

## 2. Abstract

The Makah Cultural and Research Center as the lead applicant for The “Sharing the Wealth” Proposed Project will improve access to the library/archives audio collections and enhance information services. Access and services will be enhanced and improved by returning digital assets to Makah Tribal Members through an open-source database program titled, “Mukurtu” (MOOk-oo-too). Improved access will provide increased educational information, knowledge and interest about Makah culture, heritage and language. Improved access will also serve the informational needs of our intended audience and increase digital learning opportunities.

The proposed project time frame is between October 1, 2018 – September 31, 2020

The Sharing the Wealth Project will meet the needs of the community by providing improved access to the digital assets and services 24 hours a day, 7 days a week which will accommodate busy schedules.

The intended audience for the project activities will be the Makah Tribe, Neah Bay community, MCRC Board approved researchers, national and international public, all genders and ages.

The Sharing the Wealth Project will provide at least 8 educational opportunities that will stimulate interest knowledge about Makah history and culture and improve Makah language skills.

### **Goal 1- Stimulate Interest and Knowledge About Makah History, Culture and Language**

Objective A- Advance Educational Opportunities by providing at least 4 Bi-lingual Makah History Lectures

1. Create and distribute time management tools for workshops & lectures to ensure they are focused and that time is optimized.
2. Develop PowerPoint™ Presentation to increase audience engagement

Objective B- Advance Educational Opportunities by providing at least 4 Makah Language Workshops

1. Create and distribute teaching tools to ensure time is efficient and to optimize learning experiences
2. Reformat at least 60 audio recordings and upload them on Mukurtu to increase access.

### **Goal 2- Expand Access to Digital Audio Assets**

The Sharing the Wealth Project will return a total of at least 162 hours of digital assets to the community by uploading it on Mukurtu where information can be accessed at the user’s convenience. Increased access to audio digital assets will enhance and increase interest, knowledge and skills concerning Makah history, culture and language.

Objective A- Return at least 50 hours of Makah Language Digital Audio Assets to Makah Tribal Members

1. Identify and edit audio into separate tracks
2. Transcribe and translate Makah words, phrases and sentences

Objective B- Return at least 30 hours of Makah Oral History Digital Audio Assets to Makah Tribal Members

Objective C- Return at least 2 hours of Makah Song Digital Audio Assets to Makah Tribal Members

Objective D- Create at least 20 hours of Born Digital Audio Assets documenting Makah history and culture.

The lecture and workshop participants will complete an in-take survey to help gather and identify baseline information concerning understanding and knowledge. The participants will also document increased understanding and knowledge by completing an exit survey that will demonstrate measurable changes. Outcomes will also be reflected in a 3% upsurge in use of the archives/library resources because they will have an increased interest in investigating their culture, history, family and language.

This project will align with Preservation and Revitalization category.

## 1. Statement of Need

### Audience

The Makah Indian Tribe is a Federally recognized tribe with 2,942 enrolled tribal members (Makah Enrollment Officer 2018); the Makah Indian Reservation has a population of approximately 1,586 residents of which 315 (Makah Tribal Planning Department, 2016) are non-tribal members.

The 47 square mile reservation encompasses the tip of the rugged and isolated Olympic Peninsula and is bordered on the north by the Strait of Juan de Fuca and the west by the Pacific Ocean. The Makah people have inhabited the Cape Flattery region for more than 4,000 years, deriving food from the ocean as fishermen, seal-hunters, and whale-hunters.

Twenty-seven percent of those Makahs living on the Reservation are 15 years old or younger. The Neah Bay Jr/Senior High School has 184 students, the Neah Bay Elementary School has 198 students and are public schools located on the Neah Bay campus, on the Makah Indian Reservation. The Cape Flattery School District has two campuses; the second campus is in Clallam Bay, a town neighboring the Makah Indian Reservation. 41 (5.7%) have less than a 9<sup>th</sup> grade education, and 250 (34.7) are high school graduates (or equivalent) (Makah Planning Department).

Approximately 33% of the Makahs living on the reservation are below the national poverty level. The unemployment rate fluctuates between 40 and 60 percent. Approximately 70% of the Makah Tribal population depends on fishing for its income, either in whole or in part. The Makah Tribal Council (MTC), our local government, employs approximately 170 people. (Makah Profile Report prepared by the Makah Tribal Council 2009).

