NAG-Hawaiian-FY18 Hawaiian Mission Children's Society
Moʻokūʻauhau: Hawaiian Genealogy Resources
Hawaiian Mission Houses Historic Site and Archives

Abstract

The Hawaiian Mission Houses Historic Site and Archives (HMH) requests a Native Hawaiian Library Services Grant from the Institute of Museum and Library Services (IMLS) to support *Moʻokūʻauhau: Digitizing Native Hawaiian Genealogy Resources,* a digitization project that will serve the Native Hawaiian community both in Hawaii and throughout the world. This project supports the goals of IMLS to promote the use of technology to facilitate discovery of knowledge and cultural heritage, as well as encourages libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality. The timeframe for the completion of the project is two years, beginning October 1, 2018 and ending September 30, 2020.

This project will digitize collections held in HMH archives for access via the internet, and present programs on each island to demonstrate the use of the new resources. Collections to be digitized include: Church Records (1823-1945), The Hawaiian Evangelical Association (HEA) Archives (1853-1947), Marquesas Collection (1830-1896), The Miscronesian Mission-HEA papers, 1852-1900, and Non-Missionary Letters (1820-1900). These collections are comprised of, but are not limited to, church business correspondence, pastors' reports, letters, lists of church and association members, and various church and secular related documents such as baptism, marriage, death and funeral records that provide vital genealogical data.

These primary materials have proven to be extremely helpful for researchers and community members looking for resources for their family genealogy and add to family stories. These holdings are not as prominent as many of our other collections as the public is not aware of these documents. Making them more accessible via the internet will have profound impact on the Hawaiian community.

HMH is part of a National Historic Landmark in the heart of historic Honolulu and has been accredited by the American Alliance of Museums since 1972. We share the distinction of being the longest accredited museum in Hawaiʻi with the Honolulu Museum of Arts. The mission of HMH is to preserve the heritage and interpret the stories of the American Protestant Missionaries, their decendants, and their relationships with the people and cultures of Hawaiʻi, connecting with contemporary life, and encouraging a deeper understanding and appreciation for the complex history that continues to shape Hawaiʻi.

This project will make important family documents available and allow HMH to create workshops to be held in the community to create awareness of these holdings, as well as teach community members how to best access the technology. If funded, this project will build on two major IMLS-MFA grants that succeeded in creating a digital library catalog of our books, digitizing 3,594 negatives, daguerreotypes, and ambrotypes from the collection as well as two of our most-used collections, the mission periodical The Friend and the Levi Chamberlain Journal. Most recently completed were the digitization of over 81,000 pages of personal letters and 9,000 images from the photographic collections.

Statement of Need:

The Hawaiian Mission Children's Society library and archives has preserved the heritage of the protestant missionaries and their relationship with the people and cultures of Hawaiʻi since 1852. Today, known as the Hawaiian Mission Houses Historic Site and Archives (HMH) is a National Historic Landmark and an institution accredited by the American Alliance of Museums. Our focus is collecting, and making available to the public, the historical records of the missionaries working and residing in this region 1820-1863. These records have been used by academic researchers and historians to interpret the political and cultural changes that occurred during the early nineteenth century, they also hold important genealogy records for Native Hawaiians.

Hawaiian scholar and educator, Mary Kawena Pukui, dedicated a major part of her life documenting Hawaiian cultural practices, concepts, and beliefs. A large portion of her research discusses the importance of family, whether through bloodlines or adoptions. Pukui stated in *Nānā i ke Kumu Vol. I*, "The individual in old Hawaiʼi viewed himself as a link between his long line of forebears and his descendants, even those yet unborn."

