

*Ka Ipu Makani Cultural Heritage Center- Moloka'i Community Repository*

**Proposal Narrative**

**Project Justification**

***Community Need***

As one of the least developed islands in the Hawaiian archipelago, is often described as the last Hawaiian island and is often referred to as a kīpuka, a cultural oasis, where Native Hawaiian customs, beliefs, and practices thrive. Ironically, while the island is recognized as a cultural mecca, the stewardship and management of the island's heritage resources, specifically the material and archival records that documented the island's cultural history, have long been neglected, forsaken, and unattended.

Currently, there are no accessible museums or archival repositories (that meet conservation standards for the safekeeping of material and archival collections) on the island. As such, primary archival and material collections pertaining to the island's history and unique culture are either housed on neighboring islands, making it difficult and costly for community members and researchers from Moloka'i to access, or exist on island but are unknown/accessible to the general public, have not yet been inventoried, are in poor condition, or are housed in unstable environments. The Moloka'i Public Library is often donated personal community collections, however they do not have the capacity or resources to continue to acquire physical records and manage them appropriately.

During the COVID-19 shutdown, local teachers, organizations, and community groups struggled with accessing resources to create indigenous (culture and place-based) curriculum and educational content. Community members also experienced difficulties accessing resources for research initiatives as well as genealogical and land information. This struggle brought awareness to the importance of data sovereignty and creating community-based systems to locally manage our own resources. While efforts have been made in the past to develop a local repository, such endeavors have been unsuccessful as there were no local archivists or individuals with the expertise to lead and maintain the initiative. Additionally, there are a handful of certified librarians on island, they are either not from Moloka'i, or are not of Native Hawaiian ancestry, and are therefore unfamiliar with the content and relevance of materials needing preservation.

As a first step to respond to this need, Ka Ipu Makani Cultural Heritage Center (KIM) partnered with the Moloka'i Library Services Cadre (MLSC), composed of professional representatives from varying library and institutions on Moloka'i including, the Moloka'i Public Library, all four Department of Education (DOE) libraries on island, two charter school libraries, as well as the Native Hawaiian Library by Alu Like, to develop the Hō'ili Ho'oilina Training Program (Hō'ili Ho'oilina). Hō'ili Ho'oilina is a collections management education/training opportunity to build professional capacity on Moloka'i to better preserve, enhance access to, and perpetuate our island's unique resources. The overarching goal of the program is to engage community members in records and collection management processes and increase local professional capacity to encourage the development of a centralized digital community repository.

The Hō'ili Ho'oilina Training Program utilized the Sustainable Heritage Network's Digital Stewardship Curriculum to teach program participants concepts and processes necessary for developing a digital community repository. Program interns were then afforded the opportunity to work with seven local libraries to identify and initiate digitization efforts of unique collections that lend to the cultural and historic significance of the island. Hō'ili Ho'oilina began in September of 2021, and has since helped to digitize, catalog, and create metadata for 7,699 individual records and 18 hours of oral history videos, representing 81 (sub)collections from the following repositories: Kilohana Elementary School, Kaunakakai Elementary School, Kualapu'u Elementary School, Maunaloa Elementary School, Moloka'i High and Middle School, Moloka'i Public Library, and the Native

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Hawaiian Library by Alu Like, and Ka Ipu Makani Cultural Heritage Center. The digitized material formats include: photographs, ledgers, manuscripts, reports, books, scrapbooks, moving images, oral histories, newspaper articles, and maps.

With the abundance of newly digitized materials and metadata collected (and growing by the day), KIM and the MLSC now seek to develop a digital community repository to manage these collections while providing online community access. The need for an online searchable platform was identified by MLSC representatives through in-person conversations with teachers, students, researchers, library patrons, and families that visit their libraries searching for accessible primary resources specific to the history and culture of Moloka'i. Furthermore, feedback regarding the high need for a centralized accessible community database, and access protocols, were expressed during community presentations hosted by the Hō'ili Ho'oilina program interns.