Makah is part of the Southern Wakashan language family, which has become a second language with English being the first. The MCRC's Makah Language Program is focused on revitalization efforts with support from the Archives/Library Department's extensive recordings and oral historical documentation.

### Specific needs addressed by the project

The Sharing the Wealth Project will enhance efforts to increase information services by stimulating interest and knowledge about Makah history, language and culture through 4 workshops and 4 lectures to help sustain historical knowledge.

This proposed project will "Share the Wealth" of 38-48-year-old audio assets with Makah Tribal Members and other approved patrons through advanced management and improved distribution methods. This project will digitize legacy reel-to-reel and cassette audio assets to make them more accessible and sustain and increase historical knowledge for present and future generations.

The Sharing the Wealth Project will address the need for increased Makah Language skills by providing more and improved access to Makah language digital assets and by establishing an Emerging Language Speakers Group. The Emerging Language Speakers will transcribe Makah language from audio recordings to increase their language skills and to create additional learning resources. Their transcriptions will be verified for accuracy by the Makah Language Specialist.

The Sharing the Wealth Project will also create 20 born-digital assets of Makah Elders. A community mapping exercise (2015) revealed that there are underutilized community assets who want to formally share their knowledge, wisdom, opinions, and life-stories for an historical record for present and future generations. There is an urgent need to record their memories because they are at risk of being lost to time.

The MCRC is the primary organization that provides comprehensive Makah history and culture lectures and workshops given by Makah instructors. The MCRC archives/library has a wealth of resources about Makah history, culture and language that will be utilized for this project.

The MCRC's Makah Language Program (MLP) is the only program world-wide that provides Makah language instruction to Makah students from head start through high school. Currently, there is not an opportunity for adults to learn the Makah language and there is not an out-of-school instruction opportunity for students. The Sharing the Wealth Project will advance the delivery of language learning digital resources.

Building upon other work to answer audience's needs

Sharing the Wealth Lectures and Workshops will complement the current MCRC's Drumming and Singing Group by enhancing efforts to increase knowledge about Makah songs, dances, societies and potlatch protocols. Makah Protocols require strict adherence so as prevent social embarrassment and transgression to yourself, family or tribe. The Sharing the Wealth Project will continue to actively digitize audio legacy assets such as reel-to-reel and cassette formats to protect historical knowledge contained on them. The reel-to-reel collection was recorded in the 1970's (approx. 48 years) and the cassettes were recorded in the 1980's (38 years). Sharing the Wealth will enable Makah Language instructors to have the benefit of augmenting and building upon their language lessons with digital audio assets that weren't previously available because of access issues. This project will establish an Emerging Language Speakers Group that will transcribe language audio recordings which will increase access to audio assets. Sharing the Wealth will meet the needs of our Elders, who are Makah knowledge holders, by creating born-digital recordings that will promote their knowledge, wisdom and voices for generations.

The role of the library in the community and services it provides

The Makah Cultural and Research Center (MCRC) was founded in 1979 as a center for renewing and preserving material culture as well as cultural traditions. The MCRC has a strong cultural mission statement to ensure that the Makah community's long-range goals stay the course.

The MCRC fills a number of roles for the Makah community. It is a Museum, with world-class exhibits of the Ozette Archaeological Collection that continue to educate an international audience after thirty nine years; a Language Program that works toward preserving and restoring the Makah Language; a Collections Department that curates more than 60,000 artifacts; an Archive and Library that documents Makah culture through computer-based digital archives, textual, audio, moving images, and still images; an Education Department that provides outreach to the general public and the Makah community; a Tribal Historic Preservation Office that manages cultural resources on the Makah Reservation, and an Administrative Department that administers the various tribal, federal, state and privately funded programs.

The Archives/Library is open 30 hours per week from 10:00 a.m. – 4:00 p.m. Monday-Friday and is staffed by one full-time and one-part time (grant funded) employee. The MCRC Archives/Library develops and preserves specialized collections which document the recorded and written history of Makah people and Makah territory. The Archives/Library Department acquires, organizes, maintains, provides access to, preserves and protects the collections.