This grant project, Moʻokūʻauhau: Digitizing Native Hawaiian Genealogy Resources, will create a link to those family members searching to be reconnected. These collections have already proven to be a valuable resource for Native Hawaiians looking for names of ancestors, as well as learning genealogical information regarding roles family members played in the 19th century. As community member Suzanne Vares-Lum says in her letter of support:

> **"It is due to the availability of the resources and data preserved and shared by HMH that I have been able to clarify and verify genealogical information regarding my family."**

Between 1820 and 1848, twelve companies of missionaries were sent to Hawaiʻi by the Massachusetts-based American Board of Commissioners for Foreign Missions (ABCFM). These missionaries established seventeen stations on the five major islands of the Hawaiian chain; formed schools wherever there was a concentrated population; built churches and houses; and taught religion, reading, writing and industrial arts to thousands of Native Hawaiians. Missionaries and associates kept detailed records of their work and the individuals within these establishments.

Hawaiian Mission Houses

Today, HMH collections include the two oldest extant houses in the State, one of the most significant collections of manuscript and photo collections, and the largest collection of Hawaiian language books in the world, over 7,500 missionary-related and Polynesian artifacts, 260 linear feet of manuscripts, 12,000 books, pamphlets, newspapers, microfilms, photographs and art-on-paper. The archival collection contains the journals and correspondence of many missionaries' stationed in Hawaiʻi, beginning in 1820, and in many cases, continuing for the remainder of their lives.

Located on the island of Oahu, home to roughly 70% of the state's population of 1.4 million people and destination to over nine million tourists annually, the HMH employs eleven full-time and three part-time staff members. The historic site and archives serves students from K-college with hands-on education programs; adults and families who frequent historic sites; theater and music enthusiasts with our outdoor History Theatre, Shakespeare, and Mele (Hawaiian song) programs; and researchers who access both our onsite library, open Tuesday thru Friday 10:00 am-4:00pm, and our digital collection accessible via the internet.

The audience of HMH is diverse, attracting locals and both US and international travelers. The ethnic background of our visitors, 24,616 in 2015, reflects the population mix of Oʻahu, the island on which HMH is located: approximately 23%

Caucasian; 42.4% Japanese; and 9.4% Hawaiian or Pacific Islander, 21.6% are multi-racial. Scholars have recognized our archives as a seminal resource for the history of Hawaiʻi, essential to understanding the changes which occurred in the nineteenth century. Our recent archives surveys indicate a marked increase in contacts and requests for information through e-mail and the Internet as over 10,000 users served. Twenty-nine percent of archives users self-identify as Hawaiian and 31% as Polynesian.

The Importance of Digitization

Since we started digitizing our archival collections in 2007, we have reached beyond our immediate community. Regionally underserved audiences such Hawaiʻi Island, Maui, Kauai, Lanaʻi, and Molokai, as well as international researchers can access the HMH primary resources thanks to prior IMLS funding. HMH is entering a partnership with Office of Hawaiian Affairs (OHA) to make our digital collections accessible from the Papakilo database. This partnership presents an opportunity to increase usership of these important collections that are not currently available online. This project, therefore, is intended to answer the needs of the Native Hawaiian community both in Hawaii and around the world. The Moʻokūʻauhau: Digitizing Native Hawaiian Genealogy project will provide access to documents that hold information, knowledge, and resources that will open doors for families with foundational roots in Hawaiʻi.

For Native Hawaiians, there are pragmatic implications of finding family members in these collections. The Department of Hawaiian Home Lands (DHHL) asks for birth certificates as proof of Hawaiian lineage to qualify for land use. DHHL lists secondary documents that may be used in establishing family ties or blood quantum. When official birth certificates are not available, baptismal records, other church documents or family history charts and documents of marriage, divorce and death records may be used.[1] Ancestry records are also required to show eligibility for tax relief for current day kuleana land holders.[2] While some patrons have discovered these collections, they remain underused mainly because they are an unknown resource. This project will first digitize the documents and then provide public outreach to the community on how to access the materials.

In 1852, the Hawaiian Mission Children's Society was founded by the children of the original twelve companies in order to preserve the records that had been kept by the mission. In 1853, the ABCFM shifted its focus to the Marquesas and Micronesia. The majority of new missionaries sent to the South Pacific were Native Hawaiian. Many of them, trained in Hawaiʻi's new schools, wrote back to their families in their native tongue, ʻōlelo Hawaiʻi. Translators are imperative as we digitize the collections of letters from these collections for those who are not fluent in Hawaiian. As we come across letters and documents that need to be translated Dr. Noelani Arista will be consulted. Dr. Noelani Arista, an Assistant Professor in the Department of History at the University of Hawaiʻi at Mānoa, has agreed to assist with this portion of the project with her students. Dr. Arista has published several articles and essays embedded in this time period. She has also worked and been recognized for her translation work.

