

Chilkat Indian Village – 2021 IMLS NA/NH Library Services Enhancement Grant

Klukwan Digital Archives

IMLS Agency Level Goal: Advance Collections Stewardship and Access: Support collections care and management; Promote access to museum and library collections.

PROJECT JUSTIFICATION - IMLS CATEGORY – DIGITAL SERVICES

The *Klukwan Digital Archives* project will gather and digitize unique physical materials related to Chilkat Tlingit history, traditions and culture to preserve these collections and increase access to heritage resources through online digital archives. Project team members will be trained in aspects of digital stewardship of physical and digital resources including using the Mukurtu content management system (CMS), increasing their knowledge and skills.

The Chilkat Indian Village - Klukwan (CIV) is the federally recognized Indian Tribal Government of Klukwan, an ancient Alaska Native village located on the banks of the Chilkat River in southeast Alaska. Historians estimate our village to be 10,000 years old. Subsistence living is the norm for Klukwan residents, as 100% of the population depends upon salmon, moose, berries, and wild and garden plants harvested in the area. Members of the village practice cultural protocols that have been unique to the Tlingits for thousands of years. Elders' knowledge reinforces ceremonial traditions, often relayed in the heritage language, resulting in a rich culture that is uniformly practiced and respected. Songs, stories, dances, and language are taught to youth.

In our remote village with few other resources, people of all ages go to the library for information, learning, and recreational opportunities. The Library, a community hub, offers easy access for patrons of all ages to attend cultural and life skills programs, access materials, and search the internet. During the early part of the pandemic the library closed and library materials were made available through requests received by email or phone. Our library re-opened, on a limited basis, in October, 2020. (See Organizational profile.)

STATEMENT OF NEED

Preserving and sharing tribal historical and cultural resources through tribal archives 'to perpetuate tribal knowledge' is a need identified during CIV'S 2010 community strategic planning session. There is an abundance of unique materials of cultural significance in the Klukwan library archives and the village as a whole. The Tribal Council and Library staff have identified the need to digitally preserve elements of our cultural heritage to protect and provide greater access to materials from our collections. This aligns with Enhancement Goal 1: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills, and directly relates to Objective 1.2: Support preservation and access to information and resources through digitization. No other project addressed these needs.

Preservation: In December 2020 a natural disaster pointed out the importance of having the resources that are so important to our people preserved in ways that will assure they aren't lost. Our area was heavily impacted by a major storm, classified as a 200 – 500-year event, with disastrous landslides, flooding and erosion. Our riverside village was lucky that the Chilkat River did not breach any homes or public infrastructure, and that this time precious cultural resources remained safe. These materials, some already in the archives and some held by tribal administration, local organizations and tribal members, consist of a variety of formats: photographs; hand-written and typed documents; videos; audio recordings; and an assortment of born-digital formats. The content includes: clan history; community history; songs; oral traditions and stories; traditional arts; subsistence practices; tribal government; tribal members' knowledge of traditional protocols; significant village events and ceremonial occasions. Some of these items are vulnerable to deterioration, and the valuable information they contain, important to perpetuating tribal knowledge, will be lost if they are not digitized and preserved. Tribal members express concern that materials stored in private homes might be discarded by those who don't realize their importance.

I feel a certain amount of urgency in getting our community history documented because when people pass away their families are sometimes overwhelmed by what has been left in their care or they do not know the value of the recorded history for future generations. When my maternal uncle passed away, family/people cleaning out his house did not

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realize the value of some of the things he had left behind. He had journals recording when he caught the first sockeye salmon every year, and every day he documented the number of fish caught and which species. If I had that kind of journal today, that would be helpful to figuring out how to discuss the salmon decline. – Tribal Council President

Access: Many materials are stored in ways that make them inaccessible or difficult to access. We need to create a living archive, ensuring that materials and information about them are easily accessible to different users, according to the protocols developed. There is a need for access to our cultural heritage for identity building, to facilitate lifelong learning and help us build a sustainable future. Our culture recognizes the connection between the past, present, and future generation. The duty of the present generation is to maintain the knowledge and practices that form our way of life for future generations. We are losing elders and tradition bearers, making it urgent to collect and preserve information they can provide about these resources. Tribal member mobility requires increased access to knowledge so those living elsewhere can find information on traditional practices and tribal history. Digital archives make information available to all who need it, wherever they may be: tribal members who live outside the village and so can't avail themselves of tangible library resources, young people who leave the village to go to college or take jobs elsewhere, students of all ages, researchers, historians and others interested in our traditions and arts need to be able to access these resources as appropriate.

