



Native American/Native Hawaiian Museum Services Program

Sample Application MN-00-18-0013-18

Hawaii Department of Land and Natural Resources

Amount awarded by IMLS:	\$75,000
Amount of cost share:	\$0

Attached are the following components excerpted from the original application.

- Abstract
- Narrative
- Schedule of Completion

Please note that the instructions for preparing applications for the FY2019 Native American/Native Hawaiian Museum Services grant program differ from those that guided the preparation of FY2018 applications. Be sure to use the instructions in the FY2019 Notice of Funding Opportunity for the grant program and project category to which you are applying.

ABSTRACT

To the people of Hawai‘i, particularly those of Native Hawaiian ancestry, Kaho‘olawe is a symbol of resilience and an opportunity to rebuild a cultural heritage. As the only major island in the Pacific that has been archaeologically surveyed from coast to coast, the Kaho‘olawe Island Reserve’s inventory contains thousands distinct archival materials including photographs, texts and artifacts — all in need of proper preservation in order to be shared with the public. These items offer a vital opportunity to directly engage those unable to the physical, time or financial commitments incurred by an on-island volunteer work trip, currently the only safe and legal means of accessing the Reserve physically (and with a two-year waitlist). We see this as an important step in ensuring that the people of Hawai‘i have access to Kaho‘olawe.

With a mission to restore the kino (body) of Kaho‘olawe with nā po‘e o Hawai‘i (the people of Hawai‘i) caring for the land, the Kaho‘olawe Island Reserve Commission (KIRC) serves to restore, protect, preserve and provide access to the Reserve while held in trust for a future Native Hawaiian sovereign entity. Through the generosity of unique and timely grant, networking and training opportunities offered through the Native American Native Hawaiian Museum Services Program of the Institute of Museum and Library Services, the KIRC has begun to develop a Kaho‘olawe Virtual Museum in order to enable access to the Reserve to the larger public; fulfilling a vital part of our mission. In its first stage, a sample collection was identified based upon a community needs assessment resulting in the Kaho‘olawe Living Library. Driven by demand and armed with tools provided by new relationships created through stage 1, the next stage expanded the sample collection to include archaeological artifacts as well as a free mobile application, Kaho‘olawe Island Guide: Hō‘ike ‘ano o Kanaloa; developed to provide the contents of the KIRC archive to the public.

The proposed project encompasses stage 3 of the Kaho‘olawe Virtual Museum: Collaborations & Special Collections. Finding the Museum at a critical juncture between community demand and staff capacity, the need to consult best practices for collection expansion, refined digitization, preservation and, most importantly, community relevance and engagement must be addressed. To this end, the KIRC will collaborate with key archival and cultural specialists through three major activities: 1) expand and improve collections management, both digitally and physically; 2) process and rehouse a special collection (the Navy Collection); and 3) enhance the user experience through outreach and education.

This project responds to the need to A) preserve artifacts for access by the public, thereby perpetuating Native Hawaiian culture; B) provide user-friendly access to Kaho‘olawe information and resources; and C) readily engage the community in the cultural wealth embedded in Kaho‘olawe resources for all generations in a unique manner. Success will be measured quantitatively (number of hits and app downloads, survey participation, level of direct reach, memberships, media coverage and outreach requests) and qualitatively (survey responses, outreach feedback, media content). The project term is August 2018 - July 2020.

The benefits of proper preservation, access and engagement as well as meaningful changes in the knowledge, skills, behaviors and attitudes of our community will help to perpetuate Kaho‘olawe culture, engagement, access, learning and impact. The KIRC is committed to informing the public of the wealth of information available in its unique archives. Further, we are committed to responding the demand for access by our public. The Kaho‘olawe Virtual Museum: Collaborations & Special Collections project will accomplish this.

Project Justification

Established in 1994 by the Hawai‘i State Legislature in order to restore, protect, preserve and provide access to the Kaho‘olawe Island Reserve, the Kaho‘olawe Island Reserve Commission (KIRC) possesses the State’s largest repository of knowledge on Kaho‘olawe. Its library and archives house thousands of books, unique documents, photos and objects from or about the Reserve. With physical access to the island strictly limited by budgetary constraints and safety protocol, there is currently a 2-year waiting list to embark on one of 26 annual volunteer accesses managed by the KIRC.

