

**Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization**

**Collections Care for Access and Growth**

FY 2020 Enhancement Grant

IMLS Agency Level Goal – Increase Public Access, Increased access to knowledge through effective communications & Support for stewardship of museum and library collections.

**STATEMENT OF NEED – IMLS CATEGORY – PRESERVATION & REVITALIZATION**

Collections Care for Access and Growth focuses on the **preservation and revitalization** of our Tlingit culture by processing our archival holdings to industry standards for patron access and use; developing resources that make previously recorded elder knowledge more easily available; and increasing the skills and knowledge of staff.

**1. Statement of Need**

**Audience – Location:** Located on the northern tip of Chichagof Island in Southeast Alaska, 40 air miles west of Alaska’s capital city of Juneau, Hoonah is the largest Tlingit Native community in the world and is the principal village for the Xúna Kaawu (people with indigenous ties to Hoonah), that have occupied the area since prehistory. Our village is steeped in rich culture and history. In 1944, a fire destroyed much of the city and many priceless Tlingit cultural objects including at.oow (clan owned regalia and other objects that hold great value and tell our clan stories). The City of Hoonah was incorporated in 1946, thirteen years before statehood. Hoonah is a remote and rural community, dependent on air and water transportation, with no roads connecting it to other towns. There is a state-owned/operated airport and a seaplane base that are both served by scheduled small aircraft from Juneau. Our village is also served by the state ferry system.

**Population, economy:** Huna Totem Corporation (HTC), the applicant, has more than 1,400 shareholders who reside predominantly in Hoonah and Juneau. Other shareholders are spread throughout the state and world. The United States ACS 2016 census estimates the village of Hoonah has 774 residents, approximately 60% are Alaskan Native. Fishing, fish processing, tourism and local government are mainstays of the economy. The median household income is \$59,167 with 15% of Hoonah residents living below poverty level. Residents maintain a healthy subsistence lifestyle based on harvesting deer, salmon, halibut, berries, shellfish, seaweed and beach greens. It is said, “when the tide is out, the table is set.”

**Education, language and culture:** The population has a median age of 43 with 88.9% of adults over 25 having a high school education or higher. The Tlingit language was orally based until the 1970s when linguists created a written form. Our culture and history are passed on through our songs, regalia, at.oow, and our stories. While there are few fluent Tlingit language speakers living in our village, the school has a dynamic Tlingit language and cultural revitalization program imbedded in the daily curriculum. Hoonah is home to many cultural knowledge bearers and artists. Various local organizations host community cultural events and classes to teach and practice the Tlingit culture to young and old. Hoonah City Schools has an elementary, middle, and high school. Hoonah is proud of the many men and women who served our country in the armed forces and our community always has been and always will be a fishing village.

**Need:** Though elder knowledge has been recorded in existing video interviews with respected Tlingit elders, access to the archival collection is not possible without collections care, beginning with the basics of organizing, processing, creating finding aids and unique identifiers, inputting items into a searchable database for locating holdings. Hoonah residents and shareholders have a well-documented and ongoing interest in preserving their elders’ and knowledge bearers’ stories for the benefit of current and future generations and understand that the materials held within HHF’s Library & Archives represent a collective memory for the Xúna Kaawu and Hoonah community. We understand the need to and value in properly processing our unique collections for the purposes

**Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization** of access, preservation, and education, and have created policies to prioritize and guide our work.

By documenting our at.oow, we are preserving our history as passed down for generations from one clan caretaker to the next. These stories are priceless. While our organization has done an excellent job of collecting materials, we lack the processing and the organization of what is contained in our archives. Without a standards-based system in place we are significantly inhibited in carrying out project goals. While the projects we have recently undertaken have been audience focused and successful, they have shown us that until we get a handle on our archives, we will be unable to serve our audience as desired. We must get back to basics and process our collection in order to be in a prime position to implement access to these priceless and one of a kind materials.

Because our audience is primarily located in Juneau and Hoonah, we plan to have access copies of as many materials as possible in both locations; therefore, we need to create copies of materials in our Juneau archives, for our Hoonah location to increase access in Hoonah.