Training: Library staff and project team members need training in best practices for preservation and digitization of tribal archival materials. This includes all aspects of digital stewardship: gathering materials, managing and organizing them, digitizing and preserving materials, and providing access to them using the Mukurtu content management system. Library staff training needs also include general library work skills related to cataloging, collection assessment, policy development, and grant management (particularly for the new Library Aide.)

Assessment: (See Needs Assessment Doc 5). Developing tribal archives was identified as a need by the Tribal Council and was a priority in CIV's 2010 Strategic Plan. In response, Library staff have been developing and expanding the archives each year in an ongoing process. The *Chilkat Indian Village - Klukwan Community and School Library Long-Range Plan and OBE Evaluation Plan 2021, 2022, 2023*, updated in winter 2020/21 includes Tribal Council direction and incorporates Village and patron priorities and feedback from surveys and conversations. The Plan specifically lists implementing the *Klukwan Digital Archives* project, beginning in 2021.

In our most recent Survey Monkey needs assessment, 93% of respondents said the organization, protection of, and appropriate access to tribal cultural and historical information was very important and 7% important. 100% agreed that it is important for the Library to collect and preserve cultural materials in our Tribal Archives. Tribal members recognize the need to preserve our unique collections for the purposes of access and education, and the Library receives dozens of requests each year to access archives for videos, audio recordings, and government records, clearly demonstrating the need for the *Klukwan Digital Archives* project.

Library staff attend the Village's two annual meetings and report to the community on library activities and events, request feedback, and discuss future plans. During the April 15, 2021 ZOOM community-wide meeting, when updated on the plan for the *Klukwan Digital Archives* project, several tribal members immediately volunteered historical materials stored in their homes, the church, and the Alaska Native Sisterhood Hall for the archives.

Audiences: Those who will benefit from the project are: 1) Village residents of all ages with diverse cultural and socioeconomic backgrounds, some with disabilities; 2) Tribal members of all ages regardless of where they live; 3) Non-tribal patrons from all over the world: primary, secondary and post-secondary students and instructors; area residents, online researchers; those studying our cultural ways of being; and future generations.

PROJECT WORK PLAN

The *Klukwan Digital Archives* project expands our previous archival work by incorporating technology to address

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four critical project questions that came from our assessment and the tribe's strategic planning: How can we help the tribe and tribal members share and preserve historical and cultural resources they hold? What is the best way to digitally preserve Chilkat Tlingit history and cultural knowledge resources for today and future generations? How can we make digital heritage resources widely accessible to support tribal members and others in their desire to gain knowledge? How can we build the capacity of our staff?

This three-part project responds directly to assessed tribal needs. 1. Gather, assess, prioritize and digitize unique cultural resources for preservation and access. 2. Establish an online digital archives using Mukurtu CMS to provide broad access. 3. Offer training to assure staff have the needed skills and knowledge for project implementation.

Who will plan, implement and manage: The established relationships between the Tribal Council, Library staff, consultant, mentor, archival trainer, Tribal Administrator, CIV's IT staff, and partner staff form a solid base for library and archival services. We will build on policies, skills, knowledge and relationships that have been acquired through past projects. Community values and Tlingit protocols will guide our work. Partners for the project are: Jilkaat Kwaan Heritage Center (JKHC), Alaska State Library; the Huna Heritage Foundation. The Key Staff List, Consultant and Partner letters, and Résumés demonstrate that the Project Team is a capable group with the needed skills and experience to ensure project success and allow the tribe to address its priorities for library services. A Digital Archives Committee (DAC) will be comprised of Library staff, JKHC Curator and Cultural Education Lead, a Tribal Council member, and the Tribal Administrator. Roles of the partners and consultants are explained below.