The MCRC archives/library provides research services to the MCRC departments, and Makah Tribal Council's departments and research support to individuals. The MCRC Archives/Library also provides lawful scanning of still and moving images and audio digitization services for community members. The Makah Guardian Project, funded through an 2017-2018 IMLS Native American/Native Hawaiian Museum Services Grant, also provided free digital image editing services for rare and deteriorated still images. The library has wireless DSL internet connectivity with an average 12.9 megabytes per second for uploads and the downloads average 18.6 megabytes per second. The archives/library provides genealogical services to Makah tribal members researching family history, hereditary names and relationships. The genealogy database currently has over 21,705 people recorded in it. The archives/library also coordinates a Drumming and Singing Group of at least 30 Makahs that regularly practice Makah songs. Archival audio song assets are distributed to the group along with the song's history, ownership, transcript and translation of song if known.

The purpose of the project as it relates to the identified need

The Workshops and Lectures will facilitate active and engaged learning that will help to increase historical knowledge about Makah history and culture. The Sharing the Wealth Project will afford the opportunity to advance the delivery of digital audio assets through a web-based program titled, Mukurtu. Access issues have been improved through enhanced management, digitization of audio assets, policies and procedures and access recommendations from the Archival Advisory Committee.

This project will meet the urgent need to increase access to language learning resources and as a result help to retain and revitalize Makah language skills and increase speakers.

#### Audiences served by the project

The Sharing the Wealth Project will provide informational services to Makah Tribal members and community member of all ages and genders. It will also serve the informational needs of approved researchers and public.

The Sharing the Wealth Project will also provide service to individuals who do not have access to computers or internet access. Their needs will be met by providing them with digital audio assets by the way of legacy CDs, flash drives or other devices to accommodate their needs.

#### Criteria

This project will responsibly make audio assets accessible which will help meet the needs identified in the Makah Cultural and Research Center's Mission Statement, IMLS need to expand services for learning and access to information (20 U.S.C. 9141) and meet the Makah Tribal Members and other patrons needs to have increased information services and access to Makah history and language assets. The Sharing the Wealth Project will address the need to expand access to digital audio assets by returning circulation of 162 hours of audio to the Makah Tribal members and other approved individuals.

The purpose of this project is both timely and compelling. It will advance the delivery of digital assets to our audiences at a time of improved management, technology and method of distributing historical resources using a responsible and respectful technique. It is timely because there is an increase in language learning resources through the distribution of digital audio assets. It is compelling because there are a number of motivated, committed and driven young Makahs who are prepared and anxious to develop their language skills. It is also timely because our Elders and their knowledge is at risk of being lost to time.

#### Assessments conducted to identify need

To help identify what the Neah Bay Community needs are, the MCRC used both primary and secondary data. Needs Assessment tools included reports; surveys; a 5-year strategic plan; talking/meeting with groups and individual community members (teenagers, adults, senior citizens) and community leaders (cultural and political). A community mapping exercise helped identify what specific skills people had, what services they provided along with their interests and experience.

#### Results of assessments used to determine the project's success

Workshops and Lectures have been a popular platform to deliver information to the public. They allow for interaction between the presenters and audiences and open the door to purposeful discussions, which in turn creates a learning environment and builds understanding and appreciation.

The Makah Cultural and Research Center's Archives/Library Department staff has been actively digitizing audio assets and prioritized reel-to-reel and cassette formats due to deterioration issues. The reel-to-reel collection was recorded in the 1970's (approx. 48 years) and the cassettes were recorded in the 1980's (38 years).

Solid baseline data was documented in the Makah Language Program Survey 2017 and will be used to compare with final result for this project. The survey revealed that there is a total of 305 (11% of tribal members) that actively work to improve their Makah Language proficiency levels. (Appendix A). The MLP models their proficiency levels after the American Council on the Teaching of Foreign Languages (ACTFL). The ACTFL Proficiency Guidelines ([www.actfl.org](http://www.actfl.org)) are a description of what individuals can do with language in terms of speaking, writing, listening, and reading in everyday situations. The survey revealed that there are 0 Master-Level Proficient or Distinguished speakers, 0 Superior speakers, 1 Advanced High, 1 Advanced Medium, 1 Intermediate High, 17 Intermediate Medium, 25 Novice Medium, and 260 Novice Low Makah Language Speakers.

Emerging language speakers consistently urge the archives and language program to provide them with more language assets to continue their momentum of improving their language skills. These emerging language speakers have committed to assist in transcribing Makah language audio assets which will help them build their skills and help increase access to audio assets.

The generated datasets were analyzed by the Proposed Project Director and Manager and were used to consider project priorities.

