

Abstract

The Absentee Shawnee Tribe of Oklahoma, a Federally-recognized Native American Indian tribe located in Shawnee, Oklahoma, will enhance and expand its tribal library offerings to increase quality of services and reach more patrons, both Native and non-Native, adult and youth. This two-year project is categorized as “Educational Programming” and intends to expand the knowledge and awareness of Shawnee Tribal culture, Native American diversity, the Shawnee language and Shawnee and Native ancestral heritage through genealogy. These objectives will be accomplished through expanding and enhancing the tribal library services. Specifically, this project will hire a Tribal Librarian; contract with a professional to conduct an assessment of the Absentee Shawnee Tribe library and services, and then produce a report that outlines the current status of library services and recommendations for modification; re-introduce Shawnee language and culture classes; expand current language resources; add genealogy software and resources to be available to patrons; further enhance staff knowledge through professional development and networking with other tribal library and cultural preservation professionals. In addition, the project will expand outreach efforts in the areas of information, promotions and activities, so that accessibility to services is increased. This project is in response to the many requests by Absentee Shawnee Tribal members for increased library, cultural and language services. Furthermore, the most recent Shawnee language survey revealed that there are now fewer than 200 speakers of the Shawnee language, which further justifies the need for the proposed services. The cumulative results and outcomes of the project include: increased participation in library activities; expanded awareness of Shawnee Tribe and shared Native culture; increased access to Shawnee language learning opportunities; more accessible genealogical tools and assistance; more potential for intergenerational participation in activities; and a chance for children and youth to be exposed to Native culture in a safe, creative and cultural environment.

Narrative

Statement of Need:

The purpose of this proposed project is to increase awareness and knowledge of the Absentee Shawnee Tribe's history, culture and language by expanding offerings in the areas of museum and library services. Enhanced services will be offered to Absentee Shawnee tribal members, other Native persons and the community at large, depending upon the specific activities. This request is categorized as "Educational Programming."

Though once a single tribe, the Shawnee people mainly exist now as 3 separate Federally recognized tribes: The Absentee Shawnee Tribe of Oklahoma (this applicant), headquartered in Shawnee, Oklahoma; the Eastern Shawnee Tribe of Oklahoma, headquartered in Wyandotte, Oklahoma; and the Shawnee Tribe, headquartered in Miami, Oklahoma. Together, there are roughly 10,000 Shawnee people amongst these three tribes.

US Census data shows the unemployment rate for all races in the Absentee Shawnee service area to range between 3.3 and 4.0 percent. The rates for Native Americans have almost doubled in every county; 9.2% of Oklahoma's native population, which is the second largest racial or ethnic population in Oklahoma, are at the poverty level. (*US Census Data, 2018*).

However, the National Congress of American Indians Policy Research Center, cites Department of the Interior data that shows white, non-Hispanic unemployment rates in the region to be at 5.2%, whereas American Indian/Alaska Native unemployment is nearly doubled at 9.5%. The reality of increased American Indian/Alaska Native unemployment is still higher than the national averages for white non-Hispanic unemployment and it is consistent over time. Further, the results of low/no employment, coupled with living very rurally away from city centers, are another pivotal factor in low usage of the tribal library and cultural services. Many times, those tribal members who live rurally often have no operable vehicle to get to the cultural services, and often no gas money even if they do have a running vehicle. While there are some members of the Absentee Shawnee Tribe who hold college degrees, there are many more who do not and many who are living below the poverty line. This coupled with living very rurally, means there are few employment opportunities for a large portion of the tribal community.

On the other hand, poverty is a valid reason for exactly *why* a library and cultural services are crucial offerings to the tribal community. Often families who are plagued by poverty are less likely to expose themselves and their children to their culture or even the larger world of language, performance, social interaction and other arts and humanities activities. This project will serve adults and children who are underserved because of many factors such as poverty and geographic distance barriers.

There are currently 4,394 enrolled members of the Absentee Shawnee Tribe of Oklahoma, and while various parts of the language and culture are intact, much of it remains with only a few tribal members or is altogether lost. Further, it is estimated that there are 200 or fewer speakers of the Shawnee Language, with most of the speakers being of the Absentee

Shawnee Tribe, and the Shawnee language (an Algonquian-based language) is now designated as a “severely distressed” language.

The Absentee Shawnee Tribe Cultural Preservation Department plays a vital role in the tribal community, as well as the non-Native community and state of Oklahoma as a whole. The Absentee Shawnee Cultural Preservation Department estimates that less than one-half of the 4,394 tribal members, utilize services related to museum, library, and on-site cultural activities. There are many services available such as a research area and computer; a traditional library with both reference materials and items which may be checked out, including Shawnee language audio cds, Elder interviews on audio and video, children’s stories and movies, traditional Native resources as well as history, ecology and current event and news publications; story time and library scavenger hunts for children; cultural classes and crafting activities; but currently no paid librarian to assist patrons. In addition, all of these cultural offerings are promoted to tribal members (with many being advertised to other Native and non-Native audiences).