### ***Target Group & Beneficiaries***

Culturally, ethnically, professionally, and geographically diverse representatives from the Moloka'i community were either consulted with or involved in the initial planning phase of this project. As a collaborative effort, with the MLSC, the Moloka'i Community Repository project is both led by and serves the general under-resourced Moloka'i community. While this program will essentially benefit the entire 7,345 person population, the type of resources and content that we seek to make digitally available is specifically related to the history and culture of Moloka'i. With that said, this project will have more relevance, meaning, and will provide immediate and positive impacts and benefits primarily to the 4,527 Native Hawaiian individuals that live on Moloka'i and have genealogical ties to the island<sup>1</sup>. Other targeted audiences for this database include the 71 local DOE teachers, and other community educators, the 900 DOE students, students attending Maui College- Moloka'i Education Center, as well as local historians, genealogists, and researchers<sup>2</sup>.

### ***Project Goal***

The goal of the Moloka'i Community Repository project is to support preservation and access of content of unique and specific value to the Native Hawaiian Moloka'i community, through the digitization of local library collections that lend to the understanding and appreciation of the island's history and culture, as well as the establishment and development of a searchable digital platform that will allow the digitized library collections to be accessible online by the people of Moloka'i.

### ***NHLSG Program Goals & Objectives***

The Moloka'i Community Repository project will address the following Native Hawaiian Library Service Grant program goals and associated objectives:

Goal 1: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.

*Objective 1.1: support the establishment and refinement of digital infrastructure, platforms, and technology.*

- ❖ As part of the Moloka'i Community Repository project, KIM will contract DL Consulting to establish a new and one of a kind searchable digital platform using the Veridian software, to house a minimum of 20,000 records, and a minimum of 18 hours of oral history footage (and approx. 490 pages of associated transcripts), specific to the history and culture of Moloka'i.

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<sup>1</sup>[https://qlt-trust.cdn.prismic.io/qlt-trust/534f3ee6-58e6-426d-b6bb-fd8305aeef82\\_Community+Profile+Molokai+Revised.pdf](https://qlt-trust.cdn.prismic.io/qlt-trust/534f3ee6-58e6-426d-b6bb-fd8305aeef82_Community+Profile+Molokai+Revised.pdf)

<sup>2</sup> <https://sbdc.dev.hyperspective.com/wp-content/uploads/2021/10/2020-Chapter01.pdf>

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*Objective 1.2: support preservation and access to information and resources through digitization.*

- ❖ To date of the submission of this application, a total of 7,699 individual records and 18 hours of oral history videos, representing 81 (sub)collections from various local repositories have been digitized by our Hō'ili Ho'oilina interns. This project will support preservation and access to these digitized records through the establishment of a searchable digital platform. In addition, this project will continue to support digitization efforts by the Hō'ili Ho'o'ilina Interns providing resources to assist with digitization efforts, as well as preparing and batching digitized records and metadata for ingestion into the repository.

Goal 2: Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.

*Objective 2.1: Support the identification of the needs and interests of learners.*

- ❖ When the Moloka'i Community Repository is made accessible to the public, as administrators, KIM will be able to track the types of collections most accessed/frequented by users. This information will help us determine what type of information users and learners are interested in, and thus will help us determine what other resources we need to prioritize for digitization.

*Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.*

- ❖ Digitized resources that will be made publicly available through the creation of this digital repository, will provide primary and secondary resources pertinent to the history and culture of Moloka'i, resourcing educators with information to support the development and implementation of culture, 'āina, and place-based curriculum and educational resources. In addition, some of the digitized materials include previously developed cultural curriculum.

Goal 3: Enhance the preservation and revitalization of Native Hawaiian culture and language.

*Objective 3.2: support the preservation of content of unique and specific value to Native Hawaiian communities.*

- ❖ Majority of the records that were/will be digitized and will be made publicly available through the creation of the Moloka'i Community Repository cannot be found anywhere else, and are of value to the Native Hawaiian Moloka'i community. These sole source unique records provide genealogical information, information regarding culturally significant places, peoples, and practices, as well as important historical information that helped to shape the culture of Moloka'i today. The establishment of this digital platform supports the preservation of content of unique and specific value to Native Hawaiian communities, particularly on Moloka'i.