In 2014, the KIRC was awarded a two-year Native American Native Hawaiian Museum Services Program grant through the Institute of Museum and Library Services (IMLS) to help launch a Kaho‘olawe Virtual Museum pilot project. The experience of developing a collection plan with experts in the field, driven by community demand, was remarkable; users of the “Kaho‘olawe Living Library” (<http://livinglibrary.kahoolawe.hawaii.gov/index.htm>) received the pilot with a 93% approval rating, affirming that it exhibited a rich opportunity to sustain Hawaiian heritage, culture and knowledge. In 2016, the next stage of the Kaho‘olawe Virtual Museum’s development was met with additional support through IMLS, resulting in collection digitization expansion, extensive community outreach planning and activities, oral history short films and the “Kaho‘olawe Island Guide;” a free mobile app (<https://itunes.apple.com/us/app/kahoolawe-island-guide/id1191112139>) enabling access from the Living Library content management system to an accessible, multimedia user experience.

Met with qualitative and quantitative results that not only exceeded expectations but demonstrated a deeper demand for collection diversity and access, the proposed project will focus on collaborations with cultural, museum and archival experts in order to A) expand and improve collections management, both digitally and physically (site visits of partner archival areas in order to help systematize the KIRC’s, including Kamehameha Schools and the Bailey House Museum/ Maui Historical Society; rehousing, environmental improvements, database migration and upgrade; consultations with abovementioned partners as well as Hawaiian cultural studies and library science professional Keahiahi Long); B) process and rehouse a special collection from the Bailey House Museum/ Maui Historical Society (the Navy Collection); and C) enhance the user experience through outreach as well as the design and printing of educational resources (informed by ongoing assessment as well as participation in key networking and educational events). This stage is entitled The Kaho‘olawe Virtual Museum: Collaborations & Special Collections.

One outcome of the Kaho‘olawe Virtual Museum has been the receipt of several collections of archaeological artifacts, photos and documents. One collection, the Navy Collection, consists of over 39 linear feet of archaeological artifacts, all of which were recovered from Kaho‘olawe and include artifacts dating from pre European contact to historic times. They are an integral part of the cultural heritage of the Hawaiian people. These artifacts were collected more than 40 years ago and placed in simple plastic bags and containers, which have greatly deteriorated over the years. They are in desperate need of proper rehousing so that they can be preserved and made available for public research. The next step to enhancing the Kaho‘olawe Virtual Museum would be to select a sample of these artifacts in consultation with an appropriate cultural consultant to

include in the Kaho‘olawe Living Library database as well as properly rehouse them. The public has requested information about cultural resources found on Kaho‘olawe. This would give the public, especially Native Hawaiians, a more accurate idea of the cultural heritage from Kaho‘olawe and thus its cultural importance to Hawaiians. Having the knowledge and experience of Bailey House Museum/ Maui Historical Society and Kamehameha Schools archival directors as well as an additional Hawaiian cultural studies and library science professional – all of whom have committed their support – helps to ensure that this project stage is responsive to the needs only to those of Native Hawaiian ancestry as well as the public at large.

An additional outcome of the Kaho‘olawe Virtual Museum has been the influx of invitations for project staff to participate in key networking, educational and outreach events such as Nā Waihona Waiwai: Archival Collections in Hawai‘i and Welo Ha‘aheo: An Exhibition of Hawaiian Royal Flags. Unfortunately, staff has not always been able to participate due to lack of travel funds. These outreach events provide unique opportunities to network and gain knowledge regarding best use and practices regarding archiving and community engagement. Having funding to travel and participate in annual events such as the Association of Hawai‘i Archivists annual meetings would provide greatly needed opportunities to connect with other archive professionals and utilize their expertise in improving best practices.

Staff has determined that the initial free software being used to maintain the database (Museum Archive Software) is not conducive to exporting data to a webpage. Therefore, a more efficient software that is more compatible with a webpage is needed in order to improve the user experience in exploring the Kaho‘olawe Living Library.

Through the selection, preservation, itemization, digitization and global sharing of an enlarged core collection of Reserve items, this stage of the Kaho‘olawe Virtual Museum: Collaborations & Special Collections, will offer a means of access to Kaho‘olawe – in a way that has a proven track record and demand for more. By educating and preparing future generations to preserve, protect and restore the island, Kaho‘olawe will maintain its standing as a symbol of resilience, hope for the future of the Hawaiian Nation, and an opportunity to contribute to its cultural heritage.

Project Work Plan

The project has been divided into five phases: Phase I, Reorganization of the KIRC Archive Room, Phase II, Rehousing of the Navy Collection, Phase III, installation of new software, Phase IV expansion of the KIRC Living Library database and Phase V will be to engage users.