An additional need voiced by our Board of Trustees and Hoonah residents is the seasonal nature of the local economy, there is a need for training residents to pursue alternative work during the off-season.

The archival holdings are unique in nature as they contain audio and video recordings and images that are place based and community specific. Because these materials are only located in our repository there are no other projects that exist to help answer the need of our stakeholders and community.

The Tlingit cultural concepts of *Haa Shaagoon*, *Haa Kusteeyí*, *Haa Latseen*, and *Lingít yoo x̱'atángi* are foundational to our need to properly process our archives for access and use. *Haa Shaagoon* refers to our ancestors as they relate to past and future generations. By providing access to the stories and photographs of those who came before us, we will build intergenerational connections. In addition, storytelling events using archival materials will foster connections between current and past generations. *Haa Kusteeyí* refers to our way of life. We will be able to better share our way of life with our people by increasing accessibility to historical and cultural photographs, audio and film materials through arrangement, description and finding aids. By collecting new content on our cultural history and at.oow through oral interviews we will ensure that this knowledge is not lost. *Haa Latseen* refers to our strength and our leadership. This project supports community needs by providing access to stories, photos, cultural history, and our collective identity. Many of the materials contain content on Our Way of Life that would be invaluable to current clan leaders. *Lingít yoo x̱'atángi* means our Tlingit language. Language preservation and use will be enhanced by making language recordings available. **These activities strengthen our people.**

**Current role of organization:** In 1990 Huna Totem Corporation (HTC), the village corporation formed under the Alaska Native Claims Settlement Act enacted by Congress in 1971, established the Huna Heritage Foundation, a 501(c)(3) nonprofit, to act on their behalf in matters of educational and cultural significance. Mission: to enrich Our Way of Life in perpetuity. In 2012 HTC conducted a Shareholder Survey that identified the preservation of the culture through library, archives, and historic collections activities as the second highest priority behind higher education scholarships. In 2019 HTC conducted another Shareholder Survey that identified this priority remains.

Two full-time staff members, an Executive Director and Archivist, provide HHF services in Juneau and Hoonah. One part time Project Coordinator provides services in Hoonah. Computers with internet access are available to our clients at both locations. In Hoonah, this is the only free public access computer in the community. Our staff provides educational programs introducing the digital archives and how to access the online repository of historical and cultural value to the school and greater Hoonah community. Seven trustees serve 3-year terms in

**Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization** support of cultural programs and education goals for HTC shareholders. An annual operating and long-term strategic plan are in place. (See Doc#4)

A core program of HHF is the Library and Archives (L&A), whose mission is preserving material of historical and cultural value for the education and enjoyment of current and future generations. Our online Huna Heritage Foundation Digital Archives ([www.archives.hunaheritage.org](http://www.archives.hunaheritage.org)) website was launched in January 2018 as part of a 2016 IMLS Enhancement grant project, Lifting Faces of Our Ancestors. The L&A has a diverse variety of materials including 250 books pertinent to Alaska Native culture and history, audio and visual recordings, articles and papers specific to the Hoonah Tlingit culture and language and more than 700 historic and cultural photos. The library collection, held in Hoonah, is normally available for research 1-3 PM Monday-Friday. Hours of operation are currently unavailable to the public to visit our library due to the mandatory closures relating to COVID-19. Improving accessibility and use of the collection is integral to the mission of HHF.

**Purpose:** The purpose is to fulfill the need of our audience to access and use the audio and video recordings, photographs and print material of local elders and knowledge bearers on Hoonah culture and history held in our archives. These precious materials are available nowhere else. By processing our collection with care for arrangement, description, finding aids and a searchable database, we will be positioning ourselves to make materials available to those it matters to most and in ways that are appropriate for all ages. Our stakeholders need to access local history and culture that would be meaningful to elders and is currently unavailable or inaccessible. School-aged students will benefit as they will gain access to local place-based historical and cultural materials. General public and anyone interested in the topics will gain improved access. All future projects utilizing archived materials success is dependent upon proper care and processing of the collection.