Resources needed: Funding for staff; consultants/mentors to provide guidance and training; travel; subscription to SoundCloud Pro Unlimited; archival storage supplies; conversion of cassettes, VHS, and other formats. Other resources needed are online training and reference materials on digitization, Mukurtu, archives management, and description; server, software, computers, scanner, camera (CIV owns); Mukurtu CMS opensource software; technical support from CIV IT staff and Mukurtu CMS support team; community members willing to share their cultural films, cassettes, documents, and/or photos; resources in existing archive collection; general supplies (provided by CIV); library/archive policies and Digital Resources Plan; and a YouTube channel. See budget justification for details. Strong community support and a solid plan to engage our community will assure that resources will be offered for the project and that information will be documented and shared in a culturally appropriate way.

Partners/mentors: Our partners are critical to the success of the project. (Partner letters of support Doc 2) Jilkaat Kwaan Heritage Center's Curator and Cultural Education Lead will serve on the Digital Archives Committee. She will assist in updating policies, assessing resources that may be good candidates for inclusion in the project, and prioritizing which are most important to digitize for the online archives. Her knowledge of cultural resources will be valuable as metadata is developed. She will apprise the JKHC Board of the progress and seek their input.

The Alaska State Libraries, Archives, and Museums will provide expertise and guidance to project staff. The Alaska Digital Stewardship Intensive webinars, developed by the State Library, will be used for staff training.

Huna Heritage Foundation's (HHF) Executive Director will serve as project mentor. She will share lessons learned from implementing a similar project for HHF. She will provide guidance and training via ZOOM, phone and email to the Project Team as they digitize materials and develop the digital archives using Mukurtu.

Mukurtu Support Staff will be available to provide support services and, if needed, training.

Staff/Partner/mentor roles: Library staff will be responsible for the day-to-day activities laid out in the workplan. They will work with the partners, Tribal Administration, Tribal Council and the community to identify resources for inclusion in the project. Staff will gather resources (some already catalogued in our physical archives and some newly acquired from CIV and tribal members) and continue compiling information in the Digitization and Uploading

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Prioritization Matrix. With the DAC, they will prioritize digital heritage resources to be included in the online archives based on historical significance, preservation purpose and patron demand, gather information on the resources, develop metadata, plan the Mukurtu site assuring it incorporates cultural values and protocols in the privacy level system, and monitor quality for the project. Library Staff will work with IT staff, Mukurtu support staff, mentor and library consultant to configure and customize a well-organized digital archives portal that adheres to accepted best practices and follows CIV policies. Prioritized resources will be digitized, some by staff and some by vendors, using specifications adopted for this project and sustainable file formats. Specifications will be reviewed and finalized with input from project consultants, Mukurtu and IT staff to assure standards are addressed in an achievable way. Staff will plan and implement programs and publicity for the Digital Archives project, gather evaluation data, prepare reports and share project findings with tribal members and at the Alaska Library Association Conference.

The Digital Archives Committee will participate in reviewing and updating the library's archive policies, basic disaster plan and CIV's Digital Resources Plan. DAC will ensure that policies state the Library's principles, values and intentions for digital preservation, and include information on monitoring quality, assigning access levels, process and access for metadata, specifications and media formats for sustainability and access and other areas identified during discussions. They will recommend a Creative Commons License level to the Council for approval.

CIV's IT staff and Drupel expert will install Mukurtu CMS on the tribe's server and set up a dedicated virtual drive for the digital archive files. IT staff will regularly backup the system and files and will assist with future migrations.

JKHC staff will serve on the DAC. They will work with Library Staff to design the Mukurtu portal and create metadata. Their Curator's knowledge of Tlingit resources and protocols will be invaluable as the team prioritizes items for digitization and as metadata is created. Metadata will be collected and recorded with input by elders, clan leaders and others knowledgeable about the content.

Consultant roles: (Consultant letters Doc 2) The Archivist Trainer and the Library Consultant both have long-term connections to Klukwan. Following the webinars mentioned in 'Resources,' the Trainer will provide ZOOM sessions to help the Project Team assimilate the information and plan how to apply it to the project. She will advise on workflow, specifications, copyright, and other topics as needed. She will travel to the Village to provide hands-on training for digitization work. The Library Consultant has worked with the Village on library projects since 2003. She will continue to mentor Library staff as they assess the current archive collection, update existing policies. add new policies related to the digital archives, and communicate with the community about the project. She will work with each staff member on their staff development plan, helping them to achieve success with their career goals. She will serve on the DAC, assist in developing the Mukurtu portal and in monitoring quality of cataloging and metadata records.