Once completed, the Moʻokūʻauhau: Digitizing Native Hawaiian Genealogy Resources project will include materials to be scanned, catalogued, translated (where needed), and uploaded onto our internet server. Native Hawaiians, scholars, and researchers globally will have access to letters to and from Kahu (pastors) and parishioners, containing church business and some personal records, including photos, marriage certificates, baptismal records, burial sites, and non-missionary documents. These materials have proven to be the most sought out collections on-site in recent years and need to be made

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[1] Hawaiian Home Lands program has its roots in the Hawaiian Homes Commission Act of 1920 (http://dhhl.hawaii.gov/hcc/laws-and-rules/) More information in regards to eligibility requirements can be found at http://dhhl.hawaii.gov/applications/applying-for-hawaiian-home-lands/.

[2] The kuleana land tax exemption helps Native Hawaiians keep their ancestral lands by reducing the rising costs of property taxes as land values in Hawaii have increased dramatically. More information in regards to Tax Relief for Kuleana Land Holders can be found at https://www.oha.org/kuleanaland.

available to those who are not able to visit Hawaiian Mission Houses Site and Archives during the work week and on Oahu.

Project Design

Goal 1: Improve and enhance the Hawaiian Mission Children's Society (HMCS) library to meet the needs of the Native Hawaiian community.

Goal 2: Create workshops that will demonstrate to community members how to efficiently access the HMH Digital Archive to enhance their personal family history research. In addition, a VLOG, a short video will be made documenting activity during the course of this project and outreach efforts. These videos will be posted on YouTube and shared via Hawaiian Mission Houses Facebook, Instagram, and other social media platforms. Instructional videos will also be produced to show users how to use the collection. All videos produced will be archived and be uploaded to the HMH Digital Archive.

This project supports IMLS outlined activities by supporting individuals' needs for education, lifelong learning, and digital literacy skills; improvement of the quality of and access to library and information services; and enhancement of the skills of the current library workforce and leadership. This project is also aligned with all three project categories: Preservation and Revitalization; Education Programing; and Digital Services.

Within the two years HMH will:

• Scan, catalogue, transcribe and translate, and upload onto HMH server the following archive collections: Church Records (1823-1945), The Hawaiian Evangelical Association (HEA) Archives (1853-1947), Marquesas Collection (1830-1896), The Micronesian Mission-HEA papers, 1852-1900, and a portion of the Non-Missionary Letters (1820-1900). These collections are comprised of, but are not limited to, church business correspondence, pastors' reports, letters, lists of church and association members, and various church and secular related documents such as baptism, marriage, death and funeral records that provide vital genealogical data.

• Hire a Moʻokūʻauhau Project Coordinator who will:

- Digitize the records under the supervision of the Curator of Archives. After a decade of working on digitization, HMH has determined the quantity that can be scanned in a two-year period and will work to scan, add metadata, and upload as much of these collections as possible.
- Will create a community program workshop for community members to teach how to use the digital collections specific to family history research.
- Create spontaneous VLOGs no longer than ten minutes, to promote awareness of the project and to foster family history research enthusiasts by sharing testimonials in regards to family history research experiences.
- Additional Videos created will be specific to instructions, should be no longer than 30 minutes each.

Project Timeline First Year:

October 1, 2018- January 31, 2019- Project Initiation

- Moʻokūʻauhau Project Coordinator hired.
- Program evaluation and progress and performance forms designed.
- Equipment purchased within the first two months after funds are released.

- Identify which sections of the HEA collections will need to be translated.

December 2018-September 2019 – Scanning and digitizing documents and records.