*Objective 3.3: support the sharing of content within and/or beyond Native Hawaiian communities.*

- ❖ The creation and establishment of the Moloka'i Community Repository supports the sharing of content within and beyond Native Hawaiian communities as digitized records will be made available and accessible to the general Moloka'i public.

## **Project Work Plan**

### ***Main Activities***

The Moloka'i Community Repository work plan will consist of 7 main activities (listed below in sequential order):

1. Developing policies for the Moloka'i Community Repository
  - a. KIM staff will work with MLSC, and key community stakeholders to develop an Access and Use Policy, as well as a Digital Preservation Plan for the Moloka'i Community Repository. Access and Use Policy to include access and restrictions protocols, copyrights, and use of traditional knowledge labels.
2. Ideate website interface and infrastructure
  - a. KIM staff will work with a contract website and graphic designer to create and customize the aesthetics of the interface for the online repository. Interface design will reflect the essence of Moloka'i and our organizational values/branding, while utilizing captivating culturally and place-based appropriate images and graphic art.
  - b. KIM staff will work with MLSC and Hō'ili Ho'oilina Interns to develop the website infrastructure/ layout and functionality of the different field components.
3. Creating the online repository & website infrastructure
  - a. Once website interface and infrastructure planning is complete, KIM will provide website shell to DL Consulting to customize and set up with the following Veridian Software features:
    - i. Searching and browsing: Full-text indexing, search facets and filters, search term highlighting, date browser, downloadable issue-level and page-level pdfs
    - ii. User engagement features: User registration and administration, user text correction, article headline text correction, user tagging and comments, social media bookmarks, as well as access & restriction protocols.
    - iii. Setting up SEO (Search Engine Optimization) to maximize collection's exposure.
    - iv. Setting up Google Analytics to help analyze visitor information and generate traffic reports.
4. Preparing and compiling digitized collections for ingestion into online repository
  - a. DL Consulting will provide KIM staff with guidelines on how to prepare digitized materials and metadata for batch uploading.
  - b. KIM to develop workflow based on batch uploading guidelines
  - c. Hō'ili Ho'oilina interns to digitize an additional minimum of 12,301 records
  - d. KIM staff to prepare digitized tiff files, pdfs, and moving images (with associated metadata) according to DL Consulting guidelines and structure.
  - e. KIM staff to transcribe 18 hours of oral history footage.
  - f. KIM staff to create searchable pdfs of scanned records with text.
  - g. KIM to identify resources that will have restrictive access.
  - h. KIM to batch upload a minimum of 20,000 records, and a minimum of 18 hours of oral history footage (and approx. 490 pages of associated transcripts), with associated metadata to Amazon AWS Cloud server for ingestion into repository.
5. Creating and testing the online repository

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- a. DL Consulting to ingest batched records and metadata to create beta version of repository website
  - b. KIM staff, MLSC representatives, and 35 members of the target group will test the beta version of the online repository, and provide feedback to DL Consulting on the quality and usability of the website and interface.
  - c. DL consulting will make revisions based on the findings
6. Outreach and launch of Moloka‘i Community Repository
- a. KIM staff will develop an outreach plan to promote the final launch of the Moloka‘i Community Repository
  - b. KIM staff will host a minimum of 3 public events (via Zoom and/or in-person) showcasing the repository, highlighting our collections and partners, and teaching community members how to use and navigate the website.
  - c. Launch final website
7. Data Gathering & Final Reporting
- a. During the first three months following the launch of the digital repository, an automated evaluation will be required for viewers/users to complete, evaluating the quality, usability, and cultural appropriateness of the website and interface.
  - b. Final Reporting

### ***Risks and Mitigation***

The Moloka‘i Community Repository is a groundbreaking endeavor, with no other island-based online repository having been created in Hawai‘i; as such, there are some unique risks to this project. One of the risks of this project is navigating the project itself. As a groundbreaking endeavor, there are no examples or models to serve as roadmaps. KIM will rely on a team of advisors, made up of kūpuna, community stakeholders, library and information sciences professionals, and database specialists to help navigate the process. KIM will also work very closely with our contractors DL Consulting and rely on their expertise for guidance.