#### Approach is the best solution to reach the targeted audience

As a result of increased technology available, newly established Archives Advisory Committee, proposed MCRC Digital Policies and Procedures, training from ATALM Conferences and Sustainable Heritage Network's Tribal Stewardship Cohort Program, and a controlled web-based platform titled, Mukurtu, the MCRC's Archive/Library staff will be ready to disseminate approved audio assets through the Sharing the Wealth Project. Approved users will have access to digital audio assets at their convenience and will not be limited to hours of archival/library operating hours. The MCRC is making the move to the digital era to be able to serve the current population using current technology to reach a broader audience.

## 2. Project Design

### Work plan

The Sharing the Wealth Project will stimulate interest and knowledge about Makah and culture through 4 bi-lingual lectures (2 each year x 2 years) to at least 30 participants who will represent all ages and genders. The instructor will employ active learning strategies by encouraging workshop participants to interact with one another through purposeful roundtable discussions and sharing their knowledge and by asking open-ended questions to begin dialogues.

The Sharing the Wealth Project will generate, increase access, and distribute digital audio assets to Makah Tribal members. Instructional tools will be developed for at least 30 Makah Language Workshop participants who will represent all ages and genders. Each participant will pick up study materials two weeks prior to workshops, learn at least 20 (20 x 4=80) Makah vocabulary words for each workshop. Participants' will see, hear, repeat and use Makah vocabulary words and phrases to accommodate different learning styles.

### **Goal 1- Stimulate Interest and Knowledge About Makah History, Culture and Language**

Objective A- Advance Educational Opportunities by providing at least 4 Bi-lingual Makah History Lectures (Lectures: 1) Song Protocols 2) Dance Protocols 3) Makah Societies 4) Makah Potlatch Protocols). (Feb 2019, Sept 2019, March 2020, Aug 2020)

1. Create and distribute a workshop agenda that includes goals and objectives to ensure the lectures are focused and that time is optimized (Makah Historian)
2. Develop effective visuals through PowerPoint™ Presentations to increase engagement of workshop participants. The presentation will use at least 20 images to increase interest through visual aids (Makah Historian, Project Manager)

Objective B- Advance Educational Opportunities by providing at least 4 Makah Language Workshops (Dec 2018, June 2019, Feb 2019, July 2019)

1. Create and distribute tools such as outlines, beginner-level lesson plans, and worksheets two weeks prior to and during workshop to ensure learning time and experiences are optimized. (Language Specialist)
2. At least 60 audio recordings will be digitally reformatted allowing participants to listen to Makah words, phrases and sentences. The 60 audio recordings will be digitally returned by uploading them on Mukurtu to increase access. (Proj. Manager, Assistant)

### **Goal 2- Expand Access to Digital Audio Assets**

The Sharing the Wealth Project will return a total of at least 162 hours of audio digital assets. Approved audio assets will be uploaded on Mukurtu where information can be accessed at the users' convenience (Project Manager, Assistant). Quality metadata will be generated to help manage, preserve and provide access to digital assets. A modified Dublin Core metadata scheme will be used with 13 descriptive elements. Access will also be

improved by developing finding aids and index management tools for digital audio assets (Proj Manager, Assistant).

**Objective A-** Return at least 50 hours of Makah Language Digital Audio Assets to Makah Tribal Members (throughout project) (Proj Manager, Assistant, Education Coordinator)

1. Digital audio assets will be identified and edited into separate tracks for each word, phrase or sentence. (Proj Manager, Assistant)
2. Makah words, phrases or sentences will be transcribed and translated by Emerging Language Speakers and reviewed and verified by Language Specialist (in-kind) (Language Technician)

**Objective B-** Return at least 30 hours of Makah Oral History Digital Audio Assets to Makah Tribal Members (throughout project) (Proj Manager, Assistant, Ed Coordinator)

1. Digital audio assets will be identified and edited into separate tracks for each subject. (Proj Manager, Assistant)
2. Digital audio assets will be indexed and transcribed (Program Manager, Assistant)
3. Digital audio assets will be reviewed by the Archival Advisory Committee for access and the approved audio will be returned to Makah Tribal members by uploading it on Mukurtu or other formats as needed (Project Manager, Assistant, Advisory Committee, Ed Coordinator)

