

Prairie Band Potawatomi Nation  
2021 IMLS Enhancement Grant

## **PROJECT JUSTIFICATION**

### **Introduction**

The Federally recognized Prairie Band Potawatomi Nation (PBPN) resides on 77,000 acres in the Northeast quadrant of the State of Kansas. The predominantly rural area is home to 1,144 of the 4,508 enrolled members. The reservation is in Jackson County, 26 miles north of Topeka on Highway 75 and 80 miles northwest of Kansas City, Missouri.

The Prairie Band Potawatomi are not local to the area but were removed from the Great Lakes area to their current location in Kansas, as part of the Indian Removal Act of 1830. The Prairie Band Potawatomi are one of several bands of Potawatomi located throughout the United States and Canada.

Like many tribes, government policies of removal, war, disease, and most recently boarding schools took their toll, on the language, culture and traditional values of the Prairie Band Potawatomi. Assimilation into the mainstream culture paved the way for near extinction of the Potawatomi language, which is a tragedy. As with every language, language and culture have a complex, homologous relationship. Language is complexly intertwined with culture (they have evolved together, influencing one another in the process, ultimately shaping what it means to be human).

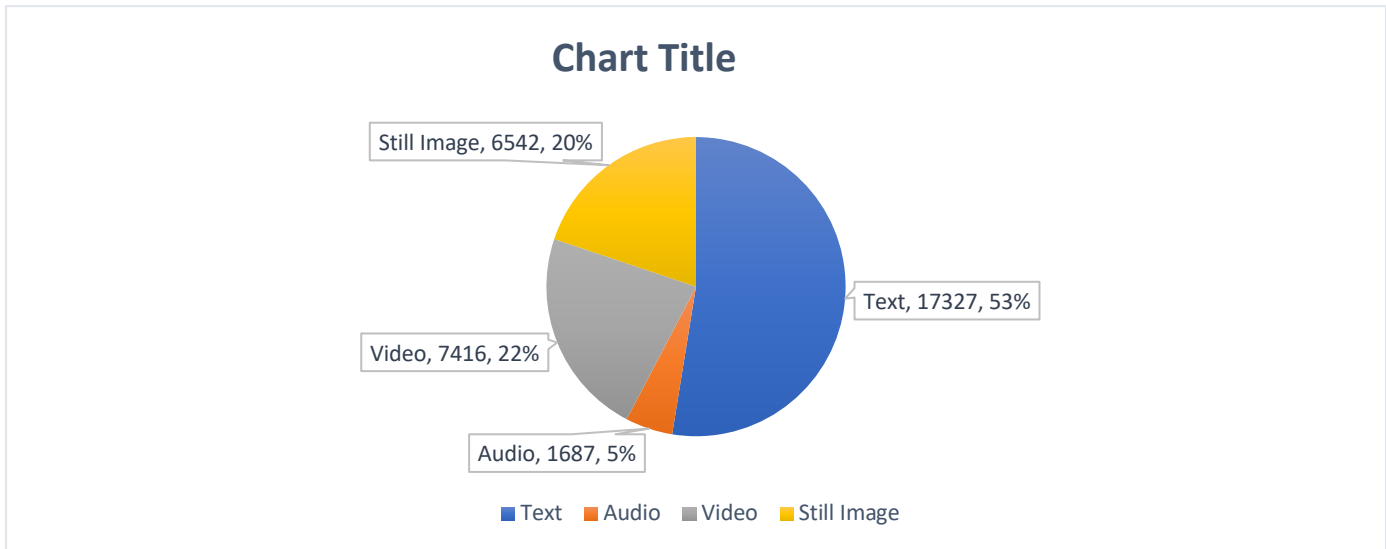
### **Statement of Need**

Today, the PBPN is experiencing a revitalization and have initiated an improvement in social, education and cultural leadership. The reservation is a robust community dedicated to developing resources necessary to help members succeed beyond the reservation, all while encouraging them to think purposely of their heritage, culture and values, which were passed down through generations.