Another risk that we are aware of deals with community concerns regarding access to culturally sensitive information. In order to mitigate this risk, KIM will work with MLSC, and key community stakeholders to develop an Access and Use Policy. Access and Use Policy to include access and restrictions protocols, approving body for resources that require restrictive access, copyrights, and use of traditional knowledge labels for specific types of resources. DL Consulting will also customize a feature within the repository that will flag identified resources as “restricted” and will require permissions for access.

An additional risk is the ongoing process of securing resources and capacity to sustain the database overtime. KIM is working to build professional capacity within the Moloka‘i community through its Hō‘ili Ho‘oilina project, and will use the Moloka‘i Community Repository project as an additional training opportunity for young professionals and community members. KIM will also work to secure funding for annual server hosting, and maintenance of the repository.

### ***Project Management, Personnel, and Additional Resources***

#### Project Director

Mrs. Cheney-Ann “Pūlama” Lima, is the founding Executive Director of KIM, and will serve as the Project Director for the Moloka‘i Community Repository. Born and raised on the island of Moloka‘i, Pūlama is of Native Hawaiian descent, and is a current Ph.D. candidate in Anthropology at the University of Hawai‘i at Mānoa

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specializing in Hawaiian and Pacific Archaeology. She has over 9 years experience in Cultural Resource Management (CRM) and Heritage Preservation in Hawai'i, working as an Archaeologist and Cultural Resource Management Specialist in both Private and Federal Sectors. Over the past two years, Pūlama has served as the Land, Culture, History Research Manager at the Office of Hawaiian Affairs (OHA). In this capacity, Pūlama oversaw the development, maintenance, and management of both the Papakilo Database ([www.papakilodatabase.com](http://www.papakilodatabase.com)) and the Kīpuka Database ([www.kipukadatabase.com](http://www.kipukadatabase.com)). Both databases are digital repositories of Hawaiian Knowledge, whereby collections and information regarding land, culture, and history of Hawai'i are made accessible to Native Hawaiians. With her experience in CRM, Heritage Preservation, Anthropology, Archaeology, Educational programming, and database/collections management, Mrs. Lima will lead the planning and implementation of the Moloka'i Community Repository project, and lend expertise to digital preservation methods of archival materials. With her experience in Anthropology, she will also lend expertise to oral history collections and can help build the programming for public access to these types of materials. Lastly, with her expertise in Hawaiian Language, Pulama will also be able to lend expertise in translating materials documented in Hawaiian.

#### Project Assistant

The Project Director will be supported by a part-time Project Assistant whose primary responsibility will be preparing digitized materials and metadata for batch upload, transcribing oral history videos, assisting to implement project outreach plan, scheduling and coordinating outreach events and programming presentations, assisting with the development of the website infrastructure, developing outreach materials, and collecting and compiling data from the website/interface beta test-run.

#### Interns

Three interns (during year 1) and two interns (during year 2) from the Hō'ili Ho'oilina Program will assist with the on the ground digitization and metadata creation work. Interns will be responsible for inventorying, cataloging, and digitizing collections from a minimum of 4 libraries on island, and creating associated collection metadata to be uploaded to the Moloka'i Community Repository.

#### Partners

In addition to the two key personnel listed above, KIM has partnered again with the Moloka'i Library Services Cadre (MLSC) to explore and identify ways to promote access to cultural and historical primary resources on Moloka'i. The MLSC is composed of professional representatives from varying library and archival institutions on Moloka'i including, the Moloka'i Public Library, all Department of Education K-12 libraries on island, Charter School libraries, as well as the Native Hawaiian Library by Alu Like. Each representative will provide at least 5 hours a month of in-kind time to help advise and provide expertise to the development of the digital community repository.

#### Consultants

KIM has also retained DL Consulting to assist with the database set-up, as well as annual server hosting and support and maintenance of the repository. DL Consulting is the company behind the Veridian collection management software and related digitization services. Since 2022 DL Consulting has been helping libraries around the world retain their portion as critical and important community resources. Veridian digitization services give libraries the ability to preserve archives of historic material and deliver the content as a digital collection to their communities. DL Consulting worked with Native Hawaiian serving organizations to create databases such as Kani'āina, Papakilo, and Kīpuka. DL Consulting will be responsible for data conversion, veridian software setup and customization, assisting with the preparation of batch uploads, ingesting material collections and metadata to

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include in online repository, making revisions or updates to database, providing annual server hosting and support and maintenance.