Processes: This project is informed by the Reference and User Services Association (RUSA) Guidelines for Establishing Local Histories Collection. <http://www.ala.org/rusa/resources/guidelines/guidelinesestablishing> Our Policy Manual and the Digital Resources Plan provide a framework for digitization projects by addressing project concepts, documentation methods, equipment, supplies, storage, use, ownership, and access to final products and specifications. We follow a holistic approach to creating, managing, checking integrity and storing materials for the long term. Workflow charts will help us methodically work through the digitization process. Past experience and mentoring on documenting culture and collecting stories will benefit this project as well. We have found that Project Team meetings result in a strong management plan and trusting relationships, therefore the Team will meet quarterly, or as needed, to discuss plans and to review progress, and budget. (See Digital Resources Plan Doc 4)

WORK PLAN

Activities for all goals: The Project Team will:

- Contract with consultants and Form Digital Archives Committee (DAC) – Tribal Council – Qtr 1
- Confirm that equipment is in place and in good working order; Order supplies – Staff – Ongoing

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- Finalize project plans and work assignments and review regularly – Team – Qtr 1/Ongoing
- Meet with the Tribal Administrator and Library Consultant to review progress – Staff – Quarterly
- Publicize and promote online Digital Archives using programs, social media, website, word of mouth, and presentations at community meetings and professional conferences – Staff – Ongoing
- Plan and implement evaluation activities (qualitative and quantitative) – Ongoing

Goals/Work Plan/Activities

Goal 1: Increase Preservation: Expand the Tribal Archive Collection and increase digital heritage resources for easy access and long-term preservation.

Library staff will collect, digitize and upload unique physical and born-digital materials related to Chilkat Tlingit history and culture to preserve these collections and our cultural knowledge. Tribal members will have the opportunity to share cultural resources with the community by offering them for digitization and inclusion in the collection. Tribal members will be able to share their knowledge to provide information for metadata.

Objective 1: Identify, gather, assess, and digitize cultural resources to create digital heritage resources to preserve unique cultural information.

- Update and approve gift form; finalize development of metadata spreadsheet – Staff/Council – Qtr 1
- Create MOA for JKHC and Library to define partner roles - Staffs - Qtr 1
- Update archive policies to include digital archives, draft a basic disaster plan, update CIV's Digital Resources Plan Doc 4 – DAC – Qtr 1 & 2 – Ongoing
- Host programs at the library to introduce project and highlight stories related to resources – Staff – Qtr 1 & 5
- Solicit cultural resources from tribal members (photos, cassettes, VHS, etc.) – Team – Ongoing
- Prioritize government documents for digitization – Staff/Administration/DAC – Qtr 2 – 3
- Input information into Digitization and Uploading Prioritization Matrix – Staff – Ongoing
- Prioritize and organize resources for inclusion in the Klukwan Digital Archives, consider historical significance, preservation purposes, patron demand, time and funds available – DAC - Qtr 3 – 8
- Digitize prioritized resources – scan, convert, etc.; monitor quality – Staff/Vendors/DAC – Qtr 3 – 8
- Prepare information; create metadata using the project's metadata spreadsheet – Staff and DAC – Qtr 3 – 8
- Catalogue physical items into archive collection following established policies – Staff – Ongoing
- Store and backup preservation and access copies per Digital Resources Plan – Staff/IT – Qtr 3 – 8

Goal 2: Increase Access: Establish digital services to provide online access to Chilkat Tlingit Cultural Resources.

The Klukwan Digital Archives will be developed using the Murkurtu CMS. Tribal and community members, researchers, students, and the public at large will have increased access to digital heritage resources according to the permission system established for these resources.

Objective 1: Establish the Klukwan Digital Archives using Mukurtu CMS.

