

## Title: Scaling Community Through Archives: A National Program to Expand Community Archives

### Project Overview

The University of Washington (UW) requests a 3-year National Leadership Grant (Applied Research) in the amount of \$399,485.00 *to systematically investigate how library needs and best practices related to the development of community archives vary across urban and rural library systems*. The project will ask the following research questions: (1) How do understandings of community archives, and their desired role within communities, vary between public library staff in differently sized rural and urban systems? (2) How do urban and rural systems differ in terms of the challenges they must navigate to effectively build community archives? (3) How do these systems differ in terms of best practices for implementing impactful community archives? To answer these questions, *the project will support a diverse cohort of eight public librarians, split between differently sized urban and rural systems, to develop community archives across the nation*. The cohort will participate in a series of in-person training workshops, have access to mentors from the project team, engage in peer mentorship, and be provided seed funding to support their community archives project. Project researchers will concurrently carry out interviews, focus group sessions, and participant observation with the cohort to answer the project's three research questions. Project outcomes will include the expansion of an existing community archives toolkit; curricular resources to support the training of library staff to implement community archives; the development of multiple community archives across the nation; and scholarly and practitioner-oriented publications and presentations sharing research results. These *outcomes respond to the need to broaden participation and inclusion within cultural heritage collections* across the United States, thereby *addressing National Leadership Grants for Libraries Program's objective of supporting innovative approaches to digital collection management (Goal 3, Objective 3.2)*.

### Project Justification

For over five decades, archival scholars and practicing archivists have illuminated a significant problem with the American historical record: the experiences of marginalized, underrepresented, and underrepresented communities are routinely absent (Zinn, 1977). Their stories have not just been excluded from the historical record, they have been actively suppressed. This phenomenon, called "symbolic annihilation," occurs when marginalized groups are systematically misrepresented or excluded from archives (Caswell, Cifor, & Ramirez, 2016). In response, there have been increasing calls to reformulate archival scholarship and practice around social justice (Gilliland & Flinn, 2013). Professionals and scholars working in a "critical archival studies" (Caswell, Sangwand, & Punzalan, 2017) paradigm, including project Principal Investigator (PI) Marika Cifor are leading efforts to make archives more inclusive; to expand and rethink archival concepts and training; and to develop community archives as a means to transform archival practice and society.

**Foundational Work** | Over the past three years (2020-2023), Cifor co-led the very successful, IMLS-funded project *Community Archives Center for Tacoma* (LG-250126-OLS-21). This project – a partnership between Cifor, UW researchers Jason Young and Chris Jowaisas, and practitioners at the Tacoma Public Library (TPL) – produced a new community archives focused on the underrepresented voices of Tacoma, a mid-sized Pacific Northwest city. The Tacoma Community Archives Center (TCAC) at TPL was created through both traditional collecting and the development of a post-custodial digital archives. Currently, it includes over 20 archival collections and 30 oral histories. It represents key groups – including Black-led community organizations, recent immigrants, and asylum seekers – that were identified as priorities by community members through participatory research methods. The project team systematically documented the process used to create the archives, and they used this research to develop the *Community Archives Toolkit* (<https://www.tacomalibrary.org/wp-content/uploads/sites/16/2023/08/TPLCommunityArchivesToolkit.pdf>) (CAT). CAT is a groundbreaking set of resources describing best practices across the full lifecycle of creating and sustaining a community archives, which other mid-sized public libraries can use to become catalysts in producing more equitable and participatory archives with their diverse communities. CAT has been widely disseminated online and at regional and national conferences, where rural and urban library staff alike responded with great enthusiasm for the resource.

**National Need** | Feedback from our engagements with public librarians nationwide around the toolkit, however, also revealed a set of urgent and ongoing needs to which this proposed Scaling Community Archives project responds. First, *library staff expressed the need for resources that support libraries that do not fit the mid-sized urban model* provided by TPL. A workshop about the toolkit at the 2023 Washington Library Association conference, for instance, highlighted some of the unique challenges and needs that librarians in rural communities face. CAT was grounded in work in the city of Tacoma, WA (population 221,000), and therefore best supports public libraries that work in similarly small to mid-sized urban contexts (population 100,000 to 250,000 population per National Center for Education Statistics (NCES)). Both larger urban (population 250,000 or more, NCES) and much smaller rural communities can have very different challenges,

and even differing relationships to fundamental concepts like social justice and cultural preservation. This highlights the need for an extension of the toolkit to reflect a more diverse set of community contexts. Feedback also highlighted the need to consider diversity within communities, with an emphasis on the need to develop specific resources for libraries that serve large Native American populations. We have added Sandy Littletree and Cindy Aden to the project team to lay the groundwork for exploring and addressing those needs. This project will engage in systematic research to identify differences and commonalities between urban and rural libraries of different sizes and in distinct regions of the United States, resulting in eight localized projects, case studies, a cohort of trained librarians, and other resources that will support a much broader range of public libraries in rural and large urban contexts in implementing community archives.

Second, *library staff expressed their desires for support that goes beyond that offered by a toolkit*. The implementation of a community archives requires building expertise across many domains, including development of archival policies, selection of support technologies, community engagement, and the navigation of complex social issues. This can be daunting. Furthermore, the nature of community archives requires staff to make decisions based on localized conditions, in ways that vastly exceed the advisory capacity of even the most carefully designed toolkit. These factors point to the need for more rigorous forms of training and mentorship, as well as the benefits of having access to a community of practice for peer support. Fortunately, multiple recent IMLS projects offer models that can be adapted for this purpose. The Memory Lab Network (LG-95-17-0079-17), for instance, is a model for leveraging training, mentorship, and financial resources to support personal (rather than community) archiving. This project will explore how to adapt such a model to community archiving. We also have learned from other cohort based efforts such as WiLS (formerly Wisconsin Library Services) which funded in 2019 by IMLS's Accelerating Promising Practices program "to mentor a cohort of ten small, rural, and tribal libraries around the country working on community memory projects." We will also draw inspiration and lessons from expert forums held by programs such as Activating Archives in Remote Communities: Training Rural LIS Professionals for Inclusive Memory Work project (RE-252386-OLS-22) and the Archives for Racial and Cultural Healing (ARCH) National Collaborative Project (LG-255045-OLS-23) at George Mason University. We will build from best practices developed in efforts like these, that share our aim of increasing library staff capacity in small and rural libraries for organizing archives for their communities.

