the Poeh Cultural Center, with the intent to serve as the repository of Tewa knowledge of the Pueblo of Pojoaque tribal members and surrounding Tewa speaking peoples. Previous to 2014, the materials were spread throughout tribal various administrative and program offices along with the Poeh Cultural Center. The Archives and Library has been staffed by two persons, both of whom worked to do a basic sorting of the materials into categories, as well as to stabilize books and other materials that needed repair. The inventory includes original documents, photos, culturally significant video and audio tapes, maps, local architectural blue prints; all of which have originated by the pueblo people and are irreplaceable. This inventory is expanding, as more materials are being brought to the Archives and Library from other Pojoaque programs and departments.

Statement of Need

There is a dire need to devote personnel and other resources to inventory and organize the materials, create a more effective preservation environment and microenvironments, and create finding aids that facilitate access to the cultural and historical archive and library holdings. The Poeh already has applied for funding from the New Mexico Historical Research Advisory Board to acquire some of the archival supplies, and as part of the research to apply for the grant, the basic inventory of materials (noted below) was completed.

Tribal government documents include original notes from past governance, tribal council resolutions, newspaper clippings, tribal business meeting notes, personal and business correspondence with other tribal entities, as well as with state and federal government offices, pencil drawings and Tribal Official achievement awards. The original records range from 1920 to present day.

The original photographs are stored in archival quality print preservation sleeves, housed in plastic binders and are kept on vertical metal shelving. The photographs range from the early 1920's to present day.

Original slides include images of Poeh artist demonstration classes and other art works. The majority of this collection is stored in archival quality slide preservation sleeves, in plastic binders, kept on cramped vertical open face metal shelving.

Original photo negatives from 1980 to 2006 include images of Pojoaque artists and celebrations and events. They are housed in original commercial film development sleeves, stored in non-archival cardboard boxes. They are warehoused on cramped metal shelving.

Original CD-ROMs and DVD-ROMs from 1982 to present day include feast day recordings, traditional celebrations, oral history projects, Pueblo of Pojoaque early childhood videos, Boys and Girls Club videos, senior center videos, documentation of pueblo construction and

development videos etc. Some are housed in original plastic CD cases, and some in plastic non-archival sleeves.

The original VHS tapes range in years from the late 1970's to present day and include feast day recordings, traditional celebrations, oral history projects, Pueblo of Pojoaque early childhood videos, Boys and Girls Club videos, senior center videos, documentation of pueblo construction and development videos, and donated Pueblo of Pojoaque tribal family videos.

The Original Beta Max Tapes range from 1990 to 1999 and includes videos of feast day celebrations. The tapes are in original Beta Max commercial grade plastic containers.

The original audiocassette tapes range in years from the early 1980's to 1990. The recordings are mostly Tewa language instruction from tribal elders, teachings of ceremonial and traditional songs by influential neighboring Tewa tribal members. This collection is housed in original plastic commercial grade cassette tape containers.

The original HI-8 videocassette tapes capture ceremonial dances, community celebrations, excavation sites, Poeh artist demonstrations and instructional classroom discussions. The videos range from 1990-1996 and are housed in original commercial grade plastic casings.

The original SVHS Compact Video Cassette tapes contain video recordings from 1994. The recordings are of drum making workshops, Poeh phases of construction and scenes from Nambe pueblo land area. The collection is housed on non-archival wood shelving.

Tribal documents are in no particular order and are currently housed in banker's boxes. The majority of original photos, negatives and slides have not been digitized and are not properly housed. Most are stored in archival quality sleeves and recycled binders (not archive quality). CD and DVD-ROMS are less vulnerable, but half of the collection is not housed in proper sleeves and is not kept in binders. With the exception of tribal documents, the entire collection is housed on recycled shelves. The banker's boxes are stored in piles on the floor. The audio cassettes are in their original plastic cases.

The Archives are generally available for public access during regular Poeh hours, Monday to Friday, from 9am to 5pm, and by appointment for specific research requests. Only a small percentage of the materials have been indexed in Airtable, an online database. While there is traffic through the Archives and Library, information about the number of patrons and circulation statistics has not been compiled specific to the Archives and Library, beyond the Poeh visitation records. At this point, visitors generally request access to photos and some books that are readily available after filling out the appropriate access forms. There are no fees associated with accessing the archives, unless an individual requires copies of documents or photos, which will cost 10 cents per page.