**Specific audiences:** Intended audiences for Collections Care for Access and Growth include: Xúna Kaawu (people with indigenous Hoonah lineage); Huna Totem shareholders and descendants; elders and other people who reside in or are from Hoonah; primary, secondary and post-secondary students and instructors; those studying our cultural ways of being; researchers; and the general public. HHF strives to provide maximum access to digital collections while protecting the cultural integrity of the Hoonah peoples.

**Assessment:** Staff did a baseline assessment on the best next steps to increase accessibility of the Library and Archives collection of videos of elders sharing their knowledge and stories. With the successful establishment of HHF's Digital Archives and the success experienced through the creation and implementation of a system of processing, description, arrangement and naming convention, the natural progression of collection development is to go back and ensure that our physical archives is up to the same standards as our digital archives.

The lack of organization or identified content has made using the archives a significant challenge. Self-assessment and observation have shown us that by not having our collection processed to industry standards we are ineffective in providing access to collections' materials, nor are we able to use these materials in projects sharing content. Huna Totem conducted shareholder surveys in 2012 and 2019 with over 1400 shareholders to identify priorities. Shareholders indicated the preservation of culture through library, archives, and historic collections activities as the second highest priority behind higher education scholarships. Our Digital Archives online access count has shown thousands of visitors have enjoyed our online portal. We also know that there is a need for collections care from the dozens of requests each year to access archives for videos, audio recordings - many in Tlingit- and photographs. Additionally, as part of our current grant, our film project coordinator has experienced significant time delays in completing a series of short films from archival materials because there is no arrangement, description or finding aids in place.

**Approach is best solution:** We must dedicate time to processing, description, arrangement, finding aids and a

**Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization** searchable database. This approach is the only logical way to move forward in service to our audience needs and fulfilling our mission. By processing our archive collections to the Society of American Archivist (SAA) standards, HTC and HHF will enhance their role as strong community anchors and engage community members in cultural revitalization. Assessing the long-term use of these materials will help us better plan future services to meet community needs. Building on current partnerships will expand our capacity.

## **PROJECT DESIGN**

Collections Care for Access and Growth is a two-part project responding directly to the assessed shareholder and community needs and the growing interest in conveying traditional knowledge and clan stories. It addresses three critical project questions that came from our assessment: 1) How do we ensure that the knowledge shared by our elders is transmitted to current and future generations? 2) How can we begin to supply a missing piece of our history, documenting our at.oow, our clan belongings that hold within them our traditional and cultural stories? 3) How can shareholders and community members gain skills to promote employment, contributing to Hoonah's economic vitality? This project continues previous work, incorporating the use of technology to provide more widespread access to cultural resources based on community values and Tlingit protocols.

**Resources needed for the success of the project include:** Staff; guidance and training from the Alaska State Libraries, Archives and Museums; SAA membership; ArchivesSpace membership; online training and reference books on archives management, arrangement and description; technical support from staff at Washington State University; at.oow caretakers willing to share their stories and photos; recording equipment, software, and computers (already owned by HTC and HFF); materials in the archive collection; general supplies (provided by HTC and HFF); stipends for at.oow caretakers interviews; HHF's collections policies; funding for staff travel.

**Work plan:** Planned tasks, responsible person(s) and a timeline is provided for each goal. Abbreviations are used below for individuals/organizations to carry out each task: Executive Director (ED), Archivist (AR), Project Coordinator (PC), Alaska State Archives (AK), Evaluator (EV), Washington State University (WSU).

### **Goal 1: Shareholders, community members and the general public will have increased access to Hoonah history and locally created cultural resources that preserve our elders' and other culture bearers' knowledge.**

Objective 1: Process our archival collection to improve access to and use of unique resources.

- Create an inventory of materials in the collection. – AR/PC – Ongoing as completed
- Process collection to industry standards using Dublin core metadata. – AR/PC – Ongoing as completed
- Create finding aids with item level description when possible. – AR/PC – Months 4-24
- Input metadata into the ArchviesSpace to make content searchable – AR/PC – Months 6-24

Objective 2: Ensure increased access through opportunities in Hoonah, Juneau and online.