- Create virtual drive on CIV server; Install Mukurtu on CIV server – IT staff – Qtr 1
- Plan, configure and customize the Mukurtu portal, including permissions system based on Tlingit protocols; Get Creative Commons License - Team/Mentor/DAC/Council/– Qtr 2 – 3
- Define fields and community records within the Mukurtu portal to allow tribal members to add additional information about photos and other resources – Qtr 2 – 3
- Create workflow plan – Staff/Mentor – Qtr 2 – 3
- Establish YouTube and SOUNDCLOUD channels to link to Mukurtu – Qtr – 2 – 3
- Upload digital heritage resources/metadata; set access permissions – Staff – Qtr 3 – 8
- Create online survey and link to Digital Archive site – Qtr 4
- Test site – Staff/DAC/Council – Qtr 5
- Launch Klukwan Digital Archives for public access; host Culture Days program to introduce the portal to tribal

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members; make a presentation at biannual community meeting – Staff – Qtr 5 – 6

- Implement strategies for long-term sustainability per Digital Resources Plan – Ongoing
- Present project updates at Community meetings, other events and on social media – Qtr 1 – 8
- Provide one-on-one assistance to help patrons of all ages access the archives – Staff – Qtr 5 – 8
- Plan for expansion of archives after the project – Staff/DAC/Council – Qtr 5 – 8

Goal 3: Increase knowledge and skills: Provide training opportunities for staff/partner staff related to digitizing materials, archival standards for preservation, and establishing and sustaining a digital archives.

Staff will increase their knowledge and skills through training, mentoring and online continuing education opportunities. (See Training Plan Doc 6)

Objective 1: Support staff as they improve archival, digitization and library related skills and knowledge

- Draft individual plans for career development; hold monthly mentoring sessions – Staff, Consultant – Ongoing
- Attend IMLS required meeting and Alaska Library Association Conference or ATALM – Staff – Annual/2nd year
- Work with archivist trainer and project mentor to establish training/mentoring plan with schedule – Staff/Trainer/Mentor/Consultant – Qtr 1 and Qtr 5
- Self-directed study: Stewardship training and Mukurtu webinars, other online resources – Staff – Qtr 1 – 8
- Participate in ZOOM workshops/hands-on trainings/meetings with the Trainer, Mentor and Consultant; additional guidance via email and phone – Staff/Trainer/Mentor/Consultant – Qtr 1 – 8

Risks: CIV Tribal Council and the Project Team realize there are risks associated with embarking on a project that is as ambitious as this one is. However, if we don't act now, there is a bigger risk of losing the wealth of traditional knowledge, history, and the physical resources held by our elders and tribal members. Risk 1: Tribal members won't offer the resources they hold. Tribal members, Language Program staff, and tribal administration contacted library staff about materials they will share, though we don't know the extent of interest, the quality of the materials or the content. Risk 2: Using webinars for the majority of training. We will counter this risk by having consultants/mentors involved in the project to help guide the staff. We have vetted the identified online training opportunities and feel they are viewer friendly and hold the information staff will need. Risk 3: Not enough time. We realize that many tasks included in our work plan are time consuming, especially when undertaken for the first time. We will carefully prioritize the process and continually monitor progress. Adjustments to our targets may be necessary, but the Project Team is a dedicated group and will work hard to achieve the tasks in an effective and timely manner as they have successfully done with other challenging projects. Risk 4: Sustainability of digital files: There will be challenges and future costs associated with migration to new formats, emulation of current software on future computers or a hybrid approach for sustainability. With advice from experts in the field, we will use lasting file formats and specifications that are seen as best practices at this time. We believe the projected benefits are worth the risks involved in this project.

Performance measurement: Evaluation data – effectiveness, quality, and timeliness: Measuring progress:

Evaluating how the services we offer make a difference in tribal members' lives is very important. Success depends on the anticipated outcomes being reached and on the unexpected outcomes that arise. Online surveys, paper surveys, one-on-one interactions and observation will provide data on outcomes. The Long Range Plan and Outcome Based Evaluation document includes additional measures, audiences, tools, and targets. (OBE Doc 7)

On a quarterly basis the Project Team – including staff, DAC, consultants and administration – will assess progress on the tasks according to the project plan and schedule of completion. Open discussions will occur on effectiveness of workflow plan; how much community participation has been forthcoming; and how the relationship with the vendor used for converting resources is working for the tribe. Adjustments will be made if needed.