So, while there is a wealth of social, cultural and historical information available, there are no finding aids that assist people in easily locating the items to which they would like access. While there is internet connectivity through the Pojoaque Pueblo wifi system, none of the materials are accessible online. Public programming for the Archives does not exist at this time. Essentially,

the Archives have been consolidated, materials have been inventoried and stored in a cursory manner, and two persons have been designated to maintain them, the Archives are at the foundational stage in their development towards becoming a more integral part of archives resources available to the region, state and nation. Funding from this grant would allow the Poeh Archives and Library to take those critical steps in organizing, preserving and sharing its holdings for its constituents.

The needs to be addressed through this grant are: “To strengthen our organizational capacity to vitalize and maintain the Poeh Archives and Library to be a cultural, familial and educational resource for Tewa Pueblo peoples and families, and other entities to promote awareness and education about the rich heritage of Pueblo peoples.” Because Pojoaque and the Poeh Cultural Center are in a semi-rural and underserved tribal community, struggling with social ills such as alcoholism, substance abuse and domestic violence, we believe that preserving and promoting a stronger *cultural identity* through cultural education about its history, as well as social and cultural engagement, will help to improve these conditions.

This project focuses on three distinct objectives: **1)** Contract with Archives and Library consultants to assess and advise for the duration of the project, the specific measures to concretely establish the Archives and Library Resource Management Plan so that it can function effectively as an Archival facility at the Poeh Cultural Center; **2)** Hire an archivist to manage the overall project; **3)** Purchase equipment and supplies to create a stable storage environment for current and future holdings; and **4)** Train our personnel in the foundations of Archives management (including the development of finding aids) and develop a program in which museum interns can be trained and utilized in the process.

Project Design

Once funds are awarded, the Archives consultants will be brought in to assess the Poeh Archives and Library holdings and develop an overall strategic plan while the job is being posted for the Archivist Position.

Goal #1: Work with consultants and hire an archivist to manage the project through each stage of its design

Objectives:

- Bring in the contracted and free consultants immediately upon the grant award to begin the planning process
- Post the job listing in various publications and online venues
- Interview and hire the most qualified candidate

Goal #2: Create a better storage environment for the archival holdings that is more accessible by the public.

Objectives:

- Complete the inventory and plan how the resources will be rehoused within the first quarter of the grant period

Activities 2

- Sorting and more clearly separate the categories of archives materials

- Determine which of the holdings are considered culturally, legally or otherwise sensitive, to determine which staff or personnel can work with them, as well as public access in general to that information
- Develop a system of finding aids for provenance, record group, collection, or series, etc. and begin to store the resources in the appropriate categories
- Create a resource management policy to determine the applicability and lifespan of documents and resources that come in to the archives

Goal #3: Purchase equipment and supplies to create a stable storage environment for current and future holdings.

Objectives: Have at least 25% of the records in the archives rehoused in archive safe micro-environments before the conclusion of the project duration

Activities 3:

- Survey and inventory the overall holdings to assess more concretely the kinds of records the Poeh possesses
- Compare price quotes with those already obtained from Gaylord Archival
- Purchase the proper storage supplies to rehouse the records
- Rehouse the archival resources that need it

Goal #4: Train Archives and Library Personnel in foundations of archives management

Objectives:

- Conduct ongoing archives training for staff for the duration of the grant
- Select and provide training for interns for the duration of the grant
- Develop assessment rubrics within the first quarter of the grant

Activities 4:

- Archives consultants and Project coordinator select appropriate trainings necessary to enhance the skill set of Archives and Library personnel and interns
- Hire appropriate trainers to conduct training onsite and/or online
- Based on expertise and insights offered by the Archivist, Consultants and trainers, develop and execute rubrics to assess the overall success of the project goals

While a formal and documented assessment of the Poeh Archives and Library has not been conducted, several archives specialists in the state, including Felicia Lujan, CDIM Director at the State Archives of New Mexico; and Ryan Flahive, from the Institute of American Indian Arts; visited the archives, and Felicia Lujan has committed to doing a series of basic trainings beginning in May 2019 for Poeh staff. In addition, Ryan Flahive has agreed to be a paid consultant for the project. Based on their visual assessment and dialogue with Poeh personnel, they all agreed that we are at stage one of the process, and are fortunate to have the historical and cultural resources to preserve and maintain for the posterity of the Pueblo and other local, regional and national interests.