- Create copies of audio, video and print materials – ED/AR/PC – Months 6-24
- Provide outreach through storytelling programs based on archival materials–ED/AR/PC–Months 13-24
- Create preview clips of video and audio footage from our Digital Archives–AR/PC–Months 13-24

### **Goal 2: At.oow caretakers will have increased opportunity to share their stories and have them recorded, edited, and made available through a variety of formats including HHF Digital Archives.**

Objective 1: Expand opportunities for our culture bearers to record and share our clan stories.

- Test audio equipment – AR/PC – Month 1-2
- Plan/schedule pre-interviews/interviews; develop questions for at.oow caretakers – ED/PC – Months 6-24
- Edit stories - "limited editing" ex. coughing, loud noises, etc. – AR/PC – Months 6-24
- Create preservation and access copies with storage of physical copies in three locations AR/PC Months 3-24

### **Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization**

- Upload access copies of sound recordings to Digital Archives; add metadata – AR/PC – Months 23 – 24

Objective 2: Fulfill our obligation to the at.oow caretakers who we currently have on audio and film to make sure that their stories are easily available to current and future generations.

- Review existing at.oow caretaker audio and video – PC/AR/Collections Committee – Months 2-24
- Sort, organize and process for arrangement and description – ED/PC/AR – Months 4-24
- Input data into ArchivesSpace for audience access – PC – Months 4-24

### **Goal 3: Project staff will increase their knowledge and skills related to archives management, arrangement and description, building professional credentials for future employment opportunities.**

Objective 1: Staff members will learn the fundamentals of archives management.

- Purchase reference books on archive management, description and arrangement – ED/AR– Months 1-2
- Purchase SAA membership for staff access to online training and resources – ED – Months 1-2
- Purchase ArchivesSpace software for our patrons to have a searchable database. – ED – Month 1

Objective 2: Support staff members as they strive to meet individual career and skill goals and build archive management, storytelling, film and sound editing and archival software skills.

- Archives management training provided by the Alaska State Archives – AK/AR/PC – Months 1-6
- Communicate with staff at WSU for guidance and advice – Team – Ongoing
- Communicate with evaluator to plan, implement, analyze, and report on evaluation – ED/EV – Ongoing

Activities for all goals: The Executor Director, Archivist, Project Coordinator, Evaluator, Washington State University will:

- Review assignments, communicate with Project Team/partner agency; write final report – Team – Ongoing
- Finalize collection expectations, copyright decisions, etc. – Team/WSU – Months 1-12
- Develop and disseminate publicity materials – Team – Ongoing
- Create copies of recordings (3 master copies) per collection plan and 2 copies in CD/DVD format for the archives, HHF Office in Hoonah, interviewees – AR/PC – ASAP after completion
- Contract with evaluator – ED – Month 1
- Meet with HHF Board, HTC President and CEO, and Evaluator to review and report progress – Quarterly

**Conceptual design and processes:** The Executive Director's participation in Washington State University's Tribal Stewardship Cohort Program provides a solid foundation for this project and our project team is well respected in the community. The Key Staff List, Consultant letters, and Résumés show the breadth of experience and skills held by project staff and the evaluator. Staff utilizes existing planning documents, policies and procedures to assure strong project management and they work with partner agency staff, other corporation staff, consultants and shareholders to successfully implement cultural projects. The Executive Director will serve as the Project Director. She will oversee the Archivist and Project Coordinator. (See Projectstaff, Doc#1,2,3, Résumés)

The project has been designed so staff will have learning and skill-building opportunities through online portals and mentoring/guidance from professionals in digitization, archive collection development, and evaluation.

**Partner/collaborator roles:** The staff at Huna Heritage Foundation will be responsible for the day-to-day activities related to archives management, arrangement and description; identifying potential interviewees; gathering sound and reviewing existing films for posting on our Digital Archives. They will organize and promote events for shareholders and community members, prepare reports and communicate with HTC staff and Board. The following

## **Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization**

three long-term partners are critical to our success:

The Alaska State Libraries, Archives, and Museums will provide expertise, project support and guidance to project staff. Archives management training will include a walk-through by an archivist from the Alaska State Archives to help us develop a plan for the arrangement, description, processing and providing access to our materials.