**Objective C-** Return at least 2 hours of Makah Song Digital Audio Assets to Makah Tribal Members (Dec 2018 – Feb 2019) (Proj Archivist, Assistant, Advisory Committee)

1. Return at least 40 approved Makah songs (which generally average around 3 minutes--3 minutes x 40 songs=120 minutes or 2 hrs.) (Advisory Committee, Project Manager, Assistant, Ed Coordinator)
2. Approved songs will be identified, created, transcribed, translated and returned to Makah Tribal Members (Makah Language Specialist, Ed Coordinator) (in-kind)

**Objective D-** Create at least 20 hours of Born Digital Audio Assets with at least 10 different informants recording Makah history and culture. (Feb 2019, Sept 2019, March 2020) (Proj Manager, Assistant, Makah Elders, Interviewer)

1. 20 Elders, chosen from the 2015 community mapping exercise, will be recorded to document their knowledge, wisdom and life experiences (Makah Elders, Interviewer)
2. The approved Born-Digital Assets will be transcribed, and the audio will be edited into tracks according to subjects (Project Manager, Assistant).
3. The born-digital assets will be reciprocated to the Makah Elders and approved digital assets will be uploaded on Mukurtu (Project Manager, Assistant)

Salaries and fringe will, in part, be funded by IMLS Sharing the Wealth Project for the Project Manager, Assistant, Language Technician, Interviewer. The Project Director and Makah Language Specialist, will in part, be funded in-kind. Audio editing will be done by using Sound Forge™ software program (owned). Transcriptions of audio digital assets will be done using Olympus America AS-2400 transcriber (owned). Digital audio will be recording using an Olympus LS-10 Linear PCM digital recorder (owned)

#### Preliminary work and planning

The archives/library department staff provided input for Makah Cultural and Research Center Strategic Plan 2010-2015. The archives/library department staff partnered with the Sustainable Heritage Network's Tribal Stewardship Cohort Program to develop the proposed MCRC's Digital Policies and Procedures Manual. This manual will be presented to the MCRC's Board of Trustees for review and approval in September 2018. The

MCRC will adhere to the BCR CDP (Bibliographical Center for Research Colorado Digitization Program) Digital Imaging Best Practices.

Digital content, resources, assets, software and datasets

To ensure digital audio assets can be accessed in the future, the Sharing the Wealth Project will observe and adhere to the proposed MCRC Digital Policies and Procedures and the Digital Product Form tool developed for this proposal. The digital assets will be preserved according to the Digital Preservation Plan in the Policies and Procedures and will have at least 3 elements that will ensure future access: 1) File Access Plan, 2) File Integrity Plan and 3) File Storage Plan that will preserve historic knowledge for present and future generations.

### 3. Impact

#### Goal 1- Stimulate Interest and Knowledge About Makah History, Culture and Language

#### Goal 2- Expand Access to Digital Audio Assets

Results at the end of the project period

The Sharing the Wealth Project will provide at least 8 educational opportunities that will stimulate interest and share knowledge about Makah history and culture and improve Makah language learning opportunities. Participants will be armed with cultural knowledge, comfortable teaching others in their family or Tribe, and sharing what is appropriate with others.

Increased access to audio digital assets will enhance and increase interest, knowledge and skills concerning Makah history, culture and language. People will learn that resources are becoming accessible and can be utilized at their convenience. Some enjoy reading, listening, practicing (oral history accounts, songs, language) etc. during family time, evenings, weekends etc.

New understandings participants will gain

The MCRC has prepared quality lectures previously and attendees have communicated the importance of gaining such specific and culturally relevant information. Many Makahs have general knowledge of the selected topics, and the attendees will be empowered when they gain the deeper understanding. They will likely attend potlatches with new perspectives and see how the contemporary potlatches do resemble ceremonial functions of traditional societies. They will also understand more of the language used in speeches and song and dance commands.

Increased interest or confidence in particular areas among audience members

The Workshops and Lectures and digital resources made available by the project will provide participants opportunities to learn specifics of Makah traditions related to potlatches, functions of societies, dance protocols, proper pronunciation of words in songs, and words, phrases and sentences in the language. Singers, language speakers and other Makahs will gain confidence and preserve culture.

The born-digital component of this project will empower and promote Makah and community voices. Their perspectives and experiences will be recorded to formally document and sustain their historical knowledge for present and future generations.