- HEA "Names" folders, 1853-1947; Church business correspondence, pastors' reports, letters in Hawaiian (some translated) sent and received by the Hawaiian Evangelical Association (HEA), name changed in 1963 to United Church of Christ, Hawaii Conference. Mostly, if not all, original material. Ca. 64 ft.
- Church Records, 1823-1945; Holograph manuscripts, primarily in books, English and Hawaiian, some translations. Early membership lists, accounts of missions and churchs, minutes of church and Clerical Association meetings and some parish records. All islands. ca. 6ft.
- Marquesas Collection, 1830-1900; Mission State and general reports from the Marquesas Islands' missionaries. Includes letters of the first company sent from Hawaiʻi in 1833, returned in 1834, and the company sent in 1852 to remain. General meetings minutes and personal letters, some in Hawaiian, all originals. Ca 2 ft.
- Micronesian Mission-HEA papers Collection, 1852-1900; Papers relating to the Caroline, Gilbert (Kiribati) and Marshall Islands. Includes letters, reports, printed forms, logs of the Morning Star (missionary ship), accounts, essays, maps and drawings. Mostly American and Hawaiian missionaries of the ABCFM and HEA. Many letters in Hawaiian, some translated. Originals and copies. ca. ft.
- Marriage Licenses; Non-Missionary letters, 1820-1900; Letters and papers of early foreign residents of Hawaiʻi; ship captains, traders, government officials. A few items of Native Hawaiians and New Englanders; shipping and trading information. ca. 2ft
- Add metadata, backup archival TIFFs
- Create user PDFs
- Upload

April - September of 2019 – Workshops and Public Outreach

- One workshop held on-site at Hawaiian Mission Houses
- Two workshops held at Oahu libraries
- One workshop held at library on Maui
- Partnerships created to promote public outreach
- VLOGs and instructional videos will be produced, posted, and uploaded to HMH Digital Archive
- Article written announcing the Moʻokūʻauhau project in the Spring HMH newsletter.

Project Timeline Second Year:

October 2019- Sept. 2020 - Scanning and digitizing documents and

records.
- Schedule of Completion for the digitization of the collections
- Marquesas Collection and the Micronesian Mission-HEA Papers collection completed
- Professor Noelani Arista will be consulted to complete translations

January-August 2020

- Additional workshops held on-site at Hawaiian Mission Houses
- Workshops to be held on Kauai, Hilo, and Kona

- VLOGs and instructional videos will be produced, posted, and uploaded to HMH Digital Archive and on Hawaiian Mission Houses social media platforms.
- Additional article will be written and published in the Maile Wreath Newsletter

As to the finished product, based on a prior IMLS project, we produce approximately 2,250 digital images for each foot of archive space. The total footage in this project is 15 feet (not including the microfilmed Church Records) which will produce 33,750 images. The Church Records on 9 reels will contain approximately 14,850 images. The total images will be 48,600.

The pdf and Omeka uploads will combine images. We estimate a total of 36,450 files will be the result.

Necessary Resources

A 2015 MacBook pro laptop computer is necessary to insure work completed by the Moʻokūʻauhau Project Coordinator is consistent both in-house and remotely. The laptop will also be used by the Coordinator to update HMH social media sites and the new VLOGS. The 2015 MacBook, while not the lasted edition, has the functions needed to work with cords, adaptors, and USB ports which Apple eliminated recently. We find the USB ports make use more flexible. Camera equipment is necessary to record the interviews for the VLOGS, and to capture other important information in regards to this project. Camera equipment includes a Canon EOS 70D digital SLR Kit with EF-S 18 135 mm f/3.5-5.6 image stabilization USM lens, Rode VIDEOMIC GO and Scamdisk 32 GB SD Card Class to have all the features we need for less than combining pieces. A remote for the camera makes it possible for a single person to operate the system with ease. Video editing software will also be needed.

A large format commercial scanner is requested to insure optimal efficiency of digitization work. HMH requests funds for an Epson Expression 12000XL-GA Flatbed Scanner. This will make it possible to digitize the oversized documents and scans at twice the DPI as the current scanner used in the archives.