This project responds to these needs by expanding the existing community archives toolkit, developing resources to support the training of diverse library staff, supporting the creation of multiple community archives across the nation, and producing scholarly and practitioner-oriented publications to disseminate research results. The target audience for these products include rural and urban library staff and archivists, and the ultimate beneficiaries are the patrons and community members that will get to contribute to and use more diverse and socially just archives. This addresses the National Leadership Grants for Libraries Program's objective of supporting innovative approaches to digital collection management (Goal 3, Objective 3.2).

***Relationship to Existing Scholarship*** | It is clear from the responses to CAT that public librarians understand how community archiving is a resonant approach in better serving their communities, and in producing and making accessible a more inclusive and diverse local and national heritage. Community archives come in many forms and are based on commonalities such as geography; identity; occupation; interest, faith, or experience; or purpose, event, or mission. The defining characteristic of community archives is a community's active participation in documenting, collecting, managing, and making accessible the history of their particular community "on their own terms" (Flinn et al., 2009). The key "premise of community archiving," Kathy Eales writes, "is to give substance to a community's right to own its own memories" (1998). Community archiving is attuned to the role of archives not only in research, but in education, democracy, community wellbeing, and for developing coalitions – aims that mirror the missions of public libraries. As a highly participatory method, community archiving considers the impacts of social identity and power in shaping histories, and it presents accessible tools for enriching historical narratives with missing stories. Community archives can positively impact feelings of empowerment, expand cultural capacity, improve community well-being, and more (Caswell, Cifor, & Ramirez, 2017). Supporting the expansion of these archives to new communities is therefore a critical national need.

***Public libraries are uniquely well-equipped to establish and sustain community archives given their continuing status as trusted institutions.*** To fulfill this potential, though, public libraries need access to methods and tools that help them overcome existing barriers. Creating inclusive and sustainable community archives is challenging across a range of dimensions. They require sufficient resources and staff trained to follow archival best practices, but they also introduce difficult new questions. Librarians must ask, for example, how open and participatory they would like to make the entire archiving project. Do they wish to open metadata standards and tagging practices to community input and, if so, to what extent? Making these processes participatory is consistent with the social justice orientation of community archiving, but can stand in tension with professional standards and best practices of the library and archives fields. Community archives also often contain unique materials that must be collected, documented, and stored using specialized techniques. By their

very nature, the stories of most interest to community archives are often relatively hidden. To access these materials, librarians must develop deep community relationships, work extensively within the community to collect personal narratives and materials, preserve neglected materials, and more. They must also determine the appropriate long-term locations, formats (e.g., digital versus physical), and ownership models for these materials. Given the social justice orientation of these projects, this work can also raise uncomfortable questions around the political neutrality of libraries within their communities. Furthermore, these challenges must be overcome against a backdrop in which libraries remain understaffed, resource-challenged, and faced with budget cuts and challenges to intellectual freedom. Such challenges may jeopardize the ability of libraries to fully achieve their potential for transforming the historical records of their communities. They therefore speak to the deep national need for rigorous models and tools that make community archiving projects more accessible and readily implementable for a wider range of public libraries.

Rural and large urban public libraries are uniquely positioned to enact community archives and face both overlapping and unique challenges not adequately addressed by the previous toolkit. Almost four in ten public libraries are in rural communities and these libraries serve over 30 million Americans. Yet, one-third of the public libraries serving localities of 2,500 people or fewer are staffed only by two full-time-equivalent persons (IMLS, 2013). These numbers signal a few of the unique conditions facing rural public libraries. We draw on a small, but rich literature on the practical and cultural challenges of developing community archives in small and rural communities, to help lead to more sustainable and equitable archives. This includes work on developing and preserving local history using digital technologies from the US and internationally (Matusiak, Schierburg, & Bedard; 2019; Rieger, 2014; Beel et al., 2015; 2017; Qi, 2019). Wagner and Bischoff's (2017, 155) conclusions from interviews of staff at rural South Carolina institutions to assess archives provides lessons for our project, including the need to (1) build staff awareness of broader archival practices; (2) for affordable and low-barrier methods of digital engagement for both outreach and preservation; and (3) to enhance access to grant funding. Rural libraries, Mattock and Bateman (RE-252386-OLS-22) identify, are often the sole information and memory institutions for large regions. Community records become the responsibility of overburdened librarians, rightly more concerned with immediate patron needs. Small and rural libraries are largely underfunded, understaffed, and in remote locations staff are more likely not to have formal library and information science training, much less in community archival methods. Local historical societies do not meet the same need as they are often populated by self-selected volunteers who are majority white, and older – resulting in records and processes that reflect dominant narratives and that do not mirror diverse communities. It is not just a lack of materials, but the languishing of records held by small and rural libraries that poses significant limitations for community activation, resilience, and self-determination.

Public library systems in large urban areas too face significant and distinctive challenges. Many urban libraries have long-established special collections or local history collections that are reflective of dominant collection processes, political and social power structures, and narratives that were in place when they were established. These collections are often lacking a full representation of the historical record and continue collection or outreach practices that exclude groups. For instance, urban Indigenous communities are often entirely absent from the record. While some urban libraries may have the people or technical infrastructure for supporting traditional archival or special collection activities, to create and sustain a successful community archives requires a thorough investigation of processes that often exist at much larger scales than is true for rural libraries. This requires a critical examination of accessioning, processing, and storage policies and procedures, among much more. It also requires deep partnerships with diverse urban populations. Having a willingness to evolve based on feedback from community-led organizations is a potential challenge for large urban libraries who have not engaged in a co-design process with their constituent communities previously.

Yet, there are also crosscutting opportunities and challenges for libraries in both rural and urban contexts. Importantly, both will *need to grapple with the implications of digital archival practices for diverse communities*. Digital community archives have become increasingly prevalent and present opportunities to produce historical records that transcend geographic and temporal boundaries. Yet, such archives present new complexities as they require significant infrastructural investment to ensure that platforms are developed and supported over time. Many community archives, including TCAC, are creatively leveraging digital archives as tools to achieve more diverse historical records (Caswell et al. 2017; Liew et al. 2022), yet many public libraries are in urban and rural communities that are struggling with issues of digital equity, which we anticipate will require participants to consider carefully hybrid physical and digital solutions that have the broadest and most equitable reach possible. Building librarian capacity in both small rural and large urban communities to engage in community archiving also stands to offer overlapping outcomes including enhancing wellbeing, and supporting democratic practices and community self-determination.