Measuring progress toward achieving goals

The Schedule of Completion management tool will be utilized to evaluate the Sharing of the Wealth Project's progress and ensure the milestones are being met in a timely manner. Stimulated interest in Makah culture and history will be demonstrated by an increase in attendance at lecture and workshop activities. Interest in culture and language will also be demonstrated by the number of visits to the Makah Mukurtu pages that will be tracked by Google Analytics.

The project staff will also utilize Microsoft Outlook™ to track progress and ensure goals are being met.

Reliable information to judge impact

The Sharing the Wealth Project will improve future programs by being proactive about participant feedback. Workshop participants will be encouraged to fill out an intake survey to assist in gauging prior knowledge about

topics and they will also be encouraged to fill out an exit survey. The statistics from the surveys will be used as an assessment impact tool and will be analyzed by the Project Director, Manager, Makah Historian).

There are no expected critical risks for this project. We currently own necessary equipment, own the venue for workshops and lectures, have skilled and dedicated staff, the goals are achievable, and the Schedule of Completion is sound and will help to ensure milestones are met in a timely manner. A Risk Management Tool (see Appendix B) will be utilized for this project to document Potential Risks; Probability Risk (1 low, 2 med, 3 critical); Impact of Risk to Project (1 low, 2 med, 3 critical); Contingency Plan; Action By; Action When; and Resolved Date.

Criteria

#### 4. Communication Plan

Makah Tribal members, Makah Tribal Department employees, community members, MCRC Board approved researchers, and director approved general public will be the intended audience for this proposed project. The intended audience will be reached through traditional communication methods such as meetings (Director), flyers, phone calls (Ed Coor), but they will also be reached through modern social media that will include Facebook™, Snapchat™, the Makah Portal, the WSU's SHN Mukurtu Portal, MCRC's web page at <http://makah.com/>, and electronic emails, text messages and newsletters (Dir, Man, Asst, Ed Coor). Special events will also be posted on the Makah Tribal Council's electronic reader board. Local newspapers will be contacted to advertise project description and funding, special events and activities during this project (Dir, Manager). Participation will be invited through promotion, communication, and making use of modern social media when possible.

##### Sharing project results and benefits

The policies, interim and final reports will be readily shared with other institutions and interested individuals. Reports can be hand delivered, mailed or electronically mailed to interested persons. Project results will be shared with the Neah Bay community through the Makah Tribal Council Newsletter, at quarterly directors' meetings and at the annual community meeting. The project staff will respond to inquiries from other Native American Libraries and organizations in a timely manner and engage in conversations that might lead to forming new partnerships and increased networking opportunities. The Project Director is frequently invited to be a speaker at conferences and she will also report project results at local, regional and national conferences and meetings.

##### Obtaining feedback from stakeholders

The Sharing the Wealth Project will improve future programs by being proactive about participant feedback. The MCRC seeks Makah Tribal Member's and the community's opinions, needs and goals because they are our biggest stakeholders and beneficiaries. We welcome and value their feedback and input because it helps us develop better services and programs. Basic satisfaction surveys along with intake and exit surveys will be given to the participants and will serve as assessment tools. Informal verbal surveys will also be conducted by engaging with the participants after the events to elicit general attitudes. The survey results will be tabulated and analyzed quarterly by the Project Director and Manager and changes will be made accordingly.

##### Outreach, promotion and dissemination

The Sharing the Wealth Project will utilize the MCRC's Communication Plan (see Appendix C for an example). The Communication Plan includes: Communication Methods (meetings, flyers, etc), Time Frame, Responsible Person, Resources Needed (tape, push pins), and Strategic Locations for posting.

The Project Director, Manager, Assistant and Education Coordinator will collectively be responsible for outreach, promotion and dissemination.

##### Roles and responsibilities for communication

The Director, Manager and Coordinator will provide outreach and promotion using traditional and modern methods, while the Assistant will use social media under the supervision of the Director and Manager. Generating and approval of written communication, including reports, will be done by the Director and



Manager; updating phone numbers and addresses on Contact List (Asst, Ed Coor); transmit communication at meetings, conferences, workshops (Director)

## 5. Sustainability

### Results lasting beyond the grant period

This project has the ability to adapt easily to new technology by having a qualified staff and sound procedures to ensure access to digital assets, ensure file integrity of digital assets and provide solid storage to ensure preservation of digital assets. The MCRC and board have made a commitment to continue preservation and other support for this project after the grant period by supporting a Digital Policies and Procedures Plan that includes a Preservation Plan.

