Jamestown S'Klallam Tribe   April 29, 2019
Institute of Museum and Library Services
Native American Library Services Enhancement Grant Program

Abstract

The following proposal is for two year project beginning in September 2019 and ending in October 2021. The IMLS Enhancement Grant will fund the hiring of a professional exhibition design consultant and materials needed to create an exhibition space inside the Jamestown S'Klallam Tribal Library.

The Jamestown S'Klallam Tribe established the Tribal Library in 1988. It currently houses books, photographs and other important pieces of Tribal history. Tribal Citizens, decedents, historians and archeologists have contributed a wide variety of artifacts to the library's collection over the years. Most of these artifacts are not currently available to the public in physical form. There have been numerous requests from Tribal Citizens and the general public to increase access to cultural and historical items of interest. The Tribe has recently committed funds to expanding the current library building to include a library and exhibit space. The exhibit space addition will provide a physical space to share the Jamestown S'Klallam Tribe's collection with Tribal Citizens, descendants, local schools and the general public. The new exhibit space will include cultural and historical artifacts related to the history of the Tribe and other tribes on the Olympic Peninsula. We will use the IMLS Enhancement grant funding to hire a qualified professional exhibition design consultant to provide design work, exhibit production management, installation, and casing fabrications as needed. Construction on the library expansion begins in 2020 and will be completed by summer of 2021. Coordinating interior exhibit design, fabrication and exhibit installation with construction will minimize disruptions to existing library services. In order to do this we must hire a highly qualified exhibition design consultant. The ideal candidate for this project will have extensive experience working with Tribes to preserve their history and culture through exhibit design. Coordinated timing of exhibit design work with construction will result high value for money and a high quality facility inside and out. One that is ready to showcase the Jamestown S'Klallam Tribe's collection to the public in a culturally appropriate manner. Grant funding for this project will support the cost of the exhibit designer, initial exhibit production, fabrication, installation and travel as well as the cost of the materials and supplies to create a meaningful exhibits. Library visitors will benefit greatly through improved access to historic artifacts, art and information that promotes appreciation and stewardship of the Tribe's place in the community. The proposed project supports the overarching IMLS goal of preservation and revitalization and also aligns with the strategic plan to increase public access through libraries. The Tribe prides itself in self-sufficiency and has an experienced team in place to ensure successful completion of the project and maximize returns to the community.

1. Statement of Need

> **The Jamestown S'Klallam Tribe lacks a dedicated exhibit space in which to showcase our many historic artifacts and contemporary artworks. The Tribe has committed to expanding the Heron Hall Library, and the remodel will include at least 900 square feet for exhibit space. The purpose of this grant application is to hire an exhibition design consultant to help create exhibit space in the Jamestown S'Klallam Tribal Library.**

Who is your organization's audience? The Jamestown S'Klallam Tribe is an integral part of the Olympic Peninsula community and there is an existing interest to preserve, enhance and protect the Tribe's history and culture. In addition to the surrounding community members, our area attracts thousands of tourists annually who will enjoy the addition of an exhibit space to our Tribal campus, which already attracts them with a Native gallery, library and several hand-carved Western red cedar totem poles. The Jamestown S'Klallam Tribe (www.jamestowntribe.org) is a small, non-reservation based Native American Tribe on the Olympic Peninsula of Washington State. The Tribe's service area reaches from the city limits of Port Angeles in Clallam County in the west, into Jefferson County in the east, and down through the Hood Canal. The Tribe's Citizenry has levels of education at or above the national average. A 2017 community assessment survey of Tribal citizens revealed 90% of all respondents over 18 had earned at least a high school diploma. Tribal Citizens speak English, however many have also taken an interest in learning the traditional Klallam language. Klallam is a Central Coast Salish language, part of a larger family of Native American Salishan languages, with each version of Klallam being considered its own dialect.

What specific need will be addressed through your project? There is a growing sense of importance in protecting and enhancing the history, culture and language of the Jamestown S'Klallam Tribe. The Tribal community and greater communities of Clallam and Jefferson County will benefit from the proposed project to design and develop a quality exhibit space by creating a place where the public can experience the Jamestown S'Klallam Tribe's artifacts, history and culture firsthand in a more formal setting. The proposed project supports the overarching IMLS goal of preservation and revitalization. The creation of an exhibition space in the existing Heron Hall Library also aligns with the strategic plan to increase public access to information, ideas, and networks through libraries.