Phase I: Reorganization of the KIRC Archive Room

The amount of material accumulated in the KIRC Archives is substantial. There are over 8,500 photos, slides, transparencies and negatives. Additionally there are over 2,500 documents and reports. There are also approximately 7,500 artifacts/physical samples, including the Navy Collection. Currently, the contents are stored in an office with very little shelving. Most of the boxes and containers are stacked on the floor which makes access to the items very difficult. Commission Coordinator and Project Manager, Terri Gavagan, will work in consultation with Kamehameha Schools’ Stacy K. Naipo, MLISc, to develop a reorganization plan which will include clearing the

room of extraneous material, developing a layout which will make the most efficient use of the storage space available while providing the maximum available protection for the archive material as well as providing a workspace for processing samples. This will include the installation of shelving, a dehumidifier to control environmental factors, means to monitor the environment within the Archive Room as well as a work table for processing.

Phase II: Expansion of data in the KIRC Living Library Database

Commission Coordinator and Project Manager, Terri Gavagan, and Executive Director Michael Nahoopii will work in consultation with Hawaiian cultural studies and library science professional Keahiahi Long, MLISC, to assess what archaeological artifacts from the Navy Collection should be added to the database. Once the sample list is established Commission Coordinator and Project Manager, Terri Gavagan, and the KIRC’s Hui Kāpehe Native Hawaiian internship program participants will input data about the objects (gathered from available labels and artifact card catalogs into the database). Portions of this phase will run parallel to portions of Phase III.

Phase III: Rehousing of the Navy Collection

Commission Coordinator and Project Manager, Terri Gavagan in consultation with Naomi Lake-Farm, Executive Director of The Maui Historical Society/Hale Hō‘ike‘ike at the Bailey House will evaluate and determine the most efficient methods for cataloging, rehousing and storing the collection. She and Hui Kāpehe interns will rehouse contents of the Navy Collection chosen to be in the sample into appropriate container trays, polypropylene bags and artifact storage boxes. Additionally, they will label the contents with all information provided on the original labels.

Phase IV: Selection and Installation of New Software

KIRC GIS / LAN Specialist Carmela Noneza, will evaluate existing software programs, select and install software that is more efficient in exporting data to a webpage as well as allow easier modification to the webpage. This phase would also include the exporting of existing data to the new software.

Phase V: Engage Users

Through the KIRC’s State website, the Kaho‘olawe Living Library website and the Kaho‘olawe Island Guide mobile app, users will have immediate and continued access to a consistently growing collection of systematized archived documents, photographs, artifacts and oral histories, including the new special Navy collection. Engagement will be drawn via quarterly press releases to 200-plus media contacts as well as our e-news community of 4,079 contacts. Weekly social media posts (Facebook, Instagram, Twitter) will highlight featured items from the collection, statements by our expert collaborators regarding how each contributes to the sustainability of Hawaiian heritage, culture and knowledge, and excerpts/ documentation from each stage encouraging participation via user satisfaction surveys, comments and testimonials speaking to their own Kaho‘olawe experiences.

The Maui Historical Society/Hale Hō‘ike‘ike at the Bailey and Kamehameha Schools have committed to providing their own assessment of the Kaho‘olawe Living Library based on their audience demand and experience – providing a new opportunity for engagement.

KIRC’s Public Information Specialist Kelly McHugh will create a PowerPoint presentation for new users to navigate points of interest, refined categories within the newly migrated system, ‘ili based objects encompassing a special sense of place and more to be used during quarterly outreach events, online and shared with school partners (currently, we have volunteer groups participating in on-

island restoration and cultural accesses from 13 schools, Statewide). Kaho‘olawe Living Library details will be added to volunteer orientation presentations (est 600-1,000 served each year) as well as during public meetings of KIRC Commissioners and hearings at the State of Hawai‘i Legislative Session (est 10-12 per year). Further, interested users will be invited to access these tools in our developing Kaho‘olawe Reading Room; which is open to the public Monday through Friday 7:45 am to 4:30 pm. Library services are available during this time and material can also be requested via e-mail to the Commission Coordinator. The office makes PCs available to the public and all material archived will be searchable this way.

Additional outreach activities (e.g. Festivals of Aloha (Kaahumanu Mall), Rotary meetings, Nāhelehele Dry Forest Symposium (Outrigger Keauhou Beach Resort, Kailua Kona), Whale Day (Pacific Whale Foundation), Hawaii Conservation Conference and school visits will outline the history and significance of Kaho‘olawe and provide training on how to access the Kaho‘olawe Virtual Museum.