So that the process can be engaged properly from the beginning, the Poeh Center believes that the proper course to follow is that of hiring consultants, training key personnel and interns, and creating and following a strategic plan to achieve our goals. This way to Poeh can engage so the enhancement and preservation process, policies, procedures and materials correctly from the start.

Impact

The planned audiences or beneficiaries at this stage of the Poeh Archives Development Project who will be impacted include directly, Pojoaque and other Pueblo members of any age, other Native American groups in general, as well as cultural centers, museums and libraries in the United States, researchers, and visitors to the Poeh. Once completed visitation and usage assessments can be conducted more effectively to determine use of the archives, staff will be better trained to manage the archives, and the Poeh can implement resource management policies and procedures for all of the Pueblo entities whose records would be deposited in the Archives and Library. In addition, knowing the Archives are a safe repository for materials, constituents might be more likely to donate important materials for the posterity of the Pueblo.

The Poeh Archives Enhancement Project is directly connected to another Poeh Cultural Center project, which is *Di Wae Powa – They Came Back*,” an exhibition of ancestral Tewa Pueblo pottery. This is the single most historic event in the Poeh Cultural Center’s 25 year history. The show debuts in late 2019, and shines an immense spotlight on the Poeh’s groundbreaking partnership with the Smithsonian Institution’s National Museum of the American Indian (NMAI), in which 100 ancestral Tewa pots will “return” to the PCC, and will be displayed there in perpetuity. The exhibit plans include an expanded Archives and Library research center directly related to Tewa and other Pueblo pottery. Among the records are a wealth of cultural knowledge in the photos, books, articles, and audio and video recordings of Tewa potters and their works, that can be made available to the research center, which will afford a unique opportunity to bring together tribal peoples, students, educators and visitors, to raise their cultural awareness and culturally educate them about Pueblo peoples. The *Di Wae Powa – They Came Back*” exhibition also will be a source of more archival information generated through films, audio and video, and research outputs that will become part of the Archives and Library, made available to the public. Ultimately, the project would result in having an improved archives preservation environment that can facilitate safe public access to the materials. The staff will become more familiar with best practices for long-term preservation of archival assets, as improved policies and procedures are generated to maintain the physical integrity of the archives.

Communications Plan

The Poeh had a dedicated Marketing staff who, with the assistance of Archives and Library staff, will promote the archives. Since this is the first stage of the project, communication and promotion will occur at the more local and regional levels by: featuring the Archives on the Poeh website and Facebook page; integrating the Archives into Poeh tours; creating mini-exhibits to display in tribal office buildings; creating a monthly archives newsletter; encouraging Pueblo members to use the Archives for genealogy and other cultural research; sending press releases to various media venues; and networking with other museums, cultural centers, and various public schools, colleges and universities in the Southwest. In addition, the Archives and Library will be promoted at various cultural and social events sponsored by the Poeh Cultural Center. To obtain feedback about the project, Pueblo community members, as well as Poeh visitors will be surveyed about their experiences and reactions to the project so that improvements can be made to increase utilization of the archives for personal, cultural, and historical awareness. Once again, since this is an early stage of the project, the surveys will be developed once some of the goals have been achieved. The project success also will be measured by the percentage of materials

that are inventoried, rehoused and cataloged in our database, as well as by the number of visitors who visit the archives.

Sustainability

The Poeh is committed to preservation and use of its archival holdings while planning future accessions. The Archives and Library already have dedicated staff to accomplish this, as well as limited space with basic furnishing and storage, some computer equipment, and climate control. Funding will assertively be sought to secure additional staffing for the archives, as well as to purchase: high density moveable storage shelving, full featured archives database software; equipment and software to digitize analog assets and convert and store already existing digital assets.

Success in completing the *Preserving Past, Present and Future: Poeh Archives Enhancement Project* will demonstrate to other potential funding sources (such as the National Endowment for the Arts, the National Endowment for the Humanities, and others agencies), the commitment of the Poeh to improve its archives so that it can become a more integral part of archives resources available to the region, state and nation.