Community archives are documenting, creating, shaping, preserving, and providing access to histories that might otherwise be lost and stories that might go untold, ultimately reclaiming the power to construct community narratives and determine what has value for the present—and the future. Community archives are also crucial sites for place-making and

for engendering feelings of engagement and belonging. This view aligns with Cifor’s research over the last decade, including as part of the UCLA Community Archives Lab led by Michelle Caswell (2016; 2018; 2021) as well as that of other leading archival thinkers (Bastian & Alexander, 2009; Bastian & Flinn, 2020; Wallace & Beel, 2021). Such scholarship has demonstrated that cultural heritage and archival practices, particularly in diverse communities, have strengthened community resilience, especially within rural communities (Beel et al. 2017; Wallace & Beel, 2021). Researchers have described community memory practices as working towards community holism, which is also at the center of what Littletree (with Belarde-Lewis & Duarte, 2020) proposes as the heart of Indigenous Knowledge Organization. This project recognizes and advances a vision of community archives as forces that work towards holism, civic participation, inclusion, resilience, wellbeing, and self-determination.

***This project advances multiple threads of LIS research inquiry including (1) community archives, (2) public libraries, and (3) rural libraries.*** PI Cifor has been at the forefront of scholarship on community-based archives as singularly important sites of community activation and memory. There is a still growing body of literature addressing community archives and community-based archival practices as geographically situated, however, it largely highlights as case studies places in the UK (Flinn et al., 2009; Flinn & Stevens, 2009), Australia, and New Zealand (Welland, 2015). US-based research has taken largely a broader focus on identity-based community archives and has primarily been conducted in major metropolitan areas in Southern California (Caswell et al., 2017; Wakimoto et al., 2013; Zavala et al., 2017) and on the East Coast (Corbman, 2014; Giesecking, 2015; Thistlewaite, 2000). Expanding the focus to more diverse geographic regions and to rural collections provides novel opportunities to highlight in scholarship the diverse people and communities nationwide while also informing practices that can best serve people and collections across diverse urban and rural areas.

Public libraries have been routinely overlooked by researchers as a subject and site of cultural heritage and, significantly, of archival work. There is limited existing literature on the development, progress, impact, and challenges of community archives in public library contexts, despite a long history of such efforts—a gap this project corrects. Existing literature while providing important grounding takes the limited form of example cases. Andrea Copeland (2015) examines the co-creation of community repositories by library workers and community members. Her work, for example, highlights challenges we will need to navigate with this project, such as absence of digital repositories and preservation consultation in public libraries. It also offers applied insights into choices that public libraries make when creating community archives, but updates and extensions of this work across institutional bounds are needed. Millbrodt and Schreiner (2017) provide another case study on the Queen's Public Library's digital Queens Memory community archives. Their case showcases some potential challenges in preserving personal and community-contributed materials in a large urban library, yet scaling is needed to understand if such issues cut across regions and initiatives. Similarly, the Memory Lab, a public-facing transfer lab in a U.S. public library, provides a model for personal archiving support and community archiving awareness. On this, Mears (2017) outlines challenges in personal archiving, user behavior, and misconceptions about digital preservation for public librarians seeking to provide access to digitization tools for community use. Even while such scholarship illustrates the significance of public libraries in conducting memory work, there is almost no qualitative studies at this intersection. Through publications and presentations we will offer deeper and importantly crosscutting insight on the potential and challenges of doing community archiving within public libraries.

Finally, our work contributes to the recent increase in LIS literature that gives focused attention to small and rural libraries. Over the last decade, scholarship has devoted much-needed attention to how small and rural library practices contribute to and shape broader information praxis. This turn within library practice is well demonstrated by the IMLS-funded whitepaper, “The State of Small and Rural Libraries in the United States” (2013) as well as work produced by the American Library Association’s Libraries Transforming Communities: Focus on Small and Rural Libraries from 2020 on. Attention to small and rural libraries and their information practices marks a departure from historical neglect. This scholarship provides an important grounding for our study and an opportunity for us to develop and to lend expertise, research-based knowledge, and support to a growing LIS scholarly discourse and area of practice.

### **Project Work Plan**

In response to these national needs, **we propose to systematically research how approaches to developing community archives vary across urban and rural library systems.** The project will be guided by the following research questions:

1. How do understandings of community archives, and their desired role within communities, vary between public library staff in differently sized rural and urban systems?
2. How do urban and rural systems differ in terms of the challenges they must navigate to effectively build a community archives?

### 3. How do these systems differ in terms of best practices for implementing impactful community archives?

Answers to these research questions will generate fundamental knowledge about the relationship between community archives and the socio-cultural attributes of the communities in which they are implemented. We expect, for example, that rural and urban communities differ fundamentally in how they construct and represent community identity, and that these differing relationships to identity have important implications for how community archives can and should be designed. A better understanding of these dynamics is important for current practice, in that it can help inform best practices and guidelines that are tailored to developing community archives within specific socio-cultural settings.

This project will build on the impacts of and lessons learned in the IMLS-funded *Community Archives Center for Tacoma* project, so that a more diverse set of libraries are supported by that project's toolkit. This new project will be composed of the same core personnel, from University of Washington (UW) and Tacoma Public Library (TPL), that led that project to successful conclusion. However, this team will be joined by two additional UW researchers (Littletree and Aden) with expertise in librarianship in diverse communities and an eight person cohort of four urban and four rural librarians from across the United States. This team will ensure that the research produces generalizable results that capture geographic variations across the nation. Work will be divided into three phases, including the ***development of a community archives program and associated curriculum*** (Phase 1), ***implementation of eight new community archives*** (Phase 2), and ***development of a newly expanded toolkit*** that contains tailored urban and rural modules and associated training materials (Phase 3). Across these phases the team will draw on a wide range of research methods to produce answers to the project's research questions, including interviews, focus groups, participatory design workshops, and participant journaling. Data will be iteratively analyzed using a thematic analysis approach, and results will be used to produce improved toolkits and training materials. Results will be disseminated through both academic and professional venues in library, archives and information science, reflecting the project's emphasis on applied research.