Do other projects exist that help to answer their needs? The House of Seven Generations is a "virtual museum" website that allows Native and non-Native communities to learn about and appreciate the cultural and historical lifeways that came before the present time by viewing digitized historic materials from those times. Much of the Tribe's historical documentation, still imagery and audio and video recordings have been digitized and shared online. However, the Tribe's collections include many archaeological artifacts, carvings, weavings, art and other items that could be presented in a more impactful and meaningful format – many of these items have never been displayed in public. In the most recent IMLS data set, respondents reported it is **MOST IMPORTANT** for museums to provide material objects to view and learn about, while it was **LEAST IMPORTANT** for museums to provide electronic or digital media about their

collection. We know there is a great deal of value in our digital collection but it is not the same as a tangible collection. When we remodeled the library in 2012 we added glass-front shelving which holds exhibits of both historic and contemporary Native art and artifacts, enhancing the visitor's understanding of Tribal history and culture.

How is what you are proposing different or building upon other work and best answering your audience's needs? The Jamestown S'Klallam Tribe does not currently have an exhibit space that is capable of showcasing the Tribe's collections. There has been an expressed interest by the community for more opportunities to view and experience material objects that help teach the Tribe's language, culture and history.

What is the current role of the organization in the community and what library services does it provide? In 1988, the Tribe established its Tribal Library, beginning with a call to Tribal Citizens to donate books, photographs and important artifacts and documents. Tribal Citizens, their descendants and the local community responded with donations of a wide variety of historical items found in attics, basements and garages. These were catalogued, and became the beginnings of the Tribal Library. Today the successful Jamestown S'Klallam Heron Hall Tribal Library houses nearly 6,000 items and is part of a larger network of Tribal libraries throughout the Pacific Northwest and beyond, and recognized by the Washington State Library, local school districts and the North Olympic (Public) Library System for the unique nature of its collections. Our Library serves both Tribal Citizens and their families, other Native Americans and the general public. We have 949 registered library members and we receive many local visitors and tourists throughout the year who are not registered with the library. As a public library, we also serve the non-Native community, extending access to our culture, programs, and collections to local residents, college students, tourists, researchers, and our partner organizations. The Tribal Library supports the cultural, educational, and self-sufficiency needs of our Tribal community and the greater communities of Clallam and Jefferson Counties.

In 2001, with funding from the Historic Preservation program of the National Park Service, Tribal staff interviewed twelve Tribal Elders, recording 30-minute oral histories on cassette tapes which were then used to create the publication, "Sharing Our Memories: Jamestown S'Klallam Tribal Elders".

In 2009 the Tribal Library was awarded an IMLS Enhancement Grant to preserve and document the Tribe's collections; enable online access to searchable images and information; and to increase knowledge and cultural connections among and between Tribal citizens and the broader community. Nine of the original twelve of those beloved Elders from the 2001 recordings had passed away by 2011. Funding from the IMLS grant for the House of Seven Generations project allowed for the conversion of those original cassette recordings to digital format which are now preserved in our archives. The recordings are available on the House of Seven Generations website (www.tribalmuseum.jamestowntribe.org). This "virtual museum" allows Tribal Citizens, as well as other Native and non-Native visitors to learn about and appreciate the cultural and historical S'Klallam lifeways that came before the present time. This

project was well-received within our community and beyond and offers of additional collections continue to come in from our people.

In 2011, the Tribe was awarded an Enhancement Grant to transform the Tribal Library toward a 21st Century model of libraries and to become more dynamic by hiring a professional librarian, training support staff and expanding the library facility to accommodate program activities and a growing collection. That grant propelled the Library to become an active partner in the delivery of programs and services and lead the Tribe to incorporate the Library into the Tribal budget.