Preserving Past, Present and Future: Poeh Archives Enhancement Project Timeline

Time period	Goal	Tasks involved
September 1 to September 30, 2019	Work with consultants and hire an archivist	<ul style="list-style-type: none"> • Bring in the contracted and free consultants immediately upon the grant award to begin the planning process • Post the job listing in various publications and online venues • Interview and hire the most qualified candidate
October 1 to December 31, 2019	Create a better storage environment for the archival holdings that is more accessible by the public.	<ul style="list-style-type: none"> • Sort and more clearly separate the categories of archives materials • Determine which of the holdings are considered culturally, legally or otherwise sensitive, to determine which staff or personnel can work with them, as well as public access in general to that information • Develop a system of finding aids for provenance, record group, collection, or series, etc. and begin to store the resources in the appropriate categories • Create a resource management policy to determine the applicability and lifespan of documents and resources that come in to the archives
October 1 to November 31, 2019	Purchase equipment and supplies to create a stable storage environment	<ul style="list-style-type: none"> • Survey and inventory the overall holdings to assess more concretely the kinds of records the Poeh possesses • Compare price quotes with those already obtained from Gaylord Archival • Purchase the proper storage supplies to rehouse the records
October 1, 2019 to August 31, 2020	Create a better storage environment for the archival holdings.	<ul style="list-style-type: none"> • Rehouse archival resources in appropriate storage containers • Label resources as they are being rehoused • Begin the process of applying finding aids to materials as they are rehoused
November 1, 2019 to August 31, 2020	October 1 to December 31, 2019 Archives policies and procedures	<ul style="list-style-type: none"> • Archives consultants and Project coordinator select appropriate trainings necessary to enhance the skill set of Archives and Library personnel and interns • Hire appropriate trainers to conduct training onsite and/or online • Based on expertise and insights offered by the Archivist, Consultants and trainers, develop and execute rubrics to assess the overall success of the project goals.



DIGITAL PRODUCT FORM

Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (e.g., digital content, resources, assets, software, and datasets). The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

Instructions

All applications must include a Digital Product Form.



Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because this Digital Product Form is a Required Document.

If you ARE creating digital products, you must provide answers to the questions in Part I. In addition, you must also complete at least one of the subsequent sections. If you intend to create or collect digital content, resources, or assets, complete Part II. If you intend to develop software, complete Part III. If you intend to create a dataset, complete Part IV.

Part I: Intellectual Property Rights and Permissions

A.1 What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

A.2 What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

A. 3 If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

Part II: Projects Creating or Collecting Digital Content, Resources, or Assets

A. Creating or Collecting New Digital Content, Resources, or Assets

A.1 Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

A.2 List the equipment, software, and supplies that you will use to create the content, resources, or assets, or the name of the service provider that will perform the work.

A.3 List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).

B. Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan. How will you monitor and evaluate your workflow and products?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period of performance. Your plan may address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

C. Metadata

C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata. Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

D. Access and Use

D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

D.2 Provide the name(s) and URL(s) (Uniform Resource Locator) for any examples of previous digital content, resources, or assets your organization has created.

Part III. Projects Developing Software

A. General Information

A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

A.2 List other existing software that wholly or partially performs the same functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

B. Technical Information

B.1 List the programming languages, platforms, software, or other applications you will use to create your software and explain why you chose them.

B.2 Describe how the software you intend to create will extend or interoperate with relevant existing software.

B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

B.5 Provide the name(s) and URL(s) for examples of any previous software your organization has created.

C. Access and Use

C.1 We expect applicants seeking federal funds for software to develop and release these products under open-source licenses to maximize access and promote reuse. What ownership rights will your organization assert over the software you intend to create, and what conditions will you impose on its access and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GNU, or MIT software licenses). Explain and justify any prohibitive terms or conditions of use or access and detail how you will notify potential users about relevant terms and conditions.

C.2 Describe how you will make the software and source code available to the public and/or its intended users.

C.3 Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

Part IV: Projects Creating Datasets

A.1 Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the method(s) you will use and the approximate dates or intervals at which you will collect or generate it.

A.2 Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

A.3 Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g., data anonymization, data suppression PII, or synthetic data).

A.4 If you will collect additional documentation, such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

A.5 What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

A.6 What documentation (e.g., data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

A.7 What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

A.8 Identify where you will deposit the dataset(s):

Name of repository:

URL:

A.9 When and how frequently will you review this data management plan? How will the implementation be monitored?