KIM will need to retain a Graphic and Web Interface Designer to assist with the design and development of the website interface. The consultants will be responsible for creating and customizing a digital graphic suite (inclusive of fonts, color schemes, and graphic art) to be used for the website and outreach materials, create and customize the interface/ website shell for the online repository. Interface design shall reflect the essence of Moloka'i and our organizational values/branding, while utilizing captivating culturally and place-based appropriate images and graphic art.

### ***General Findings***

A minimum of 20,000 records, and 18 hours of oral history footage (and approx. 490 pages of associated transcripts), specific to the history and culture of Moloka'i will be digitized to be made publicly available on the Moloka'i Community Repository. KIM will host a minimum of 3 public community presentations (via Zoom and/or in-person) showcasing the newly established repository. These presentations will highlight the different library partners and the collections that were digitized and made available from their repositories. In addition, the presentations will include the history and significance behind said collections showcasing the importance of preserving these collections as they contribute to the collective history of Moloka'i. Lastly, these presentations will be an opportunity to teach community members how to use and navigate the website. Using the Zoom attendance feature as well as sign in sheets we will document the amount of community members that attend the community events and presentation. Additionally, evaluations will be administered to community members to evaluate their participation in outreach events and presentations. A minimum of 2 outreach materials (brochures, user guides, etc.) will also be created and shared electronically and in physical form to the public notifying them of the project findings. .

### ***Project Results***

The primary intended result of this project is the creation of the Moloka'i Community Repository, the only island-based online repository in the State of Hawai'i. This repository will be a searchable web database that will house archival collections that celebrate Moloka'i's unique cultural history. The repository will include 20,000 records including photographs, ledgers, manuscripts, reports, books, scrapbooks, moving images, newspaper articles, and 18 hours of oral history videos from 8 different libraries and repositories on island. The purpose of the repository is to assist in the long-term preservation of these resources and the invaluable information held in them, while simultaneously making them accessible to the public in a digital format. Access to the repository will allow Moloka'i community members and researchers to gather information and data that are of unique and specific value to the Native Hawaiian Moloka'i community, being especially beneficial to those who cannot afford the financial burden of traveling to O'ahu to conduct research.

The creation of the Moloka'i Community Repository serves as a foundational step in inventorying existing archival and material collections within the community, increasing knowledge of what resources exist on the island. The Moloka'i Community Repository will increase capability to access these resources by both Moloka'i residents and researchers and Native Hawaiians who do not live on island.

By the end of this project, the Moloka'i Community Repository will house the Kilohana Elementary School collection, Kaunakakai Elementary School collection, Kualapuu Elementary School collection, Maunaloa Elementary School collection, Moloka'i High and Middle School collection, Alu Like - Native Hawaiian Library Collection, Moloka'i Public Library, and the William "Billy" Akutagawa Sr. Collection. The Moloka'i Community Repository will continue to be a resource for community members, and other collections can be

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added to them in order to increase accessibility and the preservation of archival and collection materials pertaining to Moloka'i's cultural history. The shell will be created for further inclusion of community collections, as well as collections that can be digitally repatriated from outer islands.

The project will also serve as an example for other communities who would like to create a similar island-based or place-based community repository. The Access and Use Policy created for the Moloka'i Community Repository can be used as a template for other projects focused on serving communities with culturally sensitive documents.

KIM will continue to build professional capacity within the Moloka'i community through its Hō'ili Ho'oilina project, and the Moloka'i Community Repository project as an additional training opportunity for young professionals and community members to sustain management of the repository. KIM will work to secure funding through fundraising and grants for annual server hosting, and maintenance of the repository.