Quality of the digitized records and metadata will be regularly monitored by the Director, mentor, Library

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Consultant and some members of the DAC. With our small team we believe observation and regular discussions combined with statistics on how many items have been digitized, how many have metadata attached, how many resources have been uploaded, and what percentage of the uploaded records meet designated quality thresholds will give us meaningful information. Surveys will be created to gather input from the project team, Tribal Council, visitors to the Klukwan Digital Archives, partners, and community members on the effectiveness of the project and satisfaction with the quality of the digital resources shared on the portal. An online survey will be included in the launch of the portal. Conversations and discussions at community meetings will also provide important feedback.

Outcomes: The Performance Measure Statements below reflect the projected outcomes for each goal's target audiences. Targets have been set. (See Long Range Plan and Outcome Based Evaluation Doc 3, 7)

Performance Measure Statements for Project Outcomes	
IMLS Agency-Level Goal – Advance Collections Stewardship and Access Category – Improve Digital Services	
Goal 1: Increase Preservation: Expand the Tribal Archive Collection and increase digital heritage resources for easy access and long-term preservation.	
Target audiences: Tribal members, tribal administration, tribal members who shared resources.	
Tribal members and administrative staff shared cultural resources they held resulting in fulfilling their responsibility to preserve the information for future generations.	
CIV's capacity to preserve Chilkat history and culture has improved due to the <i>Klukwan Digital Archives</i> project.	
Tribal and cultural digital heritage resources are well-preserved and will become easily accessible when added to Klukwan's Digital Archive collection.	
Goal 2: Increase Access: Establish digital services to provide online access to Chilkat Tlingit Cultural Resources.	
Target audiences: Tribal members, area residents, online visitors to the digital archives, and the Project Team	
Outcome 1: Tribal members and the public at large have easy, organized access to a digitized collection of previously unavailable Chilkat Tlingit materials that supports cultural revitalization and individual interests.	
Outcome 2: Tribal members and the public at large value the Klukwan Digital Archives.	
Goal 3: Increase knowledge and skills: Provide training opportunities for staff/partner staff related to digitizing materials, archival standards for preservation, and establishing/sustaining a digital archives.	
Target audiences: Library staff, partner and administrative staff, mentor/consultants, Tribal Administrator	
Staff have the skills and knowledge required for digitizing materials and managing digitized resources and know who to ask for assistance when necessary for more complex resources.	
Staff have the skills and knowledge to expand and maintain the Mukurtu CMS.	
Strong relationships exist between the staff, mentor, trainer, and consultant providing a solid foundation for peer-to-peer networking to occur after the project is completed.	
Staff are satisfied with the training they received.	
Performance Measure Statement Responses	Information to Report/Data to Collect
Strongly Agree/Agree/Neither Agree nor Disagree/Disagree/Strongly Disagree/N/A	# of total participants; # of total responses: # of responses per answer option; # of non-responses

Sharing project information: Chilkat Indian Village believes that the digitization and digital access work being done in Klukwan is valuable not only to our own community but also to other tribes who interested in similar projects. Just as we are partnering with HHF and their Executive Director is mentoring our staff, so would we be willing to provide advice and input to other tribes who express interest. To communicate processes, lessons learned, and results to the library world, we will: 1) submit a proposal to share a presentation at the Alaska Library Association conference and 2) informally share information at Alaska Library Association's Native American Roundtable. To share information with tribal and community members and the public at large, staff will report at Council meetings and biannual community meetings, compose and post regular project updates on CIV's and the Library's websites and Facebook, and submit a media release to the local newspaper when the Klukwan Digital Archives are launched.

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Results: (See OBE Doc 7): This project addresses three established tribal needs: digitally preserving unique materials related to our tribe's history, culture, and traditions, and the information elders and others can give us about them; providing access to these precious elements of our cultural heritage to ensure that ancestral knowledge is available to present and future generations; and offering training opportunities to Library and partner staff on digitizing materials, archival standards for preservation, and establishing and sustaining a digital archives.

Overall results: Tribal members will have met their responsibilities to preserve knowledge by sharing their resources for digitization, leading to preservation, sharing of information, and access. Prioritized cultural resources will be digitized using project specifications and sustainable file formats. Metadata will be collected and recorded with input by elders and others. The Klukwan Digital Archives portal will be launched. It will provide broad access to digital heritage resources and their metadata. The majority of the resources will be accessible to the general public, while others may have limited access permissions based on Tlingit protocols. Staff will have gained skills and knowledge needed to implement this project and continue the work for more digital heritage resources.