As noted, there are a number of reasons that so few tribal members utilize the cultural services, and these issues will be addressed through this proposed grant, as well as in other ways. One of the main identified factors is the reality that many tribal members live very rurally, at least 15 miles away from the tribal complex which houses the library and cultural services. The Cultural Preservation program has future plans to take a number of the services mobile, to better reach tribal members in outer-lying areas.

Another reason for low participation in cultural services is that there is currently not a librarian to assist tribal patrons with research and resource sharing. In addition, the person tribal librarian position is normally the point of contact for all library-related activities as well as many cultural-based happenings. It is critical to fill this position soon on a full-time basis.

The greatest request by tribal members is assistance with genealogy and family history. These requests are difficult to meet because there is currently no librarian and limited genealogy research resource, such as a historical software system like Ancestry. Com. The answer to this issue is to use this grant, if awarded, to hire a librarian and purchase genealogy software. Also, included in this grant is a request for funding a library assessment to be conducted by a qualified professional (specific person to be determined) to determine what is needed in library services to best serve tribal and non-tribal patrons.

In regard to historical collections and museum services, tribal members regularly donate items to the Cultural Preservation Department. Most of these items are family heirlooms with Shawnee tribal significance, which the donors give to ensure for safe keeping and legacy. The current problem which will be addressed in the future is the capability to hold and adequately preserve these donated items. More specifically, supplies for caring for and housing the objects will be purchased as will the Past Perfect museum software to catalog each item for safekeeping and easy retrieval.

The Shawnee people are historically categorized as an Eastern Woodlands tribe, with original homelands in the areas of present-day Tennessee, South Carolina, Ohio, Pennsylvania, Kansas, Oklahoma and Texas. Later, as the Shawnee were pushed west by White encroachment, familial groups and sub-communities splintered off and migrated to other geographic areas. And

recently, it has recently been determined by anthropologists and archeologically documented, that the Shawnee people lived in over 25 of the present-day states within the U.S.

The Absentee Shawnee Tribe of Oklahoma (AST) is a Federally Recognized Tribe located adjacent to the City of Shawnee in central Oklahoma. The Absentee Shawnee Tribe has a checkerboard jurisdictional area that includes parts of Pottawatomie, Cleveland, Oklahoma and Lincoln counties.

The Tribal membership is structured into three separate Tribal communities. They are affiliated with two different bands of Absentee Shawnee tribal membership; the White Turkey Band, located near the Horseshoe Bend Community in northern Pottawatomie County and the Big Jim Band located near the Little Axe community in central Cleveland County. Additional tribal members live around the cities of Shawnee in Pottawatomie County and Harrah in Oklahoma County. The Tribal Headquarters is in Shawnee, which is located 10 miles northeast of Horseshoe Bend and 20 miles east of Little Axe. The jurisdiction covers more than 4,000 square miles and has a population of 4,394 Tribal members.

The tribe has assessed the need for this project by 1) hearing from the people informally and, 2) through a more formalized language survey. Both means of information indicate that tribal members wish to have more language, library and cultural service available to them. The most recent language survey indicates that there are now fewer than 200 speakers of the Shawnee language, with most being from the Absentee Shawnee Tribe. In addition, many Absentee Shawnee tribal members have voiced an interest in reviving the Shawnee language through classes and library resources. To implement this, having a tribal librarian is crucial.

Project Design & Impact:

Work Plan:

Project Goal #1: To plan and build a strong, comprehensive tribal library and educational programming including traditional library offerings, cultural activities and Shawnee language resources.

Objective # 1: Hire a tribal librarian, who will work with the Absentee Shawnee Tribe Cultural Department to serve as the point of contact for all library-related activities and planning.

Specific Project Questions: 1) What attributes will the perfect tribal librarian possess? 2) Do the candidates have the necessary qualifications and experience? 3) Will the preferred candidate be relatable, helpful and culturally-aware in regard to library patrons?

Conceptual Design: Create a comprehensive position description, complete with duties, required education/qualifications and professional experience.

Processes: Draft position description; advertise for candidates, interview, hire and train.

Intended Outcomes/Success Measures: A tribal librarian will be hired; she/he will be qualified and motivated to carry out the objectives for increasing library usage and activity participation.

Objective #2: Contract with library program specialist to conduct assessment of current library services.

Specific Project Questions: 1) What services are currently offered by the library? 2) What is the current status of the library? 3) What physical and non-physical resources are available to patrons? 4) What are the identified gaps in services? 4) What are the recommendations for next steps?