Washington State University's Center for Digital Scholarship and Curation will provide guidance, technical support and peer networking. For the past 4 years, HHF staff have maintained the mentor relationship with WSU that began with the Tribal Stewardship Cohort Program where we gained knowledge, skills and a solid understanding of culturally responsive and ethically minded practices of digitization for cultural heritage materials. Doc#2

Hoonah City Schools (HCS) has been a partner for local and Alaska History, culture and storytelling using archival materials as subject matter the past three years. In year 2, the Archivist, a professional storyteller, will visit HCS to conduct a week-long storytelling workshop for students using materials from our archive.

**Planning:** Huna Heritage Foundation is committed to practicing quality archival stewardship, following legal, cultural, and institutional standards locally and internationally. Collection Policies were developed and adopted in 2017 to provide a framework for the HHF Library and Archives to initiate and carry out digitization projects, that align with the digitization purpose statement and organizational mission. Originally addressing images and photographs, revisions have been drafted with WSU staff to include audio and video projects. The Collection and Digitization Policies will provide a guide to care and processing of physical collections and will be reviewed regularly for future updates. (See Doc# 2)

Previously funded IMLS projects revealed the negative impacts of not having our archival collection properly processed to industry standards. HHF staff discussed a work plan that addresses the project tasks both thoughtfully and strategically. The HHF Board of Trustees has the ultimate authority over all operations to ensure numerous levels of care, protection and adherence to standards, practices, laws and protocols. The Board of Trustees wholeheartedly supports the proposed project as the next archives priority for HHF. (See Doc#1,5)

**Current project accomplishments:** Honoring our History through Stories was the second phase of making the Library and Archives collection accessible while creating new content to document history. The project has produced 30 of the 50 Hoonah veteran history interviews and is well on its way to completion of the 50 goal. A second focus of the grant was to create a series of short films created from materials held in the archives. One of the six short films has been completed with others underway. This project established our need for collections care and processing. The videos have taken much longer to produce due to the archives being unprocessed. Processing digital content will greatly contribute to the success of processing our physical archives.

The Lifting Faces of Our Ancestors project was the first phase of digitizing, preserving, and making the L&A collection accessible in a culturally responsive framework. Staff participated in the Tribal Stewardship Cohort Program at WSU. A portal was configured and customized with fields and community records to allow shareholders to add information and enrich narratives. Over 700 photos have been digitized and uploaded to the HHF Digital Archives on the Mukurtu CMS site. (<http://archives.hunaheritage.org>). The Association of Tribal Archives, Libraries, and Museums awarded Huna Heritage Foundation the 2019 International Guardians of Culture and Lifeways "Archives Institutional Excellence" Award, recognizing indigenous archives that demonstrate a significant commitment to the preservation and use of documentary heritage.

These projects have already preserved resources for future generations through digitization and provided access to photos that haven't been seen for decades, widened the audience that had previously viewed the collection and gathered important descriptive narrative and metadata from patrons about the photos.

**IMPACT**

We are confident that our strong position in the community, our dedicated Project Team, involvement of community members, and the assured commitment of partners will lead to success. HTC and HHF work together on projects that enhance civic engagement, cultural opportunities, and economic development. Evaluating how services we offer make a difference in the lives of shareholders, community members and the general public is very important.

We will collect and report information on the impacts on individuals' and their needs for access to cultural information and preserving cultural knowledge they hold, improvement in access to the archive's resources, and the enhancement of skills of our staff. The attached OBE details evaluation plan. (See Doc #6)

**Other goals and anticipated outcomes:** The planned activities and expected outcomes support our efforts to preserve cultural resources and revitalize Hoonah Tlingit culture and history. Success will depend not only on reaching the anticipated outcomes and outputs listed, but also on unexpected outcomes that may arise.