As part of the tribal revitalization efforts, one of the initiated improvements was the creation of the Prairie Band Potawatomi Nation Language & Cultural Department (PBPN LCD), in 1996. From the date of its creation until 2017, the PBP LCD office space was located in the basement of the Senior Citizen's building. In 2017 the PBPN was awarded a HUD Indian Community Development Block Grant to build a Language Learning Center. Since it's 1996 creation, Language and Cultural Department staff have been documenting the PBPN dialect of the Potawatomi language via audio, video and handwritten journals. **Today, the Prairie Band Potawatomi Nation holds a vast archive of Potawatomi video and language documentation, invaluable to the study and advancement of language and culture, that has historically been largely inaccessible to the tribal community.**

According to a query ran on 3/10/2020, the Language Department currently holds 94,985 files containing language documentation and lessons created over a 24-year period, which are not currently on a platform that can be accessed by language learners throughout the PBPN community.

Fig.1 – Unpreserved Digital File Types on Language Documentation Server



Each year a physical inventory of the PBPN’s language documentation holdings within the Language Department. The 2021 inventory record reads:

Fig. 2 – 2021 Inventory of Physical Holdings

Type of holding	Number of holdings	≈Hours	≈Pages
Spiral Bound	72		5760
Book Bound	78		21400
Unbound Office Print	9820		9820
Unbound handwritten pages	288		288
Compact Cassette	89	2000	
Microcassette	8	5	
CD	97	4600	
Mini DV	338	1320	
VHS	12	6	
DVD	164	1420	
Photographs	2135		

The new PBPN Language Learning Center is open to the public and serves as a space for learning and researching Potawatomi language. When community members and staff are conducting research, the handling of original documentation is putting the documentation at risk and reducing the usable life, as it is handled or stored unpreserved. It is imperative that the PBPN develop infrastructure necessary to preserve, enhance access to, and increase accountability measures of the Potawatomi language documentation held by the Prairie Band Potawatomi Nation for the advancement of Potawatomi language learners of the present and future generations.

The PBPN is proposing to utilize IMLS NALS enhancement grant funds to aid in the preservation and revitalization of the Potawatomi language. By developing a Digital Preservation Plan, training staff in digital and physical preservation methods, and building a Digital Content Management System (DCMS), the PBPN will preserve, enhance access to, and increase accountability measures for the Potawatomi language documentation held by the Prairie Band Potawatomi Nation for the advancement of Potawatomi language learners of the present and future generations.

As part of the planning for this project, the PBPN contracted with Chief Strategy Group (CSG) to develop a comprehensive, community-based, 5-year strategic plan for the Nation To obtain community input, CSG conducted group and individual meetings with Tribal Council and program directors, designed and conducted a survey for tribal members, non-tribal community members, and the PBPN tribal government workforce, and, also facilitated multiple sessions with youth and elders. The data gathered from meeting and the 269 survey respondents, revealed Language and culture as one of the top 3 priority areas for which to include in the strategic plan. (SupportingDocument1.pdf – Community Meeting Website Notice) (SupportingDocument2.pdf – PBPN Strategic Plan Methodology & Demographics)

Goal 3B of the 2020 Comprehensive Community-based Strategic Plan: Encourage and support the preservation and advancement of the Potawatomi Language. Objective 4, within that same plan, Is to identify and digitally preserve a variety of Potawatomi language materials to be added to our larger database for use by tribal community members (SupportingDocument3.pdf – Resolution to Adopt Strategic Plan).