Project Review and Assessment

Statistics will be tracked to assess the varying aspects of this project. The coordinator will track VLOG activity, attendance at the workshops, as well as the activity from the digital library website. It will be essential to evaluate the responses and feedback to know how to improve the overall performance. Survey questions will attempt to identify how the collections are being used and the successes of patron's research, the advantages /disadvantages, and overall accessibility satisfaction. Hawaiian Mission Houses will use the statistics, along with the surveys to evaluate how to improve programs in regards to workshops.

Impact

HMH has made digitizing collections held in our archive a priority since 2007 for the purpose of serving our existing patrons better and to also answer the needs of those who are limited by time and travel constraints. A large population of our patrons have been historians, students, and scholars from all over the world, from multiple fields of study, but mainly interested in the historical, political, and cultural ramifications of the Protestant missionaries sent to Hawaiʻi by the ABCFM from 1820-1858.

We are excited for this project because it will continue HMH's overall goals to preserve archival material online making it possible for greater access to community members, as well as have a workshop element to promote the use of technology to facilitate discovery of knowledge and cultural heritage. User access has increased by 150% since we added the digital collection accessible through our website. We will continue to track visitors through Google analytics and expect to see an

increase of use do to expanding the user-base from our regular site visitors to the Native Hawaiian family researchers who will become aware and familiar with HMH holdings.

This project will help educate communities that we are an institution that can assist those doing family history research. In-line with IMLS, HMH places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society. To do this, HMH also supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

The Moʻokūʻauhau: Digitizing Native Hawaiian Genealogy Resource project follows the HMH Strategic Plan Program Goal 1 to preserve, manage, and make collections more accessible to the general public. The outcomes and overall goals of the project will be the following: 1) greater access to and use of key HMH collections for a wider audience; and 2) based on the increased availability to our collections, an informed and thoughtful community dialog on how to access and use the collections that better benefits users. Objectives include: Objective 1.1. *Continue to digitize the collection and make it available on-line*; Objective 1.2. *Inventory, catalog, and manage the collection.*

The tangible products of this project will be 1) an enhanced, user-friendly website that will encourage repeat visits by students, scholars and the general public; 2) more published materials and scholarly used of the collections; and 3) higher visitation rates as internet presence will translate into greater awareness of materials available for community access and 4) communication on how the Moʻokūʻauhau Project will provide meaningful resources for families.

Communication Plan:

Our archives are considered essential to any serious study of Hawaiʻi in the 19th century. Researchers, college students, genealogists and the community access our digital collections, such as the newly translated aliʻi letters, and other primary source documents.

A newly created Vlog will be updated by the Moʻokūʻauhau coordinator. During the course of the project, the Moʻokūʻauhau Project Coordinator will post several organic and scheduled Vlogs to Hawaiian Mission Houses' Facebook, YouTube, and other social media platforms. The object of the Vlog is to invite and engage potential attendees of the scheduled workshops as well as future patrons of the digital collection through short, fun and light-hearted video postings on social media. Social media also provides a method for the public to post comments and ask questions. The project manager or coordinator will respond to all questions and encourage all to come visit the on-site collection and the scheduled workshops held on Oahu as well as the outer islands. This will offer a platform to engage researchers off-island and even globally. The VLOG will begin in December of 2018 to introduce the project and give updates as of the scanning, cataloguing, and uploading process. We will essentially be taking followers along with the librarians as we digitize the collections. Additional posts will include historical background, new discoveries, and interesting aspects of particular documents. As the project progresses, posts will evolve to discussing how this collection can be used, as well as have discussions with other genealogists to consider specific needs, or concerns, family researchers encounter. This will also give HMH the opportunity to demonstrate the database, as well as give testimonials of patrons that have made family connections.

As per the project design, workshops will be held on Maui, Hawaiʻi Island and Kauaʻi. Press releases will be sent out before each workshop and upon the completion of this project. Workshops will also be held on site.