In 2014, we were awarded the Guardians of Culture Library Institutional Excellence Award for "bringing our library services into the 21st century, offering opportunities for digital access to treasured tribal collections from anywhere in the world, and providing a state-of-the art library serving an active and integral role in community activities."

In 2019, we received the National Medal for Museum and Library Service.

The Jamestown S'Klallam Tribal Center, where the Heron Hall Tribal Library is located, is 7 miles east of the City of Sequim via SR101. It is the locus of Tribal government operations, social and community services, and all cultural programs. Our Library serves both Tribal citizens and the public at large, enabling us to potentially educate all interested patrons in aspects of Tribal life and history.

Our services are geared toward the following uses and groups:

- **Culture and Heritage:** The Library serves as the repository for information about Tribal culture and heritage, including enrollment and community genealogy relevant to the Jamestown S'Klallam people. In 2009, we were awarded an Enhancement grant to create a virtual museum online consisting of digital collections of our Tribal archives and personal collections from our Tribal community. The House of Seven Generations website (www.tribalmuseum.jamestowntribe.org) displays these collections, along with exhibits and educational lesson plans. The rollout of the website generated terrific enthusiasm from the Tribal community, the public, and the local Sequim Museum and Arts Center board.
- **Academic Research:** Many authors and journalists use the extensive collection of our Library for academic research on a variety of topics related to Native American art and history.
- **Visitor/Tourist Education:** Olympic Peninsula vacationers interested in deepening their knowledge of Native American and/or Coast Salish history are welcomed into our facility and offered help in finding whatever they seek. This kind of contact builds cultural understanding with those from outside of our area.
- **Access to Technology:** With four Broadband-connected computers, the Library is able to offer technology resources to Tribal citizens and members of the public who might otherwise not have such access.

- **Statewide Networking:** Our library staff hosts and participates in the Washington State Library's Tribal Library Conferences, attended by Tribal librarians from across the state, for the purpose of education and networking.

What is the purpose of the proposed Native American Enhancement grant project as it relates to the specific need that you have identified? We have collected photographs, documents, oral histories, and artifacts. We have created an online museum and archives. The Tribe has committed to expanding the existing library building (Heron Hall) to include an exhibit space. We now need to design the exhibit space. This process will include selecting a qualified exhibition design consultant who will be responsible for: exhibit design work; creation of drafts; identification of services and materials; asset identification; create object mounts; production management; fabrication and installation; coordinating meetings with all internal stakeholders; assistance in managing content development; and creation of any additional exhibit components that help better tell the Tribe's story.

What specific audience(s) will the organization serve with this project? We have 949 registered library members and we receive many local visitors and tourists throughout the year who are not registered with the library. Of our 560 enrolled Tribal citizens, thirty percent (30%) reside locally within the Tribe's service area, the others are scattered across the region and the nation. Our Tribal reservation does not include housing, as our Tribal citizens have always resided within the broader geographic and social community. This presents unique challenges compared to reservation-based Tribes that have a distinct and accessible population. Assimilation and dispersal has resulted in some disconnect from cultural opportunities and social relationships that usually bond those who live in a close-knit community. In addition, the parents and grandparents of many of our Tribal elders were subject to cultural suppression. These survivor families face generational trauma and loss of culture. In addition to Tribal citizens, our Library serves other Native Americans and the general public.

What type of assessment was conducted to identify this need as a priority for the organization? In 2016, a Library Needs Assessment Report identified S'Klallam language, cultural research, storytelling, video content, services for artists, service for crafters, service for collectors, and do-it-yourself (DIY) assistance as important library services and programs. These items of interest are all part of the limited exhibit collection space the library has operated and will surely be included in the future exhibit space. Anecdotal evidence also suggests many Tribal citizens, descendants and other community members are very supportive of a designated exhibit space to showcase and preserve the unique history and culture of the Jamestown S'Klallam Tribe. One example of this evidence came in the form of a comment at the end of the library needs assessment survey that stated "Could the Library expand to include more exhibit displays with rotating artifacts and photos? This might help get people to come more often and become more involved".