**Schedule of Completion: YEAR 2 September 1, 2023 - August 30, 2024**

	YEAR 2 September 1, 2023 - August 30, 2024											
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>
ACTIVITIES	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
<b>Activity 5: Creating and testing the online repository</b>												
Activity 5.a												
Activity 5.b												
Activity 5.c												
<b>Activity 6: Outreach and launch of Moloka'i Community Repository</b>												
Activity 6.a												
Activity 6.b												
Activity 6.c												
<b>Activity 7: Data Gathering &amp; Reporting</b>												
Activity 7.a												
Activity 7.b												

## **Digital Products Plan**

### **Type**

The Moloka'i Community Repository project will generate an online Moloka'i island-based digital repository which will house 20,000 records, including photographs, ledgers, manuscripts, reports, books, scrapbooks, 18 hours of oral history footage (and approx. 490 pages of associated transcripts), and newspaper articles. Photos will be scanned at a minimum of 600 dpi (depending on size) and saved as a .TIFF file; oral history videos have been recorded at 4k resolution and saved as .MOV files, transcripts will be saved as keyword-searchable .PDF files. Records include standard metadata (technical, descriptive administrative, and preservation).

The Moloka'i Community Repository project will launch an online interface with records representing the following collections: Kilohana Elementary School collection, Kaunakakai Elementary School collection, Kualapuu Elementary School collection, Maunaloa Elementary School collection, Molokai High and Middle School collection, Alu Like - Native Hawaiian Library Collection, Molokai Public Library, and the William "Billy" Akutagawa Sr. Collection.

Ka Ipu Makani Cultural Heritage Center (KIM) will utilize the Veridian software and will work with web and graphic design consultants and DL Consulting to create an online interface to house the Moloka'i Community Repository. The Veridian software has been used to develop other Hawai'i-based online digital databases/repositories pertaining to Native Hawaiian culture, history, and language. These databases/repositories include: Kani'āina, "Voices of the Land" ([www.ulukau.org/kaniaina](http://www.ulukau.org/kaniaina)), Kīpuka ([www.kipukadatabase.com](http://www.kipukadatabase.com)), and Papakilo Database ([www.papakilodatabase.com](http://www.papakilodatabase.com)).

### **Availability**

KIM will make the Moloka'i Community Repository available via an accessible controlled website. The Moloka'i Community Repository website and online repository therein will be accessible 24/7 on all standard web browsers free of charge. DL Consulting will provide annual server hosting; DL Consulting has a long-standing history in the island's as a reliable server host for several Hawai'i-based online digital databases/repositories and has a local office located on the island of O'ahu.

The vast majority of the documents will be made available through public access on the Moloka'i Community Repository, however some documents will be under controlled access as part of an Access and Use Policy that will address community concerns regarding culturally sensitive information (See Access Section of Digital Products Plan).

### **Access**

KIM will work with MLSC, and key community stakeholders to develop an Access and Use Policy. Access and Use Policy to include access and restrictions protocols, approving body for resources that require restrictive access, copyrights, and use of traditional knowledge labels for specific types of resources. DL Consulting will also customize a feature within the repository that will flag identified resources as "restricted" and will require permissions for access.

The digital products that will be created as a result of the Moloka'i Community Repository project will either be owned by KIM and will be under the KIM copyright, or will be shared copyright with library

partners. The Access and Use Policy will include the following clause in terms of copyright and permissions:

“No copyrighted work may be copied, published, disseminated, displayed, performed, or played without permission of the copyright holder except in accordance with the fair use of licensed agreement. Generally, you may print, reproduce and use the information from this Web Site for non-commercial, personal, or education purposes. Duplication or use of any content from this Web Site for commercial purposes or in any manner likely to give the impression of official approval by Ka Ipu Makani Cultural Heritage Center is prohibited.”

### **Sustainability**

KIM is committed to the long-term protection and backing up of these digital resources that will be housed with the Moloka'i Community Repository. Master files of the digital assets, including the online repository will be held securely in three separate locations (a dedicated project workstation, a back-up harddrive, as well as a separate cloud server). All copies will be automatically backed up once a day.

Through the Hō'ili Ho'oilina project, KIM is currently training a cohort of Moloka'i-community members and young professionals in collections management, preservation, and digitization. One of the goals of the Hō'ili Ho'oilina project is to build professional capacity within the Moloka'i community to sustain and grow the Moloka'i Community Repository to serve the needs of the Native Hawaiian community on Moloka'i and abroad. KIM will also work to secure funding for the annual server hosting and maintenance of the repository.