Sustainability

As part of our mandate, Hawaiian Mission Houses Historic Site and Archives is committed to makings its holdings as open and available as possible to the public. HMH will continue to advance beyond the grant period to strengthen our relationships within the Native Hawaiian community and those doing family historical research.

To ensure the safety of all HMH digital collections, copies are made of the database, including all updates, one secured off-site and others on-site. Our database is continually updated and backed-up.

We look forward to a future partnership with Office of Hawaiian Affairs (OHA) to make our digital collection accessible from the Papakilo database. As organizations, we both believe in ongoing development of comprehensive databases that preserve varied collections that are historically and culturally significant. As we reach out to sister libraries and museums to hold Moʻokūʻauhau workshops, we foresee other potential long lasting relationships for this and future projects. Our website will also house any updates of workshops, access training materials, reference materials. All measures will be made to continue to serve our community and to continue to inform the community-at-large of our ongoing development.

Mo'okūʻauhau: Native Hawaiian Genealogy Resources
Hawaiian Mission Houses Historic Stie and Archives
Project Date 10/1/2018 to 09/30/2020

Year One:

Tasks	Responsibility		Oct	Nov	Dec	Jan	Feb	Mar	Aril	May	June	July	Aug	Sept	
Hire Moʻoūʻauhau Project Coordinator	John B.		tan												
Project meeting and procedueral development of community program	John B.	MPC	lblue	lblue	lblue	lblue									
Scan contents of HEA "Names" Folders		Hiree	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	
Add metadata, backup archival TIFFs, create user PDFs and upload		Hiree	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	
Finalize workshop with objectives to demonstrate use of newly available files	John B.	Hiree					lblue	lblue	lblue	lblue					
Schedule workshops on Oahu and Maui		Hiree									lblue	lblue			
Start workshops		Hiree										lblue	lblue	lblue	
Scan contents of "Marquesas Collection," "Micronesian Mission-HEA Papers Collection" and "Marriage Licenses" folder	John B.	Hiree							blue	blue	blue	blue	blue	blue	
Contract with Translators	John B.									green	green	green	green	green	
Backup archival TIFFs, create user PDFs and add metadata, upload	John B.								blue	blue	blue	blue	blue	blue	
Rename scanned microfilm images produced from the "Church Records" Collection	John B.											blue	blue		
Design Program evaluation	John B.	Hiree	red	red	red	red	red	red							
Evaluate Program	John B.	Hiree							orange	orange	orange	orange	orange	orange	
Maintain and update website	John B.		blue	blue	blue	blue	blue	blue	blue	blue	blue	blue	blue		

Mo'okūʻauhau: Native Hawaiian Genealogy Resources
Hawaiian Mission Houses Historic Stie and Archives
Project Date 10/1/2018 to 10/1/2020

Year Two:														
Tasks	Responsibility		Oct	Nov	Dec	Jan	Feb	Mar	Aril	May	June	July	Aug	Sept
Travel to state libraries to demonstrate newly available files		Hiree	▪	▪		▪				▪	▪	▪		
Produce instructional videos to be uploaded on HMH Digitial Archives website		Hiree	▪	▪		▪	▪			▪	▪	▪		
Scan contents of "Marquesas Collection," "Micronesion Mission-HEA Papers Collection" and Marriage Licenses" folder		Hiree	▪	▪	▪	▪	▪	▪						
Backup archival TIFFs, create user PDFs and add metadata, upload	John B		▪	▪	▪	▪	▪	▪						
Rename scanned microfilm images produced from the "Church Records" Collection	John B	Hiree		▪	▪	▪	▪	▪	▪	▪	▪	▪		
Evaluate Program	John B	Hiree		▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	
Maintain and update webiste	John B		▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	▪	
*After year one, year two may be subjected to adjustments after evaluation														

DIGITAL PRODUCT FORM

Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (i.e., 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. However, applying these principles to the development and management of digital products can be challenging. 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

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.

Hawaiian Mission Houses Historic Site and Archives' (HMH) copyright will be extended to all digital assets created during the course of this project. A property rights and permissions statement regarding non-personal use will be included in the Dublin Core metadata xml and posted as part of the item's Dublin Core entry record in the Hawaiian Mission Houses Digital Archive (OMEKA). HMH rights and permissions policy applies to all collections in the archives. Our reproduction and usage program is available to users upon request.