Audiences: Tribal members who share cultural resources for the digital archives will agree that it was important to them to share their resources and knowledge and that they would share more cultural information in the future. Tribal Council, DAC members and staff will agree that policies and procedures developed for the project take into consideration cultural traditions. Online survey respondents, village and tribal members will report that they found the materials easy to access, preservation of Chilkat Tlingit resources has improved, and that they will visit the digital archives website again. Online survey respondents, village and tribal members, CIV and library staff will report they value the digital archives. Project Team members will report they are satisfied with the training they received. Library staff/partner staff and Tribal Council members will note improvement in their skills related to digitization processes to preserve cultural materials, and Project Team will report that their skills and knowledge related to digitizing materials and managing digital resources have increased and that relationships between team members provide a solid foundation for future networking. Staff will report they have the skills and knowledge to add resources and metadata to the portal and are comfortable setting up parameters within the portal.

Data: Evaluation data will be collected throughout the project. Online and paper surveys will be created to gather input from the project team, Tribal Council, visitors to the Klukwan Digital Archives, partners, and community members on the effectiveness of the project and satisfaction with the quality of the digital resources shared on the portal. Observation and regular discussions combined with statistics on how many items have been digitized, how many have metadata attached, how many resources have been uploaded, and what percentage of the uploaded records meet designated quality thresholds will give meaningful information.

Tangible products: Outputs include: dedicated space on the CIV server for the Mukurtu CMS and the digital heritage resource files; digital collection policies; Updated Digital Resources Plan including expanded information related to digitization; metadata spreadsheet; creation of metadata; Library program and community meeting presentations to introduce project and solicit resources from tribal members; approximately 300 photographs, 300 documents, and 244 audio visual resources digitized and uploaded to the web with metadata; online Klukwan Digital Archives portal; backup copies of data created and stored offsite.

Sustaining benefits: As stated in Risk 4, we recognize that there are challenges and costs related to sustaining digital archives. Our Digital Resources Plan will address a long-term digital preservation solution to assure accessibility to our unique resources. Staff and administration will stay abreast of technological change and will update storage formats to safeguard the preservation and accessibility of archived materials. This project creates sustainability in terms of staff capacity to perform all aspects of current digital stewardship practices, giving them the ability to build on and improve these skills in future work. The strength of our project team will be a foundation for sustaining the project past the grant period. The newly established policies and processes for digitization and digital access will guide future work.

	Y E A R	Q u a r t e r	Q u a r t e r	Q u a r t e r	Q u a r t e r
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Administrative - activities for ALL Goals					
Contract with consultants/Form Digital Archives Committee/MOA with JKHC – Tribal Council					
Review project plans/work assignments; create promotional materials - staff/DAC					
Quarterly Project Team meetings with Tribal Administrator & Consultant; DAC meetings					
Confirm that equipment is in place and in good working order; Order supplies - Staff					
Promote project using programs, social media, website, word of mouth, presentations - Staff					
Submit proposal for a session at the Alaska Library Association Conference; attend AkLA - Staff					
Host programs/Culture Days; Present displays, host class visits highlighting resources/stories - Staff		Comm mtg		Culture Days	
Disseminate information on project - conferences, articles, website, etc. - Staff					
Finalize gift form, metadata spreadsheet, digitization matrix, workflow chart, etc. - Staff, DAC, Cons.					
Update policies, specifications, Digital Resources Plan - Staff, DAC, consultants and conversion vendor					
Solicit cultural resources from tribal members, organizations; CIV administration prioritizes their gov docs					
Input resources data into digitization/prioritization matrix -- Staff					
Prioritize and organize resources to be included in the digital archives - Staff, DAC, Council					
Digitize prioritized resources - some on site, some by vendors - Staff, vendors					
Create metadata - Staff working with DAC, elders, etc.					
Catalog physical resources into OPAC - Staff with assistance from Library Consultant					
Store and backup preservation and access copies per Digital Resources - Staff, IT staff					
Increase Access					
Create virtual drive on CIV server; Install Mukurtu CMS on server -- IT Staff and consultant					
Plan, configure and customize Mukurtu portal -- Team, Mentor, DAC, Council					
Define fields/community records in Mukurtu portal to allow tribal members to add info - Staff, mentor					
Create workflow plan - Staff/Trainer/Mentor/Consultant					
Establish YouTube & Soundcloud channels to link to Mukurtu - Staff					
Upload digital heritage resources/metadata; set access - Staff; Mentor/Library Consultant monitor					
Create online survey and link to Digital Archives site - Staff, Library Consultant					
Test site - Staff/DAC/Council/Consultants					See year 2
Launch Klukwan Digital Archives for public access; host programs to introduce - Staff					See year 2
Implement strategies for long-term sustainability of digital resources (current and future) - Staff/IT					
Present project updates at Council & community meetings, other events, and on social media - Staff		Comm mtg			
Provide one-on-one assistance to help patrons access the archives					See year 2
Plan for expansion of archives after this project is completed					See year 2
Increase knowledge and skills					
Draft individual development plans - Staffs, Consultant					
Schedule training/mentoring sessions, plan webinar attendance - Staff, Trainer, Mentor, Consultant					
Self-directed study: Digital Stewardship training, Mukurtu webinars, etc - Staff					
Participate in ZOOM workshops/hands-on trainings/meetings with consultants - Staff, DAC					
Evaluation - Library Staff and Library Consultant					
Review, revise, implement Evaluation Plan - Staff, Consultant					
Design evaluation tools and implement; share as appropriate - Staff, Consultant					