**Outcomes: Goal 1: Shareholders, community members and the general public will have increased access to Hoonah history and locally created cultural resources that preserve our elders' and other culture bearers' knowledge.**

Elders/shareholders and descendants/community members/others report:

- they value increased access to local history resources AND new resources help preserve culture (target 100%)
- they find ArchiveSpace easy to use (target 80%)
- they anticipate using the online resources more in the future (target 70%)

HTC and HHF Board members report the project has:

- provided increased access to local history resources (target 100%)
- improved services to shareholders, descendants, community members, public (target 100%)

**Outputs:** Archives is accessible with content searchable through ArchiveSpace database. Procedures documented.

**Goal 2: At.oow caretakers will have increased opportunity to share their stories and have them recorded, edited and made available through a variety of formats including HHF Digital Archives.**

Elders/shareholders and descendants/community members/others report the project:

- helped them fulfill their responsibilities/desires to share stories of their lives (target 100%)
- successfully documented the at.oow story and they are satisfied with the final recorded version (target 100%)
- strengthened the Hoonah Tlingit through preservation of important cultural history (target 90%)
- increased their interest in listening to or viewing cultural resources (target 90%)

**Outputs:** 10 audio recordings of at.oow caretakers created.

**Goal 3: Project staff will increase their knowledge and skills related to archives management, arrangement and description, building professional credentials for future employment opportunities.**

Project staff members report and demonstrate: (target 100%)

- increased archival management skills including arrangement, description and finding aids
- increased skills in preparing for and conducting interviews, recording interviews and basic editing
- increased cultural and Hoonah Tlingit knowledge
- increased skills and understanding of planning and implementing an evaluation plan

**Outputs:** 3 staff participate in online training opportunities; 1 works with evaluator to hone evaluation skills

**Benefits:** Shareholders and their descendants will benefit by having easy access to more cultural resources, history, Tlingit language materials, songs and stories, enriching their lives and increase their participation in cultural and community activities. At.oow caretakers and their clans will benefit by the documenting and preserving of their unique stories. Training for three staff members will enhance their capacity for library and archives work.

**Measuring success:** Project staff will review the Outcome Based Evaluation at project start. Each component will

## **Huna Totem Corporation – Collections Care for Access and Growth– IMLS Category – Preservation & Revitalization**

be evaluated using indicators, targets and evaluation tools. Surveys for online and program feedback will be developed and used to gather data on the targets established for: 1) shareholders; 2) Digital Archives visitors 3) community members and the public; 4) staff and HTC/ HHF Boards. This data will be tabulated and analyzed to determine project outcomes. Findings will be reported to HTC and HHF Boards and IMLS. (See Doc#6)

### **COMMUNICATIONS**

**Target audiences:** The target audience is not only those who are alive today, but also future generations who can access these historical and cultural materials to enhance their understanding of Hoonah Tlingit culture, language and history. Shareholders, their descendants and tribal members of Hoonah are target audiences for *Collections Care for Access and Growth*. Other audiences include other community members; scholars and students; partner organization constituents; and the public at large who access our collection online.

**Sharing:** The Project Team will promote and disseminate information on the project through: 1) regular press releases to news outlets, Central Council of Tlingit and Haida Indians of Alaska, Sealaska Corporation newsletters, the regional newspaper; 2) posts on HHF, HTC and partner social media platforms such as Facebook; 3) project updates on Huna Totem Corporation's website and 4) Shareholder emails. Outreach information and a link to the Mukurtu CMS site will be on HHF's website. Staff will present at HTC's Shareholder Information meetings, in the school, and at community meetings. The ED will submit proposals for presentations at ATALM and Alaska Library Association conferences on our process of collections care as a model for other small communities or in some other format that is appropriate during COVID-19 times.

**Audience engagement:** 1) Stakeholders in Hoonah and Juneau will provide feedback after utilizing the archives material; 2) We will collect an online survey about the digital archives from online visitors; 3) Storytelling participants will provide feedback via on-site surveys about their experience utilizing the archives material. One-on-one conversations will also provide opportunities for audience engagement.

**Collection Documentation:** The Archivist and Project Coordinator will catalog archival materials, including sound recordings, films, and photos and upload the digital resources with metadata to the online digital archives. They will be responsible for assuring that the HHF's collections plan is followed and that master copies are properly stored. The Project Director will oversee their work.