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.

HMH will retain ownership of all digital assets. All materials can be freely accessed at the HMH Archives. The searchable online resource will be accessible and unrestricted personal use of the content (words) of our digital assets is permitted. However, the distribution and/or publication of digital assets without permission is not authorized. Our rights and permissions statement is posted on the HMH Digital Archive homepage, in each item's entry record in the HMH Digital Archive, and within the digital object's Dublin Core XML.

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.

HMH Curator of Archives will work directly with users requesting permissions for non-personal use.

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 format you will use.

Master Digital Image: 48,600 archive TIFF files containing a digital representation of 1 page from a handwritten letter, journal, or report

Service Master Image: 48,600 optimized working TIFF copies of each Master file

Derivative Files: 36,450 user PDF/A files contain a digital representation of one complete letter, report, or parts of a journal.

Metadata: Dublin Core internal metadata will be added to 48,600 TIFF images and 36,450 user PDF/A files
            Dublin Core metadata descriptions are also entered with each file added to the OMEKA Digital Archive

Internet Delivery: Online access to materials are provided via on-site LINUX server and OMEKA (HMH Digital Archive)

Digital assets are backed up to the cloud and portable external hard drive whenever changes are made to the OMEKA (HMH Digital Archive) collection and / or LINUX server

Video Files: An estimated 15 to 20 AVI and MPEG videos of varying length (not exceeding 30 minutes) of the proposed outreach program and vlog episodes

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 flatbed scanner (paper resources are scanned in-house)
- Microfilm scanner (services provided by Advanced Micro-Image Systems Hawaii, Inc)
- Windows 10 PC
- Adobe Photoshop Elements, Scan Tailor image editing software applications (all digital images are processed in-house)
- Adobe Acrobat Pro
- DSLR Camera with shotgun microphone (video content)
- Final Cut Pro video editing software

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).

TIFF – Source: Original handwritten documents
        Bit Depth: 24 bit color
        Spatial Resolution: 600 ppi to 800 ppi
        Spatial Dimensions: 6000 to 8000 pixels across the long dimension

Source: 35mm microfilm*
Bit Depth: 12 bit
Spatial Resolution: 300 ppi
Spatial Dimensions: 600 pixels across the long dimension

   * Advance Micro-Image Systems Hawaii will be contracted to produce the microfilm scans

PDF/A – Source: PDF/A files are created from Service Master copies for the internet access via OMEKA
Bit Depth: 8 bit grayscale / 24 bit color
Spatial Resolution: 72 to 300 ppi
Spatial Dimensions: 600 pixels across the long dimension

XML - Validated utilizing the Dublin Core XSD (http://www.dublincore.org/schemas/xmls/qdc/dc.xsd)

AVI / MPEG – Color, Frame width 1920p x Frame height 1080p, 30 frames per second
Audio levels: Between -10db to -20db

B. Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

Quality control will be conducted throughout all phases of the digital conversion process. Every master, service master, and derivative image file will be inspected for defects by the project coordinator and followed by a second inspection by the project manager. When a defective image is discovered, it is immediately replaced with either a newly created image or another copy of the master file.

MASTER DIGITAL IMAGE VISUAL INSPECTION CHECK LIST

Things to look for during archival master visual inspection may include:

- Image is the correct size • Image is the correct resolution
- File name is correct
- File format is correct
- Image is in correct bit depth and color mode (i.e., color image has been scaled as grayscale)
- No loss of detail in highlight or shadows
- No excessive noise especially in dark areas or shadows
- Even tonal values, no flare
- Correct focus
- Not pixilated
- Excessive dust spots or other objects
- No digital artifacts (such as very regular, straight lines across picture)
- Image not cropped
- Image not rotated or reversed
- Correct color balance
- Histogram:
    - No spikes or clipping
    - No tonal values lower than 9 or higher than 247

SERVICE MASTER* VISUAL INSPECTION CHECK LIST

In addition to the items on the Master Digital Check List, here are additional things we look for during service master visual inspection:

- No digital artifacts (such as very regular, straight lines across picture)
- No moire patterns (wavy lines or swirls, usually found in areas where there are repeated patterns, such as half-tone dots)
- Image rotated correctly and not reversed
- Image centered and not skewed

*The service master is an optimized working copy of the master file which can be used as a source for all subsequent derivatives.