Work Schedule

It is estimated that a total of 120 hours would be needed to complete Phase I which includes the clearing of extraneous material from the KIRC Archive Room, evaluating, designing and installing an efficient storage layout for long term storage and archival processing. This would include procuring needed shelving, environmental monitoring equipment and other needed supplies.

Phase II would include KIRC staff reviewing the artifact inventory sheets for the Navy Collection to select potential sample objects, locating and examining potential sample objects and consulting with Museum Specialist Keahiahi Long to determine what artifacts would best represent the scope and breadth of the collection (200 hours). It would also consist of training interns from the KIRC's Hui Kāpehe Program (estimated time 40 hours) in the process of digitally photographing artifacts, labeling digital files (both master and access files of these images would be created), as well as inputting data about each object into the KIRC Living Library database. Both the Project Manager and interns would participate in this process. It is estimated that 1500 hours on the part of the Project Manager would be needed to complete this portion with a grand total of 1740 hours needed for this phase. Part of this phase would coincide with Phase III to make most efficient use of staff and intern time. It is estimated that Phases II and III would be the most time consuming parts of the project.

Phase III would take an estimated 1980 hours to complete. The Project Manager would evaluate and develop the most efficient method of cataloging and shelving artifacts from the Navy Collection. The Project Director would train Hui Kāpehe interns in the proper process of rehousing the artifacts. The process would include removing artifacts from their original housing and placing them in the appropriate archival container (archivally safe container trays, polypropylene bags and artifact storage container boxes), transferring accompanying artifact information from original artifact slips to Tyvek tags, labeling the container boxes and shelving them. Emphasis would be placed on those artifacts selected for the sample to be imported into the KIRC Living Library database.

Phase IV would be conducted by KIRC GIS/LAN Specialist, Carmela Noneza. It is estimated it will take 128 hours to complete this phase over a period of three months.

Phase V would be mostly conducted by the Public Information Specialist.

3. Project Results

IMLS Performance Goal:

The IMLS agency-level goal "Community" will be addressed by the Kaho‘olawe Virtual Museum via strengthening museums and libraries as essential partners in addressing the needs of our community. This will be measured by the number of hits and app downloads (target: 50% of our current membership to download app + 50% web hit increase); a positive usage survey response (target: 90%); an increased direct reach (target: 50%); an increase in KIRC memberships (target: 50%); and a demand for classroom and other outreach presentations.

Intended Results: *Proper preservation, access and engagement*

A) In response to the need to preserve historic Kaho‘olawe artifacts for access by the public, thereby perpetuating Native Hawaiian culture, the KIRC will rehouse portions of the Navy Collection and continue to archive an expanded collection; with archival activities informed by appropriate theory and practice supported by the Society of American Archivists. B) In response to the need for access to Kaho‘olawe information and resources that has been clearly exhibited by our public, (measured by the volunteer waitlist noted above as well as media engagement, social media reach and extensive survey feedback), the Kaho‘olawe Virtual Museum intends to enable access to Hawaiian artifacts, storied places and archival materials encompassed by and through all media outlets, including the KIRC and Kaho‘olawe Living Library websites and the Kahoolawe Island Guide: Hō‘ike ‘ano o Kanaloa. C) In response to the exhibited importance of sharing the cultural wealth embedded in Kaho‘olawe resources for all generations in a unique manner that can be blended in spite of differences and changes over the years, the Kaho‘olawe Virtual Museum intends to provide welcoming opportunities to sustain Hawaiian heritage through a user friendly database and mobile app. Through the breadth and quality of content, vetted over the course of three years and coordinated by KIRC staff, cultural consultants and extensive community input, this next stage will employ the expert IT, archival specialists and cultural consultants that designed the app that inspired this project; qualifying ease of use and cultural relevance.

Knowledge, Skills, Behaviors, Attitudes:

Through the Museum, users have context for the images stored in our collection; now paired with a specific location, date, relevance and technical information. With practical knowledge of each subject now offered, taught through an engaging user data-interface, facts, information, and skills will be learned through the experience and education offered by the museum. The behavior of self-engaging with the museum to gain this knowledge will be taught; thereby changing the attitude that these resources are not readily available to the public without physically accessing the Reserve.

Tangible Products:

Products of this stage of the Kaho‘olawe Virtual Museum include: A) searchable database and mobile app which the public can utilize; B) properly rehoused artifacts that the public can utilize for research; C) virtual community gathering place and educational focal point off-island which will extend access to Kaho‘olawe; D) ever growing intellectual collection; and E) extensive outreach materials promoting and educating the public about the purpose, importance and instruction of the KIRC virtual museum.