**Relationship to Native American Library Services Enhancement Grant Goals & Objectives**

This proposed project not only fits the comprehensive, community-based, 5-year strategic plan for the Nation, it also falls directly in Native American Library Services Grant Program Goal & Objective:

- Goal 3: Enhance the preservation and revitalization of Native American cultures and languages.*
- Objective 3.2 Support the preservation of content of unique and specific value to Native communities*
- Objective 3.3 Support the sharing of content within and/or beyond Native communities*

**Project Beneficiaries**

This project will serve all 4,508 tribal members enrolled in the Prairie Band Potawatomi Nation. While most of the project activities involving the PBPN community will only be available to those living within traveling distance to the PBPN, the PBPN LCD will make efforts to reach out to out-of-area tribal members by contributing regularly to the PBPN’s social media platforms and addressing any requests from out-of-area tribal members to view documents using digital methods. The PBPN LCD will also implement education activities specific to the PBPN’s distinctive age groups, such as Tribal Elders and youth.

**PROJECT WORKPLAN**

Fig. 3 – Project Work Plan

<b>Project Goal:</b> To preserve, enhance access to, and increase accountability measures for the Potawatomi language documentation held by the Prairie Band Potawatomi Nation for the advancement of Potawatomi language learners of the present and future generations.			
<b>Objective 1:</b> By the end of month 12, the PBPN have a Tribal Council approved Digital Preservation Management Plan for Potawatomi language documentation held by the PBPN Language Department.			
<b>Activity 1.1</b> The Prairie Band Potawatomi Nation will procure a service provider to complete a preservation needs assessment survey and final report for the Potawatomi language collection. The needs assessment survey will include a review of current collection holdings, buildings, and polices, then identify problems and make recommendations for strategies and actions that address the problems.			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director	Upon notice of grant Award, the Project Director will notify the tribal procurement department. Together they will develop an RFP to identify a service provider with experience working with Native American language collections. The procurement agent will ensure all Federal Financial guidelines are followed.	Month 1	Month 3

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<b>Performance Measures:</b> Effectiveness) Completing a needs assessment survey will offer improved preservation of the Potawatomi language. Quality) A needs assessment survey is a stepping-stone toward a preservation management plan and digitization plan, thus enabling the PBPB sharing of language documentation and content throughout the PBPB community.			
<b>Outputs:</b> Preservation Needs Assessment Survey, Report of survey findings			
<b>Activity 1.2 Develop</b> a preservation planning team to write the digital preservation plan, from within the Language Department, Tribal Government, and community, to facilitate the collaboration, development, and writing of the digital preservation plan, while maintaining support of the project throughout its entirety.			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Project Director IT Director	Project director, IT director will solicit tribal leadership and community members for participation in the development of the digital preservation plan.	Month 2	Month 24
Performance Measures: Effectiveness) the team approach to planning ensures project support. Quality) The team approach ensures the plan is community based			
Outputs: Hard copies of project work plan and results of the needs assessment handed out to team members; Accurate assessment of current holdings; Meeting sign-in sheets; Meeting minutes			
<b>Activity 1.3</b> The Prairie Band Potawatomi Nation will procure a contractor to facilitate the writing of the Digital Preservation Plan.			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Project Director	Upon notice of grant Award, the Project Director will notify the tribal procurement department. Together they will develop an RFP to procure services of a contractor with experience working with Native American language collections. The procurement agent will ensure all Federal Financial guidelines are followed.	Month 3	Month 5
<b>Performance Measures:</b> Effectiveness) Completing a needs assessment survey will offer improved preservation of the Potawatomi language, Quality) Procuring a facilitator for the development of the plan, will ensure the plan isn't skewed toward the view of one department or idea.			
Outputs: Contract for service; project implementation schedule; documented procurement for services; expenditures documented			
<b>Activity 1.4 Final</b> draft of plan submitted and presented to tribal council for approval.			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Project Director	General Manager of Tribal Operations and Project Director will present plan to tribal council for final approval. PBPB Media Specialist will announce the approval of the plan to the public via website and social media, and through the placement of the policy into the "Tribal Members Only" web portal for all tribal members to review.	Month 11	Month 12
Performance Measures: Effectiveness) Submitting the plan for final approval will serve as a foundational document toward the creation of an on-line digital repository, enhancing the growth of the Potawatomi language within learners. Quality) Throughout the entirety of the plan development the community has been involved, and the ratification of the plan by the tribal council, strengthens the priorities and actionable objectives within the plan.			
Outputs: Digital Preservation Plan			
<b>Objective 2:</b> By end of Month 24, the PBPB community will have two Language Department staff trained in digital preservation			
<b>Activity 2.1</b> Hire a Digitization Technician. The Digitization Technician will be responsible for the conversion of language and cultural materials to a digital format, using scanning and photography equipment. The Digitization Technician will be responsible for handling fragile photos and handwritten documents, scanning or photographing each document and or item, monitoring scanning operations, ensuring scans meet quality standards, tracking scanning progress, and ensuring Digital Preservation Policy is followed.			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Project Director	PBPB Human Resources Department staff will ensure all hiring processes and procedures are followed according the approved PBPB Hiring Policies and Procedures.	Month 1	Month 2
Performance Measures: Effectiveness) Hiring a Digitization Tech will offer improved preservation of the Prairie Band Potawatomi Language by increasing accountability for the PBPB Language Collection. Quality) The Digitization Tech will ensure that quality standards are met while working with fragile language and cultural materials held by the PBPB.			
Outputs: Hire Digitization Tech; standardized procedures for the handling, tracking and preservation of language and cultural materials created; expenditures documented			