DERIVATIVE FILES CREATED FROM SERVICE MASTERS

- PDF USER FILES VISUAL INSPECTION LIST

- Image is the correct size and resolution
- File name is correct
- File format is correct
- Content is legible
- Even tonal values, no flare
- Correct focus
- Not pixilated
- No digital artifacts (such as very regular, straight lines across picture)
- Image not cropped
- Image not rotated or reversed

VIDEO FILES VISUAL INSPECTION LIST
- Video is the correct size and resolution
- File name is correct
- File format is correct
- Audio levels are correct
- Voices are clear
- No distorted audio
- Correct color
- Correct focus
- Not pixilated
- No digital artifacts
- Video is not cropped
- Video is not rotated or reversed

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).

 All digital assets will be organized in folders and stored on the onsite HMH server, 2 external drives (1 located offsite), and cloud server back-up during and after the grant period. Our on-site server's cloud application is setup to immediately recognize and upload any new digital assets or any collection changes to the cloud server. The 2 external drives are updated monthly. File formats will be updated as needed by the Curator of Archives.

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).

Descriptive Metadata: Dublin Core is the standard we use to describe the intellectual content, to index, as well as promote discovery and identification of our digital resources. The physical description of the photograph or manuscript document is also described with the Dublin Core schema. The internal descriptive metadata of our digital scans of documents and photographs is embedded within the file and entered prior to image processing via the Extensible Metadata Platform (XMP) fields, which can be found in Adobe Photoshop and Adobe Acrobat Professional. After a digital image is uploaded to our Omeka digital archive, Dublin Core metadata is added again. But, this time externally via Omeka digital archive.

Administrative Metadata: Dublin Core is also the standard we use for maintaining Administrative information about the digital object (e.g. ownership and rights management).

Technical Metadata: We utilize the Exchangeable image file format (Exif) standard for maintaining technical information about digital photographs and scans. Exif data is created by most cameras and scanners at the time an image is produced and embedded within the image file. When necessary, the Exif data can be edited. When using a camera or scanner that does not produce Exif data, it can be manually entered using a open source software application like AnalogExif. (AnalogExif can also edit the XMP metadata fields mentioned under Descriptive Metadata.)

Preservation Metadata: We are currently creating a Microsoft Excel spreadsheet that will be used to record information that will be used as part of our effort to ensure the core preservation processes of availability, identity, understandability, authenticity, viability and renderability.

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

All digital assets will be organized in folders and stored on the onsite HMH server, 2 external drives (1 located offsite), and cloud server back-up during and after the grant period. Our on-site server's cloud application is setup to immediately recognize and upload any new digital assets or any collection changes to the cloud server. The 2 external drives are updated monthly.

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).

The digital products produced from this grant will be publicly available and searchable online via the HMH Digital Archive (OMEKA) and publicized via press release and public outreach programs. HMH is currently negotiating the terms of a partnership with the Office of Hawaiian Affairs' publicly accessible online (OHA) Papakilo Database. We hope to share our metadata and links to our digital assets via OHA's searchable Papakilo's database in the near future.

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).

The digital assets will be made publicly available online via the HMH Digital Archive (OMEKA) at www.hmhda.missionhouses.org. All original documents as well as public access to the HMH Digital Archive (OMEKA) are available in-house during our regular business hours. In the HMH Archives' reading room, we have an internet connected

desktop computer for public use as well as 4 laptop computers (available upon request). We also provide public internet access to our patrons via guest Wi-Fi.

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.

Hawaiian Mission Houses Digital Archive - www.hmhda.missionhouses.org

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?