***Data Collection and Analysis*** | Scaling Community Archives is an applied research project that will generate crucial knowledge for LIS research and practice about the differences and commonalities in how rural and large urban communities approach the construction and preservation of identity through archival practices. Research questions, as described above, will explore the similarities and differences around how rural and urban libraries of different sizes approach community archives. To answer these questions, the project team will carry out applied research through qualitative methods including interviews, focus groups, participatory design (PD) workshops, and participant journaling. Data generated by these methods include interview, focus group, and workshop transcripts; researcher fieldnotes; and cohort member journals and other written outputs generated during workshops. These triangulated data will be iteratively analyzed throughout the project, using a thematic analysis approach. Thematic analysis is a qualitative and inductive approach that involves identifying patterns within data that can be generalized into more abstract themes. This involves an open coding phase, in which researchers identify an initial set of codes, followed by an axial coding stage, in which researchers revise themes into higher-level themes. The research team will use this approach to identify core differences between rural and urban approaches to community archiving, and will use analysis results to inform development of the new toolkit, training materials, and publications and conference presentations.

***Iterative Design and Progress Tracking*** | Continuous evaluation of project activities will be a fundamental component of the research, so that we can iteratively improve our process. The project's approach is inherently iterative, in that it uses a series of interviews, focus groups, and workshops to make continuous improvements to toolkit resources and associated training materials. The analysis approach, described above, will also be iterative, and results of analysis will inform the design of project resources and next steps. Monthly project meetings will be one of the primary methods for tracking progress. These meetings, facilitated by Cifor, will include the sharing of updates, assessment of project progress against activities outlined in the project timeline, and the planning of next steps. Project personnel will discuss the effectiveness of activities and quality of outputs, and make suggestions for iterative improvement. They will also review project expenditures and make note of any areas where project activities could be better optimized to minimize costs. Meeting notes will serve as data to document these measurements.

***Relevance of Research to Practice*** | While a primary goal of this project is to generate research insights into the different relationships that rural and urban communities have to archival practices, the project will produce a number of applied outcomes. Specifically, it will produce an improved Community Archives Toolkit and associated training materials to support library staff in designing and implementing their own archives. These resources are a direct response to requests from library staff with whom we have interacted over the course of developing the first iteration of CAT with TPL. These staff commented on the need for more tailored resources, to help them navigate unique socio-cultural challenges within their communities.

**Project Team, Management Plan, and Resources** | The core project team is composed of a strategic collaboration between researchers at University of Washington (UW) and library and archives practitioners at Tacoma Public Library (TPL). This same team recently completed the IMLS-funded project *Community Archives Center for Tacoma*, and established strong and effective relationships and project management processes during that work. They will build directly on those relationships to support this new project, while also expanding the team to include two additional UW researchers and a cohort of library staff representing diverse urban and rural library systems. Taken together, this team represents an interdisciplinary mixture of library practitioners and researchers that span the nation and possess deep experience in areas including archival practice, community archiving, library capacity-building, rural-urban divides, social science research methodologies, and participatory co-design approaches.

The core project team members will be responsible for planning and executing all aspects of the project, including through engagement with and support of library partners. UW will lead these efforts, due to their extensive expertise in conducting applied research projects. **Marika Cifor, PhD, MLIS (Assistant Professor, UW Information School)** as PI will be responsible for overall project planning and management. Building on her background as an archivist, her research investigates how marginalized communities give substance to their identities, collective memories, and social movements through archives. **Jason Young, PhD (Senior Research Scientist and Director, Technology & Social Change Group, UW Information School)** is a social scientist with expertise in using participatory methods to engage rural communities in applied research that leverages information technologies for capacity building purposes. He will draw on his expertise to support comparative analysis of library needs across rural-urban divides. **Chris Jowaisas, MLIS (Senior Research Scientist, UW Information School)** is a librarian with expertise in developing, scaling, and implementing library programs and services across diverse settings. Jowaisas will support the team's efforts across all stages of the project, and will draw on his extensive national library connections to support broad scaling of the research and dissemination of results. The team has also added two new researchers. **Sandy Littletree, PhD, MSIS (Navajo/Eastern Shoshone, Assistant Professor, UW Information School)** is an expert on tribal libraries and her research focuses on the intersection of Indigenous systems of knowledge and the LIS field. **Cindy Aden, MLIS (Teaching Professor and MLIS Program Chair, UW Information School)** who served as Washington State Librarian, brings extensive experience in journalism, government, internet search and discovery and strategic partnerships. Littletree and Aden, building from a Mellon Foundation project with tribal librarians, will support the project's engagement with library systems that serve Native American populations.

The UW team will work closely with staff from TPL. These librarians led the IMLS project that developed the current iteration of CAT and built the TCAC, and as a result they have extensive and recent experience in developing community archives within a public library. This will make them an invaluable source of practical knowledge for the project's library cohort members. **Anna Trammell (TPL)** is the Manager of Archives and Special Collections at Tacoma Public Library. In this role, she manages TPL's rare and unique collections. Certified by the Academy of Certified Archivists, she has substantial experience in preservation, archival arrangement and description, and utilizing special collections for outreach and education. Trammell also holds leadership roles in the Society of American Archivists. Trammell will be supported by **dindria barrow (TPL)**, who served as the Community Archives Center Associate throughout the prior IMLS project. barrow brings a background as an educator and community organizer. She developed and implemented most of the community-facing events and school district partnerships associated with the prior project, and will be able to share that critical knowledge with new library partners. To this mix, the project will add **a cohort of eight additional library staff** who are invested in creating their own community archives. They will represent four urban systems and four rural systems, and will be selected using the method described in the Phase I section, above. These individuals will serve the critical role of producing new archives, while also serving as participants within the research aspects of the project.

The team will draw on a **rigorous management plan** to ensure that we can work together with this library cohort to achieve project goals and long-term success. The core team will hold a regularly scheduled, monthly meeting during which they will discuss project progress, review ongoing work, and set future goals. This will be in addition to ad hoc communication in support of specific project activities. Cifor will then be responsible for coordinating the relationship between the core team and members of the librarian cohort. The goal of this coordination will be to support cohort members so that they can fully collaborate on the project, while recognizing the face time and resource constraints that can present barriers to this participation. Cohort members will also be paired based on shared interests and experiences with a liaison from the core project team to ensure that they have a clear point of contact to whom they can direct questions, requests, and concerns. This liaison will make themselves available to their partners through phone and email. Cohort members will also participate in regular group meetings, as described in the Specific Activities subsections, below.

In terms of resources, the team is confident that the proposed budget will allow them to achieve all project goals within a three-year timeline. UW personnel will receive sufficient salary throughout the project, and they will be supported by an

information science PhD research assistant in Years 2 and 3 of the project. TPL staff salaries will similarly be supported through a subaward, and library staff within the community archives cohort will be supported with adequate stipends. We do not believe that any additional resources, beyond budgeted items, will be required for success in the project.