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<b>Activity 2.2</b> Purchase supplies and equipment for digitization and upload of language collection into the digital content management system.			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director IT Manager	PBPN Procurement will assist in the purchasing of digitization equipment ensuring all federal and tribal purchasing regulations are followed	Month 5	Month 15
Performance Measures: Effectiveness) Support for the purchase of equipment and supplies related to the preservation and revitalization of the Potawatomi language will enable the PBPN to preserve and revitalize the Potawatomi language. Quality) The purchase of digitization equipment provides foundational elements toward the future creation of an on-line digital repository, accessible to Potawatomi language learners enhancing the revitalization of the Potawatomi language.			
Outputs: Staff trained on proper use of digitization equipment			
<b>Activity 2.3</b> Project Director, Digitization Technician, and IT Manager will receive training and technical assistance in preservation methods via the Society for American Archivists education and training program.			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director Digitization Tech. IT Manager	None	Month 2	Month 22
Performance Measures: Effectiveness) Increased ability to properly preservation of language documentation Quality) Properly preserved documentation will decrease risk of data loss or failure.			
Outputs: Three PBPN staff fully trained in standard archival preservation methods			
<b>Objective 3:</b> By end month 24, the PBPN will launch a Digital Content Management System, increasing access to historical Potawatomi language documentation for Potawatomi language learners of the present and future generations.			
<b>Activity 3.1.</b> Research collections management software to identify a system that can address the needs of the community to access digitized language documentation			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director IT Manager Digitization Tech	None	Month 3	Month 7
Performance Measures: Effectiveness) Spending time to research different DCM systems ensures the project remains a community-based project Quality) PBPN will research at least 3 different vendors including Open Source DCM systems			
Outputs: Identify at least three DCMS that will satisfy our documentation needs			
<b>Activity 3.2</b> Final Determination of Digital Content Management Software			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director	PBPN IT Department will ensure DCMS will fit the technical infrastructure of the PBPN Network.	Month 7	Month 8
Performance Measures: Effectiveness) Collections management software will enable the PBPN to implement future content sharing of language documentation, which will both preserve and revitalize the Potawatomi language. Quality) Quotes from at least 3 different DCMS packages ensures fair and equitable distribution of funding vs open source prog.			
Outputs: Quotes for DCMS; recorded expenditures following PBPN procurement policy; DCMS that fits our documentation needs purchased			
<b>Activity 3.3</b> Bi-monthly meeting of planning team to develop policies and procedures regarding the use of the content management system.			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director IT Manager Digitization Tech	The preservation planning team, consisting of community stake holders will meet bi-monthly to develop policies and procedures.	Month 5	Month 10
Performance Measures: Effectiveness) Bi-monthly meetings for policy development contributes to the enhancement of preservation and revitalization of the Potawatomi language. Quality) A team-based approach to the development of policies ensures the project remains community-base.			
Outputs: Policies and procedures developed; meeting sign-ins; meeting minutes			
<b>Activity 3.4</b> Policies and Procedures, guiding the use of the collections management software submitted and presented to tribal council for approval.			
Staff Responsible	Partner Roles	Time Begin	Time End
Project Director	General Manager of Tribal Operations and Project Director will present plan to tribal council for final approval. PBPN Media Specialist will announce the approval of the plan to the public via website and social	Month 11	Month 12