Describe the results of the assessment, including baseline data that can be used to compare with final results to determine the project's success. Why do you consider your approach to be

the best solution to meet the needs of the targeted audience? Unfortunately the 2016 assessment did not include any survey questions specific to a designated exhibit space. However, evidence supports Tribally-operated exhibits play an important role in the mission of preserving, perpetuating, and revitalizing the cultural heritage of a Tribe. Exhibition design professionals can have substantial role and provide high levels of expertise to help the Tribe in preserving culture from one generation to the next and in educating the public. In early 2019, the Tribe committed to expanding the Tribal library and adding an exhibit space. The Tribe has already hired an architectural firm and, along with a team of Tribal staff, have begun plans which will include at least 900 square feet of expanded space dedicated to exhibits. Tribal funds are being used for the building expansion. This grant will help us take pieces from our existing collection and give it a physical location through curated permanent and rotating exhibits.

2. **Project Design**

> **The addition of an exhibit space inside Heron Hall Library will aid in the preservation and revitalization of Jamestown S'Klallam history, language and culture. It will also increase public access to the archaeological and cultural collections of the Jamestown S'Klallam Tribe. Project implementation will emphasize the need for minimal disruption to library programs and services as we navigate library expansion and the creation of an exhibit space.**

What is your proposed work plan? Initial building design is underway. A team of Tribal Government employees has formed a committee to help move the dream of building an exhibit space forward. The team includes: Tribal Librarian, Tribal Planner, Tribal Historic Preservation Officer, Building Manager, and Communications Specialist. If this grant application is successful, we will hire an exhibition design consultant to provide expertise in designing the exhibit space.

What are the activities required to implement the project?

1. <u>**Activity**</u> – **Request for proposal and Hire an exhibition design consultant**: Grant funding will allow us to hire a consultant with expertise in exhibit space to plan, design, and fabricate installations to create a culturally appropriate and professionally designed exhibit space. **(September – November, 2019)**
2. <u>**Activity**</u> – **Conceptualize exhibit space and exhibit design**: We currently have glass wall display cabinets in the Library that contain rotating exhibits of small artifacts as well as contemporary art. These have been very popular with both Native and non-Native visitors but the cases are small, for the size and type of exhibit. **(December, 2019 – May, 2021 as needed)**
3. <u>**Activity**</u> – **Gather exhibit narrative material**: An inventory of the Jamestown S'Klallam Tribe's collection will help guide the design phase to best utilize space and create quality exhibits. **(January – November, 2020)**
4. <u>**Activity**</u> – **Fabricate exhibit installations**: We would like six free-standing exhibit cases. Three of these will house permanent exhibits that tell the Jamestown S'Klallam story in 3 parts: pre-contact to Treaty Era; the formation of the Jamestown S'Klallam community in

1874 to Boldt Decision in 1974; and fight for federal recognition to modern day. The other three cases will contain rotating exhibits highlighting collections in the archives. **(May – November, 2020)**

5. <u>Activity</u> **– Install exhibits**: Upon completion of the exhibit space and exhibit design, the exhibit installations and new shelving will be installed in coordination with interior work on the library expansion. **(March – July, 2021)**
6. <u>Activity</u> **– Travel to IMLS-Designated Meeting. (as scheduled)**
7. <u>Activity</u> **– Conduct outreach and promotion for library expansion**: Work with Jamestown Communication Specialist to continuously inform Tribal community and general public about the new exhibit space. **(October, 2019 – October, 2021)**
8. <u>Activity</u> **– Grand re-opening** of the Jamestown S'Klallam Heron Hall Tribal Library and exhibit space, a house of knowledge and culture. **(September, 2021)**
9. <u>Activity</u> **– Evaluation and reporting. (as required)**

Outcomes: A culturally appropriate exhibit space that is at least 900 square feet inside the Tribe's Heron Hall Library. Six professionally designed exhibits, three permanent and three rotating. A design that compliments the new exhibit space and allows for flexibility to hold events and programs. Preservation and revitalization of Jamestown S'Klallam history, language and culture. Positive feedback from the Tribal community and general public. Increased public access to the culture and history of the Jamestown S'Klallam Tribe.