**Dissemination of Results** | Both UW and TPL are fortunate to be supported by dedicated communications teams, who will support an effective communications strategy. The team established a community archives website during their prior project, which they will be able to leverage to support this new project. The UW Information School has multiple centers willing to support dissemination of results, including the Technology & Social Change Group (TASCHA) and the Center for Advances in Libraries, Museums, and Archives (CALMA). The team will also partner with national groups like the Society of American Archivists and the Public Library Association to distribute project summaries, findings, and resources to archives, special collections, and public library professionals. This approach was effective in spreading the results for the prior project, and will ensure that this new project continues to have a broad impact across the nation.

**Specific Activities** | The research team's work will be conducted in three phases, including Phase 1: *community archives program*; Phase 2: *implementation of eight community archives*; and Phase 3: *development of expanded toolkit*. Specific research activities are outlined by phase below.

#### Phase 1: Community Archives Program (August 2024 - July 2025)

During Phase 1, the research team will engage in programmatic and curricular development related to the community archives cohort program. Major activities include:

- **Convene the team to kick-off the project and to finalize and operationalize the Phase 1 approach.** This will include development and submission of a UW Institutional Review Board (IRB) ethics applications, to receive approval for research involving human subjects.
- **Develop initial training materials for a program to support library staff to implement their own community archives.** The overall program will follow the overall structure of the existing *Community Archives Toolkit*, and will have learning modules including: Overview of Community Archives; Planning and Launching a Community Archives Project; Building the Community Archives; and Sharing and Sustaining the Archives. UW researchers will lead development of the curriculum for the training, and will draw on their vast experience in developing MLIS and LIS professional development courses and curricula. Modules will draw extensively on resources within the toolkit, and will combine lecture material with hands-on and interactive exercises.
- **Conduct semi-structured interviews with urban and rural public library staff.** The purpose of these ten interviews will be to collect an initial set of data describing key needs of library staff for implementing community archives. The focus at this stage will be on collecting insights from staff representing a diverse set of rural and urban systems, including those that serve diverse populations, that are a range of sizes, and that cover a wide geographic range across the US. Researchers will adopt a purposive sampling approach, identifying libraries that represent diverse geographic locations and populations served. Young and Jowaisas have carried out multiple projects, funded by IMLS and the National Science Foundation, grounded in partnerships with libraries. This will aid in recruitment for the interviews. Cifor, Littletree, and Aden also have extensive professional networks that can be drawn upon to bolster recruitment efforts as needed. Interviews will be carried out via Zoom and will last 60 - 90 minutes. They will be semi-structured and will focus on the participants' experiences with and views on community archives. The researcher leading the interview will also share key components of the project's training materials, and ask the participant to think aloud about how useful those materials would be in supporting them to create an archives. Interviews will be recorded for later transcription and analysis.
- **Develop an application form and a rubric for evaluating applications to participate in the community archives program cohort.** The application process will be structured to allow applicants to highlight the diversity of their communities and themselves in ways that might not be contained in traditional data. This will facilitate a cohort that represents diversity among the participants and the communities in which the libraries are located. We know that it will not be possible to represent the full diversity of the 9,000+ public library systems within the cohort of eight libraries, but will focus on key elements to ensure that research outputs are generalizable and as broadly applicable as possible. First, we will focus on understanding the current roles and past experiences of the staff members applying to the program. We will attempt to balance new and seasoned library workers representing a variety of levels of responsibility and with varied backgrounds. We feel that getting personal and professional diversity in roles, levels of responsibility, and length of experience will also facilitate additional learning opportunities within and among the cohort participants and also can inform the research outputs. We will also look at the organizational structure, geographic location, and current or planned infrastructure in the library for supporting a community archives. Through this analysis we aim to capture as much as possible the different factors that might impact the opportunities and challenges of establishing and sustaining a community archives. Second, the application process will ask library



workers to describe the current state of their community, the potential opportunities for stories to be told through the community archives, and existing or potential partnerships that could be leveraged to encourage participation among groups that have not had their stories included in the current historical record. This will include a question asking them to describe any existing services or engagement with Native American populations within their service area. We are particularly interested in including libraries that serve large Native populations, with the goal of building toward future work that explicitly expands CAT to Tribal library contexts. We know from our past experience working with libraries across multiple projects that open data does not accurately capture recent changes to community demographics (e.g. rapidly transitioning rural communities into commuting or fringe urban areas that cause tension between newcomers and more established residents) or may completely exclude certain segments of the population from standard demographic profiles (e.g. migrant worker families). Our application process will provide an opportunity for the library workers to address these topics so that we have a better understanding of the full diversity and potential opportunities for a community archives in their library. Finally, we will ask the applicant to describe both how their personal and professional experiences shape their vision for a future community archives within their community, to understand what type of project they would be pursuing within the program.

- **Solicit applications from library workers representing diverse urban and rural libraries.** The project team will leverage formal and informal communication channels for extensive outreach and dissemination of the call for applications. To support applications from rural libraries, a set of “office hours” will be held through Zoom to answer general or specific questions about the project, the application process, and provide assistance in completing the application. Eight library staff members will be selected, representing four urban and four rural library systems from across the United States. The cohort will be announced in June 2025, and we will hold a kickoff meeting with selected members in July 2025.
- **Disseminate project learnings to date and raise awareness of the project through free webinar.** The project team will host a free webinar to share an overview of the project activities and learning to date. The webinar will be publicized broadly through professional networks, the iSchool communication channels, and social media.

#### Phase 2: Implementation of Urban and Rural Community Archives (August 2025 - July 2026)

During Phase 2 the team will implement the training program and support cohort members in the participatory design of their own community archives project. The team will collect data on the process undertaken by each archives project, with the goal of identifying similarities and variations between the rural and urban projects. Major activities will include:

- **Implement an in-person training program.** The librarian cohort will participate in an in-person training program in Seattle. Over the course of a week, the cohort members will cover all of the modules associated with the *Community Archives Toolkit*, and refine their overall vision for their own projects. While each module will include key lectures and activities led by the research team to support participants in developing their project plans, it will also provide time to engage in research activities. Time will be allocated at the end of each day to involve the cohort in focus group sessions, which ask them to reflect on the material presented throughout the day and provide feedback. Questions will focus on how materials might be tailored to the specific contexts of the participants’ communities, and how additional material might be added to provide further value. The research team will record the entirety of the program for future transcription and analysis. During the training program cohort members will also be assigned a liaison from the core project team, who will be their primary support person and point of contact throughout the remainder of the project. An in-person program is critical to establishing trust and knowledge sharing among the cohort participants and creating a sense of shared excitement for their projects. Establishing trust early on will also serve the project well in later phases when the activities are exclusively online and participants will need to be comfortable tackling difficult knowledge and engaging in challenging conversations.
- **Participatory design of eight new community archives.** At the end of the training program, cohort members will return to their libraries to begin working on their respective archives projects. In order to support this work, the team will hold eight monthly participatory design (PD) workshops. PD is a research methodology used to bring experts and non-experts together in the design of resources that will be used by the non-experts. The method has a long history as a democratic approach to highlighting and empowering the knowledge of non-expert users in the design of solutions that address their own needs. As such, it is a particularly useful methodology for capturing the knowledge that cohort members have about the unique contexts of their own communities, and how those contexts mediate the creation of community archives. Each workshop will focus on a different stage of the creation of an archives, and will provide space for participants to share progress on their project and plan next steps. Early workshops will, for example, engage in the design of the archives itself, while later workshops will focus on the design of community workshops and other events meant to collect or create materials for the archives. Workshops will be recorded for transcription and analysis. Cohort members will also be asked to keep a reflective journal of their activities in



between workshops, to document their work and associated challenges, lessons learned, and best practices. These journals will be shared with the project team for analysis.

- **Check-ins between cohort participants and project liaisons.** Additional support will be provided to the cohort participants as they undertake their community archives projects through online check-ins every other month. This will be a time for cohort participants to seek guidance, share observations, and provide feedback on resources (project or otherwise). The project team will discuss themes from these check-ins, share resources with each other to support cohort participants, and integrate feedback into development of project resources.
- **Implement a final share-out workshop to disseminate participant's projects and project learnings.** The cohort will participate in a final workshop to share the results of their project with a nationwide audience of library staff. Cohort participants will be given the opportunity to present their observations of the process, an overview of the community archives developed as part of the project, and key lessons for other library workers who wish to undertake this work. The project team will also share information about upcoming project activities and key themes from data analysis completed at this time. The workshop will be presented in a webinar format and will be recorded. This workshop will be widely publicized through the same communication channels as in Phase 1.

### Phase 3: Development of a New Community Archives Toolkit (August 2026 - July 2027)

During Phase 3 the research team will carry out additional interviews and focus groups to rigorously explore differences and commonalities in how the libraries performed across all activities associated with implementing their community archives. They will then use these data to develop an expanded and more comprehensive Community Archives Toolkit that includes specific modules tailored for rural and urban library systems. Major activities will include:

- **Final interviews with cohort members.** UW researchers will perform semi-structured interviews with each of the cohort members, with a focus on asking them to reflect on challenges, best practices, and lessons learned throughout the process of creating their archives. Questions will highlight the unique aspects of their communities that influenced the design and implementation of their archives, and the researchers will also ask participants to reflect on how their urban or rural context impacted the archives. Interviews will once again be recorded, transcribed, and analyzed. Analysis will support the construction of case studies that describe each library's experience, which will be included in the project toolkit.
- **Carry out focus groups with library staff and community partners.** The project will work with cohort members to invite other key stakeholders to participate in focus groups. This will include other library staff involved in the community archives projects, as well as other community partners, whether individuals and local organizations, that were involved in designing the archives or collecting materials for the archives. Focus group questions will cover similar topics as the cohort interviews, with the goal of generating additional data on the unique differences that played out across the different projects. Focus group sessions will be recorded, transcribed, and analyzed.
- **Design and implementation of an expanded toolkit and improved training materials.** Analysis from all three phases of the project will be used to produce a newly expanded toolkit. This toolkit will follow a similar format as the existing *Community Archives Toolkit*, but will include modules tailored to diverse rural and urban communities. It will offer lessons, best practices, templates, descriptions of potential challenges, and more for each step of the process of creating a community archives. The expanded toolkit will also be used to improve the Phase 1 training materials.
- **Convene a working group of library partners for feedback and refinement of the draft toolkit.** The draft toolkit will be circulated to the group. Written feedback will be requested and at least two virtual sessions will be convened for verbal feedback and conversation around key concerns. These sessions will be recorded, transcribed and analyzed.
- **Dissemination of the comprehensive toolkit and research findings.** The newly expanded Community Archives Toolkit will be shared through TPL and UW websites and social media channels; existing communication channels of partner local and national organizations such as the Society of American Archivists and Public Library Association; and a set of nationally broadcast webinars. The results of the research will be presented by the research team through a set of scholarly publications in leading venues such as *Library Quarterly* and in presentations at professional and academic conferences including ALA and ASIST.

### Diversity Plan

The values of diversity, equity, and inclusion are central to every aspect of this research project. Core team members were and the cohort of librarians will be selected because they have expertise and experience working with diverse communities, both domestically and internationally. Small and rural libraries can be seen as underrepresented organizations in LIS literature that nevertheless serve millions of diverse US patrons. Our focus on public libraries

includes particular attention to the populations who likewise get discounted in LIS discourse such as rural migrant workers, and urban Black and Native American community members. The project team is aware of the discussions of Black and Native American archival practices, including the Protocols for Native American Archival Materials and other archival initiatives aimed at providing meaningful, appropriate, and respectful engagement with Black and Indigenous communities, such as the work of the Blackavists collective, Nancy Godoy and the Community Driven Archives Initiative, Brian Carpenter (2019) at the American Philosophical Society, Mike Kelley (2022) at Amherst College, and many others. While these are examples of archives outside of public libraries, our research team is dedicated to building on this work to ensure respectful engagement with Native American, Black, Latino/a, and other minoritized communities. We are also cognizant of historical trauma that embodies some archival collections for some communities. Building on the power of community archives to work towards healing for institutionally excluded communities (Godoy, 2021), we aim to implement an ethic of care through participatory co-development research that empowers diverse librarians and grants communities the power to reclaim their narratives and preserve their historical records.