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	media, and through the placement of the policy into the “Tribal Members Only” web portal for all tribal members to review.		
Performance Measures: Effectiveness) Ratification of the DCMS Policies and Procedures will serve as a foundational document toward the creation of an on-line digital repository, accessible for learners, enhancing the revitalization of the Potawatomi language. Quality) The team-based approach to the development of policies ensures the project remains community-based.			
Outputs: Approved policies and procedures; meeting sign-ins; meeting minutes			
<b>Activity 3.5 Upload digitized content into DCMS</b>			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Project Director Digitization Tech IT Manager	None	Month 12	24
Performance Measures: Effectiveness & Quality) Digitally preserving language documentation fulfills NALS Goals and Objectives preserving content unique and of specific value to the Potawatomi people, and the PBPB community’s goal to support the preservation and advancement of the Potawatomi language.			
Outputs: Digitization content uploaded; Community training protocols developed			
<b>Activity 3.6 Launch DCMS in PBPB community</b>			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Project Director IT Manager	None	Month 24	Month 24
Performance Measures: Effectiveness) Launching the DCMS will fulfil the NALS Grant objective, to support the sharing of content within and/or beyond Native communities. enhancing the revitalization of the Potawatomi Language. Quality.) Community driven plans, policies, and procedures surround the development and use of the DCMS ensures the project remains a community-driven project.			
Outputs: Community event held; Fliers created; Sign in’s collected			
<b>Activity 3.7 Community Training on DCMS Use</b>			
<b>Staff Responsible</b>	<b>Partner Roles</b>	<b>Time Begin</b>	<b>Time End</b>
Digitization Tech	Media Specialist will announce community trainings for use of the DCMS, scheduled and taught by the Digitization Tech.	Month 23	Month 24
Performance Measures: Effectiveness) Community trainings ensure the community is aware of the DCMS resource for language research and learning, aiding in the revitalization of the Potawatomi Nation. Quality) Offering training for DCMS use not only ensure project is community focused but also promotes the use of the product and aids in revitalization of the Potawatomi language.			
Outputs: Website article, Digital Fliers, Social Media announcement; Sign up forms; 1 community training event held; sign-in’s collected;			
<b>Administrative Activities</b>			
Establish federal account access and official grant file for outcome tracking and reporting			
Output: Electronic and physical grant files, data collection protocols, data collection, performance report, FSR and tribal quarterly reports submitted			
Reasoning: This required activity will enable us to maintain and monitor all grant related documentation both physically and electronically, ensure compliance by all project staff and compliance with all grant requirements. The PD and Grants and Contracts Specialist will be tasked with reporting as required per award acceptance.			

**Risk Mitigation Planning**

Fig. 4 – Risk Mitigation Table

<b>Risk</b>	<b>Mitigation Plan</b>
Outside Needs Assessment surveyor is unavailable	PBPB will conduct an in-house needs assessment survey.
Staff Turnover or difficulty filling position	Project director will fulfill digitization tech duties, while temporarily assigning non-grant project duties to existing staff.
Training is restricted due to Pandemic	The Society for American Archivists provide on-line classes for digital archivist.
Bi-Monthly in-person meetings restricted due to pandemic	PBPB owns a Corporate Zoom account, allowing team members to meet virtually.