Conceptual Design: Hire a library professional to assess the library and draft a report to use as a roadmap moving forward with services.

Processes: Contact area professionals who do library assessments, with particular experience in tribal library services.

Intended Outcomes/Success Measures: A Library Assessment Report will be produced by the contractor, with recommendations that will be considered regarding next steps to be taken.

Objective #3: Create a comprehensive written framework for tribal library services, a Tribal Library Services Plan, including performance measures and expected outcomes, building on previous efforts.

Specific Project Questions: 1) What library services are needed to best serve adult patrons? 2) What library services are needed to best serve youth patrons? 3) What library services are needed to best serve patrons with offerings related to the Shawnee language preservation and maintenance? 4) What genealogical or other cultural research resources are vital and desired?

Conceptual Design: Draft a written framework for the Tribal Library Services Plan which is a “living document” to be reviewed quarterly to monitor progress and make modifications.

Processes: Create a working group, representative of all patron sectors, to help draft the Tribal Library Service Plan.

Intended Outcomes/Success Measures: A written, comprehensive, measureable Tribal Library Services Plan.

Objective #4: Design a written catalog/list of offerings available through the Absentee Shawnee Tribe Library.

Specific Project Questions: 1) How will offerings be documented for new and future tribal librarians and staff? 2) How will tribal members and patrons know of all services which are available? 3) How will patrons know what services are not available so that they can request these service?

Conceptual Design: A catalog/list will provide written documentation of every service that is offered, and can be modified as time goes on to also provide a legacy of learning.

Intended Outcomes/Success Measures: A physical catalogue/list that can be shared with patrons and potential patrons and supporters.

Objective #5: Attend the National Tribal Preservation Conference.

Specific Project Questions: 1) What is the justification for attending the National Tribal Preservation Conference? 2) Which staff will attend? 3) What specific information, resources and networking will be acquired or sought out at the conference?

Conceptual Design: Register and pre-plan activities prior to attendance, in an effort to gain the most benefit from the conference.

Intended Outcomes/Success Measures: Attendance at the conference, returning with information and contacts to share with the department and ultimately for the benefit of library patrons.

Objective #6: Attend IMLS-Directed travel.

Specific Project Questions: 1) What can be gleaned from this meeting? 2) How can best practices be shared with others at this meeting?

Conceptual Design: Arrange travel as required when information is available.

Intended Outcomes/Success Measures: Attendance at the meeting, returning with information and contacts to share with the department and ultimately for the benefit of library patrons.

Objective #7: Send a Spring/Summer and Fall/Winter catalog of library offerings, reaching out to all those on the tribal membership twice per year.

Specific Project Questions: 1) What services best meet the requests of tribal members? 2) What activities and services could best serve adults? Children and youth? 3) What planning and resources are needed to choose classes and activities and then, produce the catalog?

Conceptual Design: Write, print and disseminate items.

Intended Outcomes/Success Measures: All tribal members and will receive a catalog of library services and classes or for those not reachable directly, information will be placed in the tribal newsletter and online.

Objective #8: Conduct at least one (1) comprehensive outreach activity per quarter to tribal members and the local community at large, and at least one (1) activity specific outreach effort to patrons.

Specific Project Questions: 1) Who needs to be reached for each specific offering? 2) Is the outreach approach best for the targeted audience? 3) Will the efforts yield a return on time and effort?

Conceptual Design: Plan approach, design materials and send items out.

Intended Outcomes/Measures of Success: All tribal members and the community will receive information about library services and specific classes and events.

Communications Plan:

Tribal members and other potential patrons will be reached in a number of ways such as direct mail, through announcements in the tribal newsletter, flyers posted at the tribal health clinics,

convenience stores, and casinos and on the tribal complex. Results and lessons learned will be shared at Elder meetings, cultural events and through employee email, as well as at conferences and professional meetings. A suggestion box will be placed at the tribal library, allowing for additional input, anonymously or publically.

Sustainability:

The tribe has long supported the sustainability of the tribal library and related language and cultural services for the people. As a note, the tribal library has been in existence for some time, but at a very basic level. This project would assist the library in taking next steps toward increased quality and quantity of services.

Schedule of Completion

Objective #1: Hire a tribal librarian – September thru December 2019.

Objective #2: Hire contractor for Library Assessment – September 2019 thru October 2020.

Objective #3: Create Tribal Library Services Plan – September 2019 thru August 2021.

Objective #4: Design a written catalog/list of offerings – September 2019 thru August 2021.

Objective #5: Attend the National Tribal Preservation Conference – August 2019

Objective #6: Attend IMLS-Directed travel – TBD September 2019 thru August 2021.

Objective #7: Send Library Services and Events Catalog – December 2019 thru August 2021.

Objective #8: Conduct outreach and promotions – December 2019 thru August 2021.



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?