## **Project Results**

Through rigorous applied research, the *Scaling Community Archives* project develops innovative knowledge and resources that will enhance library capacity to build community archives in rural and urban public library contexts. It will do so by building on the proven successes of the Tacoma Community Archives Center and Community Archives Toolkit. The project responds directly to needs identified by librarians in diverse public library systems to provide tailored guidance and deeper support of community archives development for a wider and more representative audience nationwide. In doing so, the project will result in the development of innovative community archives that promise to expand the voices and stories who are collected and heard. This will enable them to meet their critical missions of engendering belonging and holism, supporting civic participation, and increasing inclusion and equity in ways that advance wellbeing, and self-determination for diverse American communities. Specifically the results of this project will include:

- Advancing scholarly discourse and applied research on community archives, public libraries, and rural and small libraries in three or more presentations at national and regional conferences over the course of the project and that will lead to three academic publications.
- Developing a cohort of 8 libraries across the country, to pilot a network of learning and support and to expand staff training for community archives work.
- Identifying the context, assets and characteristics of the rural and urban library cohorts, in order to tailor the toolkit to these populations, through a process of observation, interviewing, co-design and mentoring.
- Producing a revised toolkit that can support the creation of community archives projects in libraries of all sizes across the country, including case studies that explore thematic issues identified through the research activities that can identify best practices, key issues, or other relevant topics linked to planning, implementing, or sustaining a community archives
- Disseminating project information, resources, and cohort activities through multiple communication channels, including webinars to reach 250+ library or other knowledge organization workers
- Engaging with library staff to support their work in building out a community archives program aimed at including those voices not previously collected or acknowledged within their communities.
- Implementing 8 new community archives of previously uncollected stories, in participating libraries.

Core to the project approach are values of generalizability and sustainability, which will ensure an enduring national impact. By systematically exploring differences and similarities between libraries that inhabit different geographies and exist at different scales, we will create a toolkit and associated resources that enable diverse libraries to produce and implement a tailored approach to developing their own community archives. Phase 3 stakeholder interviews will enable us to assess our success in producing a generalizable tool. Additionally, a core goal of the toolkit is to build the capacity of libraries and archives to not only create community archives, but sustain them. The toolkit will include specific guidance on sustainability. Project resources, including the toolkit, will be hosted long term at the University of Washington Information School, and the project team will engage MLIS capstone students and the CALMA Center to update materials on a yearly basis. Finally, the team also intends to leverage this project to develop additional resources that will further our impact. Integration of Littletree and Aden within the project is a first step towards developing a future project that extends the project toolkit to Tribal libraries. We view this project as another important, but not final, step in a long term agenda of making archives equitable for all communities across the United States.

LG-255075-OLS - Scaling Community Archives, University of Washington (Cifor, Principal Investigator)		MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
		Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	July 2025
<i>Phase 1: Community Archives Program (August 2024 - July 2025)</i>	Phase Timeline - 12 months												
	Obtain IRB approval for all project activities	█											
	Review existing toolkit, develop initial learning modules, and instructional plan		█	█	█								
	Interviews with rural & urban library staff to inform curriculum + analysis of interview data					█	█						
	Develop cohort application form and rubric for cohort applications						█						
	Outreach and dissemination of call through communication / partnership channels							█					
	Open application period, including holding "office hours" for interested participants								█	█			
	Review, selection, and announcement of cohort participants										█	█	
Kickoff meeting with cohort participants												█	
Dissemination activity - webinar - overview, learnings, and awareness raising													█
		MONTH 13	MONTH 14	MONTH 15	MONTH 16	MONTH 17	MONTH 18	MONTH 19	MONTH 20	MONTH 21	MONTH 22	MONTH 23	MONTH 24
		Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	July 2026
<i>Phase 2: Implementation of Urban and Rural Community Archives (August 2025 - July 2026)</i>	Phase Timeline - 12 months												
	Plan, host, and implement in-person training program	█	█										
	Participatory design workshops - 8 total (online)			█	█	█	█	█	█	█	█	█	
	Check-ins between cohort participants and project liaisons (online)				█		█		█		█		█
Dissemination activity - Plan and implement share-out workshop (online)												█	
		MONTH 25	MONTH 26	MONTH 27	MONTH 28	MONTH 29	MONTH 30	MONTH 31	MONTH 32	MONTH 33	MONTH 34	MONTH 35	MONTH 36
		Aug 2026	Sept 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	July 2027
<i>Phase 3: Development of a New Community Archives Toolkit (August 2026 - July 2027)</i>	Phase Timeline - 12 months												
	Conduct cohort interviews to inform development of case studies / toolkit resources	█											
	Conduct cohort & community partner focus groups		█										
	Design & implement expanded toolkit & improved training materials			█	█	█	█	█					
	Solicit feedback on toolkit and training materials (online) / integrate feedback								█	█			
Dissemination & outreach focused on toolkit and research findings (primarily online)										█	█	█	

## **LG-255075-OLS - Scaling Community Archives - Digital Products Plan**

### ***Type - What digital products will you create?***

The project will generate digital products that include curriculum materials; case studies, workshop materials, including presentations and activity worksheets; and research outputs.

We expect to create 4-6 curriculum modules and supporting materials. These modules will be accessible through an existing project website ([Community Archives Toolkit - Community Archives Toolkit \(gitbook.io\)](https://communityarchives.org/toolkit)) that is accessible through standard web browser software. We will also make the modules available for download through a standard format, such as PDF and their native format, such as Microsoft PowerPoint or Word as applicable.

We expect to create 8 case studies that will also be integrated into the project website and made available for download in a similar manner as the curriculum.

We expect that we will hold 8 - 12 workshops over the course of the project and access to these materials will be made available in a similar manner. Transcripts used for research data purposes will be included in the research outputs stored in the data repository.

Research outputs will be made available through the Dryad repository and are expected to include transcripts from interviews, focus group events, workshop recordings, and supporting documentation so that the data can be utilized by other researchers. Dryad requires supporting metadata and has an active curation process to ensure that the research data is findable and accessible in perpetuity.

### ***Availability - How will you make your digital products openly available (as appropriate)?***

All resources developed as part of the project will be made freely available on the project website. Our current materials are licensed as CC-BY. As described on the Creative Commons website “This license enables reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use.”

All materials will be accessible through standard, freely available or widely available commercial software. Additionally, materials will be available for download in multiple formats to allow for general accessibility.

Research outputs available through the Dryad repository will be indexed and show up in search results on various platforms. All data published on Dryad is “exclusively under a Creative Commons Public Domain License (CC0)” according to the Dryad website.

***Access - What rights will you assert over your digital products, and what limitations, if any, will you place on their use? Will your products implicate privacy concerns or cultural sensitivities, and if so, how will you address them?***

The authors will not assert any rights over the digital products and do not plan to put any limitations, including commercial use, on the use of the digital products. Current and planned license will allow for free access and for project curricular or toolkit resources a license for others to adapt and use with only attribution required (CC-BY).