**Plan to Communicate Project findings**

It is the belief of the PBPN, community-based projects are far more likely to succeed and bring lasting benefits to the reservation community. This is evident in the amount of community planning which went into the development of this proposed project. It is also the belief of PBPN, accountability and transparency are necessary in all functions of services provided by and through the Nation. To further their accountability to the community, the PBPN will implement the following community outreach plan to inform the community of the project’s progress throughout each project year.

Fig. 5: Outreach Plan

Message or Purpose	Target Audience	Media	Responsible for Creation	Responsible for Dissemination	Timeframe
Award Announcement	All Tribal and Community Members	Website Article and Tribal Newspaper Article	Project Director	Media Specialist	Month 1
Quarterly Project Updates	All Tribal Members	Quarterly Report (available to all PBPN Tribal members)	Project Director	PBPN General Manager	Quarterly: October, January, April & July
Planning Team Developed	Tribal leadership, Traditional leadership, Elders, youth, LCD Staff, language students	Website, Digital Flier, Tribal Facebook, & Twitter	Project Director, Tribal Media Specialist	Media Specialist	Month 2
Digital Preservation Plan Adopted by PBPN	All Tribal and community members	Tribal Members Only Web Hosting Portal	Media Specialist	Media Specialist	Month 12
DCMS Policies and Procedures Adopted by PBPN	All Community members and Language Students	Website, Digital Fliers	PD, Media Specialist	Media Specialist	Month 12
Community DCMS Training	All Community Member	Website, Digital Fliers, Social Media	Media Specialist Digitization Tech	Media Specialist Digitization Tech	Month 23
Annual project report	All Community and Tribal Members	Newspaper/Website article	PD	Media Specialist	Month 12 Month 24

**PROJECT RESULTS**

Objective 1:

The outcome of objective 1, is, to increase accountability measures for the Potawatomi language documentation held by the PBPN. This outcome aligns with the objective because creating increased accountability by way of a Digital Preservation Plan, increases the PBPN’s ability to achieve long-term goals of advancing Potawatomi language learners of the present and future generations. The positive measure of change created by the objective, is the increased ability to preserve and revitalize Native American cultures and languages.

Objective 2:

The outcome of objective 2 is, the PBPN will have increased their ability to preserve language and cultural documentation held by the PBPN. This outcome aligns with the objective because the use of proper preservation methods extends the useful life of physical and digital language documentation, for use by future generations. The indicator for the objective is the number of trained staff able to properly digitize language documentation and upload it into a content management system. The

positive measure of change created by the objective is the increased ability to preserve Potawatomi language documentation

**Objective 3:**

The outcome of objective 3, is the revitalization of the Potawatomi language. This outcome aligns with the objective because the implementation of a Digital Content Management System will allow for a secure portal for accessing Potawatomi language documentation, perpetuating language growth and revitalization throughout the PBPB community. The indicator for the objective is the number of digitized objects available within the DCMS. The positive measure of change created by the objective is the increased use of the Potawatomi language within the PBPB community.