	Y E A R	Q u a r t e r	Q u a r t e r	Q u a r t e r	Q u a r t e r
Chilkat Indian Village--Enhancement Grant 2021	2	1	2	3	4
Administrative - activities for ALL Goals					
Review project plans/work assignments; create promotional materials - staff/DAC					
Quarterly Project Team meetings with Tribal Administrator & Consultant; DAC meetings					
Maintain equipment; Order supplies - Staff					
Promote project using programs, social media, website, word of mouth, presentations, - Staff					
Submit proposal for a session at the Alaska Library Association Conference; attend AkLA - Staff			AkLA		
Host programs/Culture Days; Present displays, host class visits highlighting resources/stories - Staff	Comm mtg			Culture Days	
Disseminate information on project - conferences, articles, website, etc. - Staff					
Finalize gift form, metadata spreadsheet, digitization matrix, workflow chart, etc. - Staff, DAC, Cons.	Revise if necessary				
Update policies, specifications, Digital Resources Plan - Staff, DAC, consultants and conversion vendor	Revise if necessary				
Solicit cultural resources from tribal members, organizations; CIV administration prioritizes their gov docs					
Input resources data into digitization/prioritization matrix -- Staff					
Prioritize and organize resources to be included in the digital archives - Staff, DAC, Council					
Digitize prioritized resources - some on site, some by vendors - Staff, vendors					
Create metadata - Staff working with DAC, elders, etc.					
Catalog physical resources into OPAC - Staff with assistance from Library Consultant					
Store and backup preservation and access copies per Digital Resources - Staff, IT staff					
Increase Access					
Create virtual drive on CIV server; Install Mukurtu CMS on server -- IT Staff and consultant	Completed in year 1				
Review Mukurtu portal, make sure permissions are correct - Team, Mentor, DAC, Council					
Revise fields/community records if needed to allow tribal members to add info - Staff, mentor					
Review workflow plan, revise if needed - Staff/Trainer/Mentor/Consultant					
Upload digital heritage resources/metadata; set access - Staff; Mentor/Library Consultant monitor					
Create online survey and link to Digital Archives site - Staff, Library Consultant					
Test site - Staff/DAC/Council/Consultants					
Launch Klukwan Digital Archives for public access; host programs to introduce - Staff	Launch at end of Qtr 1/ Early Qtr 2				
Implement strategies for long-term sustainability of digital resources (current and future) - Staff/IT					
Provide one-on-one assistance to help patrons access the archives					
Plan for expansion of archives after this project is completed					
Increase knowledge and skills					
Review progress on individual development plans - Staffs, Consultant					
Self-directed study continues -- specific topics and areas as identified					
Participate in ZOOM workshops/hands-on trainings/meetings with consultants - Staff, DAC					
Evaluation - Library Staff and Library Consultant					
Review, revise, implement Evaluation Plan - Staff, Consultant					
Design evaluation tools and implement; share as appropriate - Staff, Consultant					



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?