Did you engage in any preliminary work or planning? The project team has been actively visiting other Tribal libraries and exhibits in the state for ideas and recommendations. The project team has also began preliminary design work with an architect on the building remodel. Hiring a qualified exhibition design consultant was identified as a necessary step in this process. We will use the IMLS Enhancement Grant to fund the work of an exhibition design consultant.

If the project or one closely related to it has been supported by IMLS or other funding agencies, what has been accomplished and to what degree has the project met its established goals? An IMLS Enhancement Grant in 2009 allowed us to preserve and document the Tribe's collections in a "virtual museum" (http://www.tribalmuseum.jamestowntribe.org/), this enabled online access to searchable images and information. It also increased knowledge and cultural connections among and between Tribal citizens and the broader community. (See supporting documents). We will use much of the content we have generated for online exhibits and pair it with the physical items in archival storage to create physical exhibits.

3. **Impact**

> **Library visitors will benefit greatly through improved access to historic artifacts, art and information that promotes appreciation and stewardship of the Tribe's place in the community. The proposed project supports the overarching IMLS goal of preservation and revitalization and also aligns with the strategic plan to increase public access through libraries.**

What are the intended goals of the project that will guide your project to completion? The primary goal of this project is to design and create an exhibit space inside the Jamestown S'Klallam Tribal Library. In order to achieve our goal, we will need to hire a qualified professional exhibition design consultant to provide design work, exhibit production management, design installation, and casing fabrications to support the creation of our new space. Construction on the addition begins in 2020 and will be completed in the summer of 2021. Coordinating interior exhibit design, fabrication and exhibit installation with expansion construction is a top priority for the Tribe. In part, this project intends to preserve and revitalize the Jamestown S'Klallam Tribe's history, language and culture.

> **Project Goal:** **Design and create exhibit space inside the Jamestown S'Klallam Tribal Library – create a house of knowledge and culture.**

What results do you want to see at the end of the project period? A well-received grand re-opening for the expanded Jamestown S'Klallam Tribal Library and exhibit space. Successful and impactful exhibits that increase access to the Tribe's history, language and culture.

What are the intended outcomes for participants? This project has community support and will benefit Tribal Elders, Tribal Citizens, descendants, as well as other Native and non-Native communities. Our library is already a living memory that continuously engages our local communities (both Tribal and non-tribal) in the collection, documentation, direction and preservation of local history, experiences, and identities of this area. The addition of a dedicated exhibit space will provide Tribal Citizens and descendants with a proper home for some of the Tribe's most important pieces. The public will also have increased access to the history, language and culture of the Jamestown S'Klallam Tribe. The State of Washington recently implemented new requirements regarding Native American curriculum in public schools. This grant will help the Tribe create exhibits containing historical and educational content appropriate for sharing with local school districts. The exhibits will help bridge the divide that continues to exist between the Tribal community, and the public at large. Educating local youth is a vital step towards improving awareness of local history and culture. A dedicated exhibit space with meaningful exhibits will provide a richer and deeper context to share the Tribe's story. The library's current staff of one full-time librarian, one full-time assistant, and two part-time assistants is adequate for performing most daily library tasks, but does not have enough time, resources or expertise to develop an exhibit space with professional exhibits.

How will you measure progress toward achieving your goals and outcomes? Progress will be measured for each activity laid out in the schedule of completion. Many activities in the schedule have binary outcomes (yes or no), while others will require an evaluation by the project team and consultant. Success will be measured by the completion of items involving a binary outcome or a positive evaluation for the more substantive items.

How do you know you will have reliable information to judge impact or base actions? The Jamestown S'Klallam Tribe does not currently have sufficient exhibit space. Creation of the

exhibit space is the first goal. To judge impact of the exhibit space, the tribe will collect the following data:

Quantitative data: Number of drop-in visitors to the new space; and number of scheduled visiting groups (classes, schools, organizations, etc.) to the new space.
Qualitative data: Impact survey to be collected on site. Different surveys available for Tribal Citizens, drop-in visitors and organized groups.
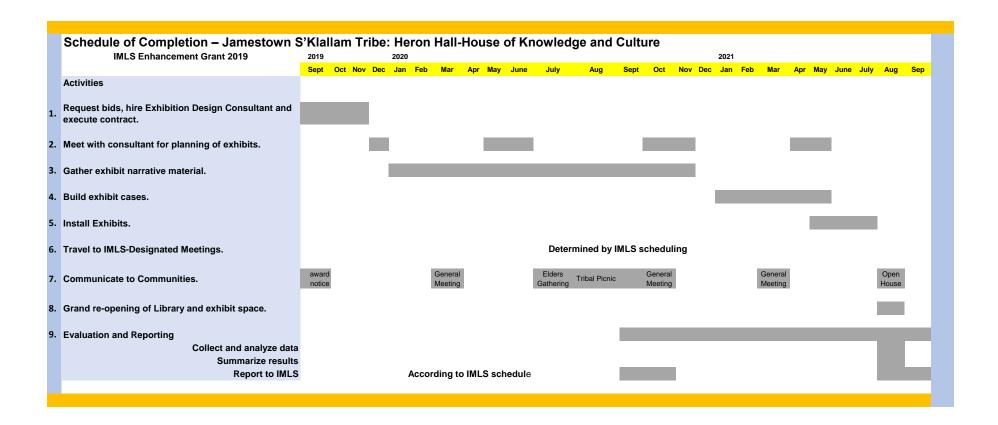
Are there any expected risks? Exhibit security will be incorporated into building construction and exhibit design work. Tribal Police and security officers patrol the Tribal campus day and night, making it a secure location to begin with. A proper exhibit space with professional installations and casings will reduce risks to the Tribe's collection.

4. Communications Plan

What is your communications plan? The Jamestown S'Klallam Tribe has a Communications Specialist to help disseminate information. Updates on the status of the library expansion project will be shared through the Tribal newsletter, Annual Report and General Citizens' Meetings, partner organization newsletters, local news media, the Library and Tribal websites, and at IMLS-sponsored meetings and conferences. Library staff and our Communications Specialist will promote new exhibits as they are developed through our Tribal and staff newsletters, press releases, flyers, emails, and social media. We will collaborate with our partner libraries and utilize the exhibition design consultant to advise on outreach strategies specific to the library's exhibit openings.

5. Sustainability

How will you continue to support the project, its results, and/or new models that are created beyond the grant period? The Tribe intends to support the new exhibit space long after it has been established. New exhibits will be celebrated with opening events and attendees will be asked to fill out surveys of how the exhibit affected them. The exhibit space will adapt to serve the Tribe's needs as they evolve. Community outreach and inclusion are long standing goals of the Tribe. The creation of a dedicated exhibit space highlights the Tribe's commitment to preserving history and culture as well as public access and inclusion. Exhibits will be in the Klallam language as well as English. This will help revitalize the language and reinforce the important connection between history, culture and language. The Jamestown S'Klallam Tribe has long been recognized as a progressive Tribe, now fully rooted in the 21st century, but with a deep connection to traditional resources, history and culture, which inform the present and serve as the foundation for success. The Tribe has inhabited this area for more than 10,000 years and fully intends to continue this legacy – a new exhibit space will helps us share that legacy with others.

Schedule of Completion – Jamestown S'Klallam Tribe: Heron Hall-House of Knowledge and Culture

IMLS Enhancement Grant 2019

	2019			**2020**													**2021**								
	Sept	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sep**

Activities

1. **Request bids, hire Exhibition Design Consultant and execute contract.**

2. **Meet with consultant for planning of exhibits.**

3. **Gather exhibit narrative material.**

4. **Build exhibit cases.**

5. **Install Exhibits.**

6. **Travel to IMLS-Designated Meetings.**   Determined by IMLS scheduling

7. **Communicate to Communities.**   award notice   General Meeting   Elders Gathering   Tribal Picnic   General Meeting   General Meeting   Open House

8. **Grand re-opening of Library and exhibit space.**

9. **Evaluation and Reporting**
   Collect and analyze data
   Summarize results
   Report to IMLS   According to IMLS schedule

DIGITAL PRODUCT FORM

Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (e.g., 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. 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

All applications must include a Digital Product Form.

☐ 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.

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.

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 the format(s) you will use.

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.

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).

B. 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 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).

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).

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).

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).

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.

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?