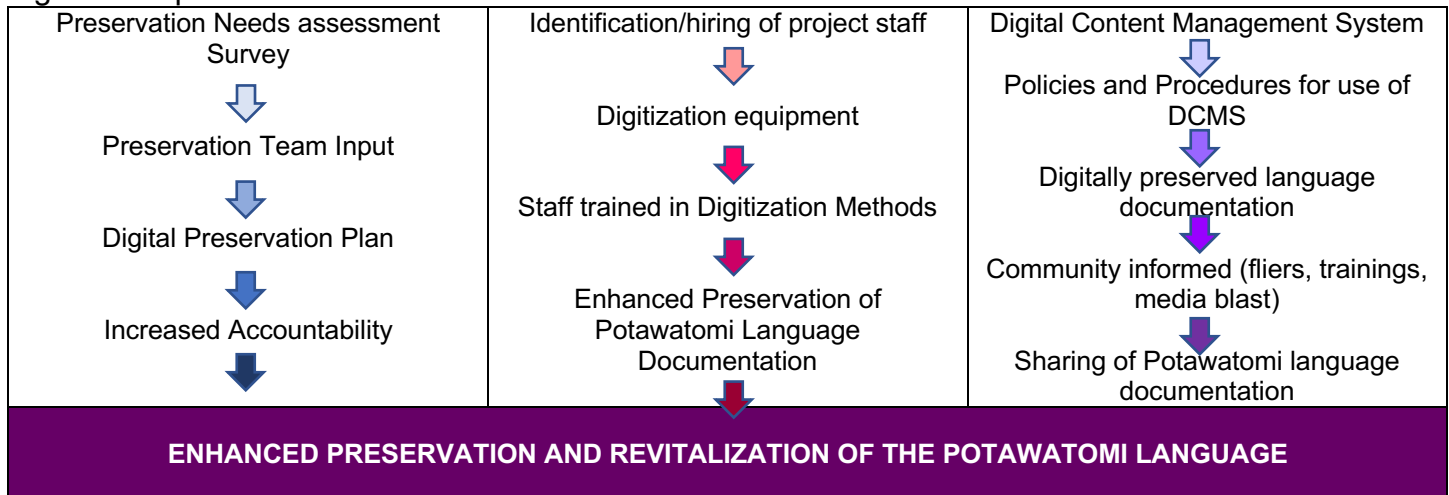
**Outcome Tracking Strategy**

Project Director will use the performance measures written in the project workplan to track progress of each activity. Progress will be tracked internally using the Gantt chart available in the attached schedule of completion (attachment – scheduleofcompletion.pdf). Progress will also be reported according to grant terms and conditions, as well as, according to Tribal quarterly and annual reporting requirements.

**Tangible Outputs**

The project workplan is designed in a way, each activity builds upon each other leading to the successful project goal outcome of advancing the growth of Potawatomi language learners of the present and future generations.

Fig. 6 – Output to Outcome Flow Chart



**Sustainability Plan**

The creation of foundational elements of preservation planning and access sets the base for further preservation efforts addressed in the PBPB’s Community-based 5-year Strategic plan. Including development of a museum and physical archive (Goal 3C, Objective 4), as well as the inclusion of historical PBPB Tribal governmental documentation within the DCMS (Goal 3A, Objectives 4 & 5). The PBPB tribal leadership and community are eager to invest back into their community and membership by way of investing resources in the Language Department. The PBPB has a viable interest in seeing the proposed project succeed. The resources that will be lost after the completion of the proposed project include funding for the Digitization Technician position. The Nations financial investment in preservation and access will continue, by retaining equipment, and by continuing to add language materials to the DCMS. Additionally, the PBPB will continue to seek outside funding opportunities to support existing and future initiatives to preserve and promote the Potawatomi language and culture.