***Sustainability- How will you address the sustainability of your digital products?***

The research outputs will be stored in the Dryad repository which has a robust and diverse set of participants and funders. We expect that the research outputs will be accessible through this repository in perpetuity. The University of Washington is an institutional member of Dryad and fully supports the use of the repository through active engagement and support by professional librarians in the UW Libraries system. If for some reason the Dryad repository should cease functioning, the research data would be moved to the University of Washington's institutional repository for ongoing storage.

The current toolkit and related materials are created and hosted on the GitBook platform. The project team members receive free access to this platform on an ongoing basis through an educational license. Any additional functionality in terms of storage of additional materials will be supported through standard ongoing technical resources that are available for free through the University of Washington Information Technology services group. This could include services such as file storage if needed.

Data Management Plan for LG-255075-OLS - Scaling Community Archives, University of Washington

Explain how you will manage, share, preserve, document, and enable reuse of the data you will collect or generate during the project by addressing the following.

• **Identify the type(s) and estimated amount of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put. Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.**

Data Type 1	Amount	Method	Scope/Scale	Date / Interval
Participant interviews	Small (text files)	Qualitative interviews + thematic analysis	1 per participant	1 time - Phase 1 1 time - Phase 3
Purpose / Use: <ul style="list-style-type: none"> <li>• Inform research questions</li> <li>• Inform case studies</li> <li>• Inform development of training / curricular resources</li> <li>• Support dissemination efforts through conference presentations and/or journal articles</li> </ul>				

Data Type 2	Amount	Method	Scope/Scale	Date / Interval
Focus groups of library worker project participants	Small (text files)	Qualitative interviews + thematic analysis	1 per focus group event	Multiple times - Phase 2
Purpose / Use: <ul style="list-style-type: none"> <li>• Inform research questions</li> <li>• Inform case studies</li> <li>• Inform development of training / curricular resources</li> <li>• Support dissemination efforts through conference presentations and/or journal articles</li> </ul>				

Data Type 3	Amount	Method	Scope/Scale	Date / Interval
Participant journaling / reflections	Small (text files)	Self-reflection exercises + thematic analysis	1 per participant	Monthly - Phase 2 & 3
Purpose / Use: <ul style="list-style-type: none"> <li>• Inform research questions</li> <li>• Inform case studies</li> <li>• Inform development of training / curricular resources</li> <li>• Support dissemination efforts through conference presentations and/or journal articles</li> </ul>				

Data Type 4	Amount	Method	Scope/Scale	Date / Interval
Transcripts of audio recordings of cohort workshops	Small (text files of the audio transcripts)	Recording, transcriptio	1 for each workshop conducted	Multiple times - Phase 2 & 3

		n, and analysis		
Purpose: <ul style="list-style-type: none"> <li>• Inform research questions</li> <li>• Inform case studies</li> <li>• Inform development of training / curricular resources</li> <li>• Support dissemination efforts through conference presentations and/or journal articles</li> </ul>				

Data Type 5	Amount	Method	Scope/Scale	Date / Interval
Researcher field notes	Small (text files)		5 total - 1 for each project team member	Ongoing throughout project

Purpose / Use: <ul style="list-style-type: none"> <li>• Inform research questions</li> <li>• Inform case studies</li> <li>• Inform development of training / curricular resources</li> <li>• Support dissemination efforts through conference presentations and/or journal articles</li> </ul>				
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Data Type 6	Amount	Method	Scope/Scale	Date / Interval
Other written outputs generated during workshops	Small to Medium (text files; photos of drawings, diagrams, etc. with annotations)	Various collection methods + thematic analysis	Unknown	Multiple times - Phase 2 & 3

Purpose / Use: <ul style="list-style-type: none"> <li>• Inform research questions</li> <li>• Inform case studies</li> <li>• Inform development of training / curricular resources</li> <li>• Support dissemination efforts through conference presentations and/or journal articles</li> </ul>				
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Participant data will be collected through individual qualitative interviews and focus group events conducted by the research team members; through journal / self-reflection activities to prompts provided by the research team members for participants to complete; and from recording, transcription, and analysis by team members of the workshop recordings. Each participant will be asked to contribute to each of the types of data collection efforts. The intended uses for the data are to inform the project's research questions related to differences between the experiences of the participants in establishing and managing a community archive. The data will also be used to inform case studies that will be prepared as part of the project and released publicly, to inform the development and revision of training resources, and to support dissemination of the project results in conference presentations or journal articles.

Additional data in the form of researcher field notes will be collected and analyzed at regular intervals over the course of the project. Other written outputs or objects (e.g. workflow diagrams or visioning exercise drawings) generated as part of the workshops will also be collected and analyzed. It is expected that these types of objects would be photographed and accompanied by appropriate metadata to connect it to the activity that produced it for further analysis.



**• Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.**

We do not plan on collecting any sensitive information directly, although some PII may be included in the data that participants share in interviews, their self-reflection exercises, or the original audio files of the workshop recordings. We will ensure the data is anonymized and follows both legal and ethical guidelines before submitting it to Dryad.

**• What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data? How can these tools be accessed (e.g., open-source and freely available, commercially available, available from your research team)?**

It is expected that the data and accompanying documentation would be accessible through commercially or freely available software such as web browsers (e.g. Google Chrome or Mozilla Firefox), word processing software (e.g. Microsoft Word), or display software (e.g. PDFs accessible through Adobe Acrobat or other similar software). We expect that most of the data will be recorded and then transcribed into text files, stored in Dryad, and accompanied by supporting documentation in the repository.

**• What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?**

The research team will provide data documentation, codebooks, and analysis information along with the data. This documentation will be stored in the Dryad data repository. The documentation will also be stored in commercially or freely accessible software. The repository has mechanisms for associating the documentation and data to enable future reuse.

**• What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project? If relevant, identify the repository where you will deposit your data. When and for how long will data be made available to other users?**

Project data and associated data documentation will be managed, disseminated, and preserved by deposit in the Dryad repository of which the University of Washington is an institutional member. UW Libraries provides assistance and support for research data preservation in the Dryad repository through their librarians. The data will be made available by the end of the project (no later than submission of the final project report to IMLS) and will be made available in perpetuity through the university repository. Dryad allows ongoing preservation and access for the submitted data and related documentation materials.

**• When and how frequently will you review your Data Management Plan? How will the implementation be monitored?**

The data management plan will be reviewed annually and when submissions of data are made to the repository. The repository has clear guidelines for minimum requirements for submissions that the team will review to ensure the data submission is acceptable.