### Importance of project to stakeholders

Makah Tribal Members, community and others have always communicated and documented their support for Workshops, Lectures and increased availability of historical and language resources in formal and information surveys. Makah community assets, such as Elders and cultural leaders, all know the importance of and support the efforts to preserve historical knowledge by combining traditional transference of knowledge and creating modern digital assets to preserve and transfer knowledge.

Makah language skills will be greatly improved through the advanced delivery of digital language assets and as a result will have more language speakers. An increased number of community members will learn of the vast archival and library resources managed by the MCRC and will access the resources to fill knowledge gaps. Individuals, who have not attended cultural programs, events or requested archival or language materials, will learn that meaningful and relevant information can be gained from attending lectures and workshops, and that digital resources are available for their use.

### Plans for sustaining digitized collections

This project will implement the Digital Policies and Procedures Plan to ensure the digital collections are preserved for future access. Data File Integrity will be monitored, digital assets will be migrated as technology changes and digital assets will be properly stored according to the latest Best Practices. The MCRC will implement the digital 3-2-1 rule: have at least 3 copies of digital content, use 2 different types of storage media and store in a least 1 different geographic location. Management tools such as indexes and finding aides will also be developed to ensure accessibility to digital assets.

Makah Cultural and Research Center

Makah Cultural and Research Center																							
Year I												Year 2											
2018			2019									2020											
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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**Goal 1- Stimulate Interest & Knowledge About Makah History, Culture & Language**

1.a. Provide 4 Bi-lingual Makah History Lectures

1.b. Provide 4 Makah Language Workshops

**Goal 2- Expand Access to Digital Audio Assets**

2.a Return 50 hrs Makah language

2.b. Return 30 hrs oral history

2.c. Return 2 hrs. of songs

2.d. Create 20 hrs of digital recordings

## DIGITAL PRODUCT FORM

### Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products can be challenging. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

### Instructions

Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because this Digital Product Form is a Required Document.

If you ARE creating digital products, you must provide answers to the questions in Part I. In addition, you must also complete at least one of the subsequent sections. If you intend to create or collect digital content, resources, or assets, complete Part II. If you intend to develop software, complete Part III. If you intend to create a dataset, complete Part IV.

## Part I: Intellectual Property Rights and Permissions

**A.1** What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

The Makah Cultural and Research Center will assign a Creative Commons license to the content. The Attribution-NonCommercial-No Derivatives CC BY-NC-ND will be assigned. This will allow users to share and copy, however they must provide appropriate credit. The material will not be allowed to be used for commercial purposes without MCRC Board approval.

**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.

Users will be allowed to download and share, however must give Makah Cultural and Research Center credit. Digital content cannot be changed or used commercially without written permission. Restriction notifications will be printed on the content label and recipient of content must sign and date a Copy Request form agreeing with terms.

**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.

The Archival Collections Cultural Advisory Committee will make recommendations concerning culturally sensitive issues. This committee will be overseen by the governing Board of Trustees and Project Director. The Cultural Committee, along with the project staff, will write a cultural protocol handbook to assist in resolving

access barriers and responsibly protect culturally sensitive information. Protocols will clearly be identified on Mukurtu.

## **Part II: Projects Creating or Collecting Digital Content, Resources, or Assets**

### **A. Creating or Collecting New Digital Content, Resources, or Assets**

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

All digital resources created and collected will contain information important to the preservation of Makah history, culture and the protection of our treaty rights. Photographs will be approximately 3"x5" to 13"x19" black and white, colored and positive slides. Negatives will also be collected and scanned when available.

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

The project manager and assistant will digitize images using a Canon MF720C with a duplex auto document feeder (ADF, a flatbed Epson V600 photo scanner or Epson V500 scanner. Born-digital audio will be created with an Olympus LS-P2 Linear PCM Digital Voice Recorder with omni-directional lavalier microphone. Records in PCM (WAV) and MP3 formats. 8GB internal memory and microSD expansion slot. Audio will be transcribed using an Olympus America AS-2400 transcription kit. Digital image editing will be performed by the assistant and project manager using Adobe Photoshop and GIMP.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).