Project Duration: August 1, 2018– July 31, 2020

Phase I: Reorganization of the KIRC Archive Room

August 1, 2018-September 31, 2018 (2 months)

- Project manager to clear KIRC Archive Room of extraneous material
- Site visit to partner archival site
- Project manager to purchase and place (under the guidance of Kamehameha, Historical Society and Cultural/ Library expert partners) appropriate items such as stainless steel wire shelves and work table in the KIRC Archive Room to provide adequate shelving for archival boxes and artifact boxes as well as adequate work space

Phase II: Expansion of data in Living Library Database

October 1, 2018-December 31, 2019 (15 months)

- Project manager, ED, and partnering consultants to compile list of objects to be added to the KIRC Living Library Database
- Site visit to partner archival site/ participation in educational/ networking event
- Project manager to train Hui Kāpehe/ Native Hawaiian interns to digitally photograph selected objects and properly label digital files and properly input object data into Living Library database
- Project manager and Hui Kāpehe interns to complete the photographing of selected objects
- Project manager and Hui Kāpehe interns to complete inputting of object data into Living Library database

Phase II: Rehousing of Navy Special Collection

October 1, 2018-December 31, 2019 (15 months)

- Project manager to evaluate and determine most efficient and archivally-sound methods for cataloging and storing the collection under the guidance of Kamehameha, Historical Society and Cultural/ Library expert partners
- Participation in educational/ networking event/s
- Project manager and Hui Kāpehe interns to rehouse and label items in collection with focus on those selected to be included in sample for the KIRC Living Library Database

Phase IV: Evaluation, procurement and installation of improved software

January 1, 2020-March 31, 2020

- GIS Specialist to evaluate available new software that is more compatible with a webpage
- GIS Specialist to procure and install new software and train Project Manager and Hui Kāpehe interns on how to use the new software
- GIS Specialist to export existing data to newly installed software

Phase VI: Public relations/engage users

April 1, 2020-July 31, 2020 (4 months) + ongoing for process & collaboration sharing

SCHEDULE OF COMPLETION: The Kaho‘olawe Virtual Museum
Institute of Museum and Library Services – FY2018 Native Hawaiian Museum Services Program

Public Information Specialist to perform the following:

- Create & assign schedule of outreach activities (e.g. Festivals of Aloha [Kaahumanu Mall], Rotary meetings, Nāhelehele Dry Forest Symposium [Outrigger Keauhou Beach Resort, Kailua Kona], Whale Day [Pacific Whale Foundation], Hawaii Conservation Conference and school visits).
- Analysis of user statistics, feedback (guest book, user survey and social media testimonials) and demand for outreach/ informational sessions. (2014 – present)
- Quarterly press releases to 200-plus media contacts as well as e-news community of 4,079 contacts.
- Weekly social media posts (Facebook, Instagram, Twitter) highlighting featured items from the collection, statements by our expert collaborators regarding how each contributes to the sustainability of Hawaiian heritage, culture and knowledge, and excerpts/ documentation from each stage encouraging participation via user satisfaction surveys, comments and testimonials speaking to their own Kaho‘olawe experiences.
- Design of PowerPoint presentation to navigate points of interest, refined categories within the newly migrated system, ‘ili based objects encompassing a special sense of place and more to be used during quarterly outreach events, online and shared with school partners (13, Statewide, currently).
- Update of volunteer orientation presentation and e-packet (est 600-1,000 served each year) to include project components, also to be used at public meetings of KIRC Commissioners and hearings at the State of Hawai‘i Legislative Session (est 10-12 per year).
- Print materials and signage for Reading Room; open to the public Monday through Friday 7:45 am to 4:30 pm. Library services will become available during this time/ PCs to be made available to the public with all materials searchable.
- Collect and analyze qualitative data from users, KIRC volunteer group leaders, participants and KIRC staff at first half (8/1/18 – 7/31/19) of the project and at final 3 months. Methodology to include: A) survey data (surveys distributed to all KIRC participants); B) interviews based on the design of qualitative data collection tool – completed at the beginning and end of the first project year to document initial expectations and lessons learned from the project; C) written report to promote: 1) learning and program improvement and 2) communication of results and benefits to a broader audience, including funders and community partners. After year 1 data collection, the Public Information Specialist will draft a report to include survey data, interviews themes, pictures and quotes in order to improve year 2 of the project. The process will be adopted by the project team to implement post-year-2.
- Evaluation by collaborating organization audiences.