### **SUSTAINABILITY**

**Continued support:** As part of its mission, HTC has an obligation to its shareholders to sustain and expand the digital archive and other cultural services. Since 1990, HTC has committed to the perpetuation of our culture by making annual contributions and in-kind support to the Library & Archives. A goal of HHF's long-range plan is to develop a sustainable revenue stream including unrestricted funds from grants, donations, and earned income as well as support from HTC. Improved capacity of project staff will also help assure the sustainability of the archive collection and online digital archives; expanded skills related to creating sound and film resources gained during this project will provide a strong foundation for future work. Procedures will be documented and shared.

**Systemic change:** By developing strong partnerships and relationships with the organizations listed in this narrative, and individuals in our community and region, our collective sustainability increases, and the benefits of this project will continue to make a positive difference for our constituents. Past outcomes created strong connections and are seen by other institutions as a model for success in rural Alaskan villages.

**Sustaining digitized collections:** As technology changes, HTC will work with HHF to ensure that staff receives professional development in new methods and techniques of preserving archival materials. Continued partnerships with staff at WSU, the Alaska State Libraries, Archives and Museums, and Mukurtu assures that our staff has professionals to guide them through future decision-making processes. Regular review will assure that collection policies, our digital plan, and system documentation remain up to date.



# Schedule of Completion

Plan begins September 1, 2020 through August 31, 2022

Period Highlight: 1

Plan Duration Actual Start % Complete Actual (beyond plan) % Complete (beyond plan)

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS																							
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Purchase reference materials	1	2			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan			
Online training on archive management	1	2			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan			
Purchase ArchivesSpace & learn software	1	12			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Secure SAA Institutional membership	1	12			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Create an inventory of archive materials	2	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Work with the Executive Director to plan	1	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Test audio recording equipment	1	2			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
State Archives site visit and training	1	6			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Communicate with WSU for guidance	1	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Process archives to industry standards	1	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Create finding aids	4	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Input metadata into the ArchviesSpace	6	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Create copies of A/V & print materials	3	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Create preview clips of video and audio	13	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
School storytelling workshops	13	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Schedule at.oow caretaker interviews	6	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Conduct at.oow caretaker interviews	6	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Limited editing of at.oow interviews	6	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Upload access copies of interviews to Digital Archives	23	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Finalize collection expectations, copyright decisions	12	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Develop and disseminate publicity materials	1	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Meet with team to review progress	1	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				
Evaluation	2	24			0%	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan				



## DIGITAL PRODUCT FORM

### INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

### INSTRUCTIONS

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**. Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

#### **SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS**

Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

#### **SECTION III: SOFTWARE**

Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

#### **SECTION IV: RESEARCH DATA**

Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

## **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**

**A.1** We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). Explain and justify any prohibitive terms or conditions of use or access, and detail how you will notify potential users about relevant terms and conditions.

**A.2** What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

**A.3** If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

## **SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS**

**A.1** Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

**A.2** List the equipment, software, and supplies that you will use to create the digital content, resources, or assets, or the name of the service provider that will perform the work.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

### **Workflow and Asset Maintenance/Preservation**

**B.1** Describe your quality control plan. How will you monitor and evaluate your workflow and products?

**B.2** Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

## **Metadata**

**C.1** Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

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

**C.3** Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

### **Access and Use**

**D.1** Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content, delivery enabled by IIIF specifications).

**D.2.** Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

## SECTION III: SOFTWARE

### General Information

**A.1** Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

**A.2** List other existing software that wholly or partially performs the same or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

### Technical Information

**B.1** List the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

**B.2** Describe how the software you intend to create will extend or interoperate with relevant existing software.

**B.3** Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

**B.4** Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

**B.5** Provide the name(s), URL(s), and/or code repository locations for examples of any previous software your organization has created.



## Access and Use

**C.1** Describe how you will make the software and source code available to the public and/or its intended users.

**C.2** Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

## SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

**A.1** Identify the type(s) 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.

**A.2** Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

**A.3** Will you collect any 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.

**A.4** What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

**A.5** 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?

**A.6** What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?

**A.7** Identify where you will deposit the data:

Name of repository:

URL:

**A.8** When and how frequently will you review this data management plan? How will the implementation be monitored?