Digitization projects will adhere to guidelines by BCR's (Bibliographical Center for Research) CDP (Collaborative Digitization Program) Digital Imaging Best Practices. Master Textual digital images will be scanned at 300 dpi resolution, 16 bit grayscale, 48 bit color and saved as .TIFF; Access files at 8 bit greyscale or 24 bit for color and saved as .JPG or .PDF/A. Photographs: at least 8000 pixels across the long dimension and saved as a non-compressed .TIFF file at 16 bit greyscale and 48 bit color; Access will be saved as .jpeg 8 bit greyscale or 24 bit color. Audio will be recorded using 44.1 kHz sample rate, 24 bit depth and recorded using a .wav format for master files; access files will be saved as mp3 formats. Video will be encoded as MPEG-4 AVC (H.264) or DV encoding (codec), 640 x 480 resolution (4:3 aspect ratio), 30 bit sample size, progressive scanning, and saved using .AVI format.

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

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

The Makah Cultural and Research Center has proposed Digital Policy and Procedures that contains preservation criteria that will be presented to the MCRC Board in September 2018. A quality control plan will be modeled after the Sustainable Heritage Network recommendations that will include the monitoring and verification of quality, accuracy and consistency of digital files. The Project Manager, Assistant and IT Support will be responsible for monthly quality control to ensure there is file integrity. The IT Support and Program Manager will monitor computer hardware, software and virus checks. Workflow charts will be developed along with Quality Review Checklists for digitizing products.

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

The legacy CDs and DVDs will be stored in archival approved Tyvek sleeves and acid free boxes within the MCRC Archives/Library. The digital files will also be stored on a computer hard drive and backed up on a 6TB Network attached server for redundancy. One hard drive will be stored off-site. As technology changes, digital files will be migrated as needed. Access digital manuscripts and books will also be saved in a .PDF format to ensure future access. Audio, photographs, manuscripts will be stored in a secure temperature and humidity-controlled room at 65 degrees.

### **C. Metadata**

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

A modified version of Dublin Core will be used with all descriptive metadata fields. It will include photographer, date, size, location, subjects, categories, catalog number, accession number, description, identification information, etc. Administrative metadata will include management information concerning ownership and rights. Structural metadata will display relationships between digital files and will include page information for books and diaries etc. Technical metadata will describe resolution, hardware used, and pixel/size dimensions.

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

Metadata will be embedded in the digital photograph images. Born digital metadata descriptions will be entered in MicroSoft Excel Spreadsheets. The spreadsheet will be saved as an .xlsx, .pdf and .xml format to ensure future access. A paper/hardcopy of the Digitization Workflow Worksheet containing metadata will be maintained and preserved in acid free folders. Metadata will be updated and migrated when warranted.

**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).

### **D. Access and Use**

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

Approved digital content will be made available to the public using a free internet open source platform program titled Mukurtu. The Makah Community will be hosted by Washington State University's Sustainable Heritage Network free for up to 3 years. After 3 years, the MCRC is committed to continue to use Mukurtu and continue

to provide services to patrons. The specified audience will, in part, be determined by the recommendations and cultural protocols established by the Archival Collections Advisory Committee.

**D.2** Provide the name(s) and URL(s) (Uniform Resource Locator) for any examples of previous digital content, resources, or assets your organization has created.

Content.lib.washington.edu

### **Part III. Projects Developing Software**

#### **A. General Information**

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

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

#### **B. Technical Information**

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

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

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

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

**B.5** Provide the name(s) and URL(s) for examples of any previous software your organization has created.

#### **C. Access and Use**

**C.1** We expect applicants seeking federal funds for software to develop and release these products under open-source licenses to maximize access and promote reuse. What ownership rights will your organization assert over the software you intend to create, and what conditions will you impose on its access and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GNU, or MIT software licenses). Explain and justify any prohibitive terms or conditions of use or access and detail how you will notify potential users about relevant terms and conditions.

**C.2** Describe how you will make the software and source code available to the public and/or its intended users.

**C.3** Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

## **Part IV: Projects Creating Datasets**

**A.1** Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the method(s) you will use and the approximate dates or intervals at which you will collect or generate it.

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

**A.3** Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g., data anonymization, data suppression PII, or synthetic data).

**A.4** If you will collect additional documentation, such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

**A.5** What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

**A.6** What documentation (e.g., data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

**A.7** What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

**A.8** Identify where you will deposit the dataset(s):

Name of repository:

URL:

**A.9** When and how frequently will you review this data management plan? How will the implementation be monitored?