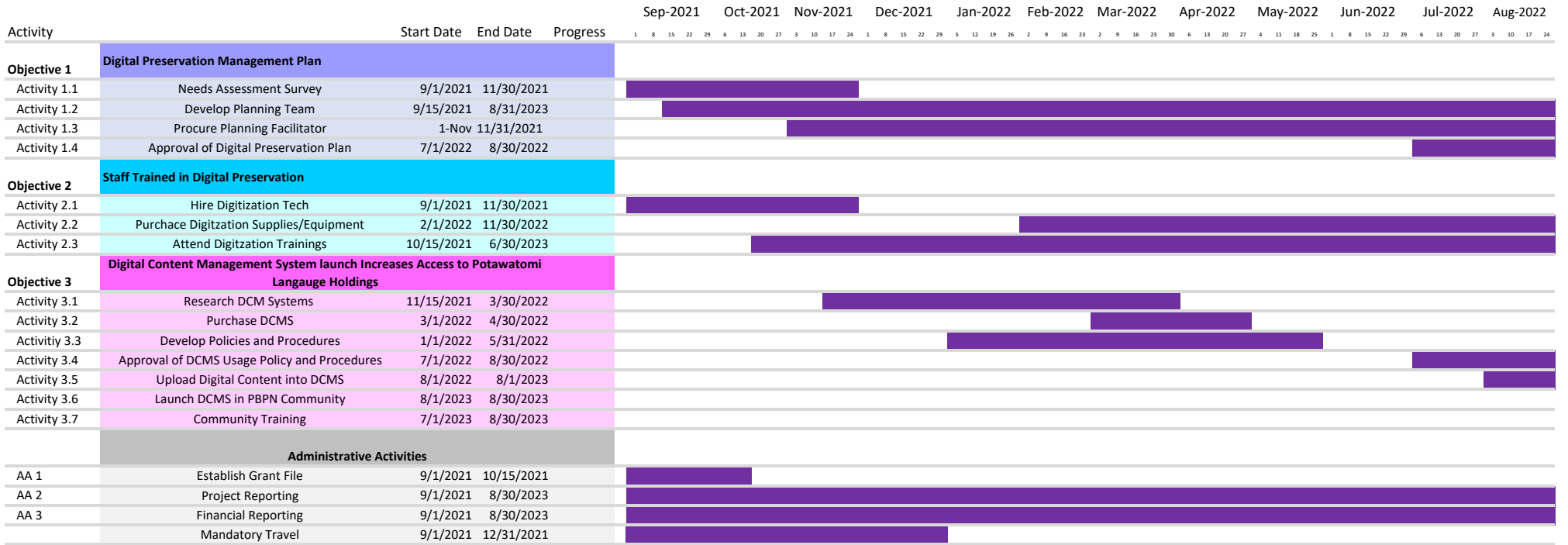


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**PBPN Digital Preservation Project**

Project Start: 9/1/2021

Display Year: Year 1





## 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.

The intellectual property status of the digital products uploaded to the database will fall under the copyright of the PBPN. The PBPN will maintain ownership/stewardship of the digital files. All digital products will be subject to review process conducted by the Language & Cultural Advisory Committee to determine if the product should be categorized for private, tribal, or public access if no specifications have already been provided by the copyright holder of the physical materials. This process will be outlined in a standard operating policy to be included in the Digital Preservation Plan. Digital products deemed appropriate for Tribal and Public audiences will be made available on the PBPN Digital Content Platform with Tribal-level approved products requiring an approved log-in to view.

**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.

The PBPN will maintain ownership/stewardship of the digital files of the Tribe's holdings, including reproductions of artifacts, documents, photographs, and oral history recordings. Access to these products will be available on a tiered level--private, Tribal, and Public. All digital products will be subject to an internal review process conducted by the Language and Cultural Advisory Committee to determine if the product's access category. Tribal Citizens will have access to the majority of digital documents, in the exception of cases where elders have requested their oral history recordings not to be made public or it is inappropriate for a digital reproduction of an item to be disseminated on a digital platform. This guidance will be developed concurrently with and included in the proposed Digital Preservation Plan.

**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.

There are some materials in the PBPN's holdings that are not meant to be shared publicly on a digital platform. These materials are very limited, but must be protected. Citizens will be able to make requests to the PBPN LCD Coordinator to view these items, and their request will be reviewed by the LCD Advisory Committee.

Policies and procedures (SOPs) to guide the storage and access to holdings will be completed prior to the launch of the proposed DCMS access platform. The Digital Preservation Plan will also include these SOPs, and will be made available for Citizens to review on the Members only website.

## 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.

There are approximately 94,985 items to upload into the database, including: audio recordings, video recordings, handwritten journals, copy printed documentation, books, catalogues, and still photographs. (( See narrative.pdf)Fig 2. 2021 Inventory of Physical Holdings) Cataloging all materials is crucial to this project and all numbers are estimates that are not taking into account the additional materials identified for acquisition and accession. As discussed previously, appropriate reproductions of the collections materials will be uploaded to the database and later published on the PBPN Digital Content Platform. The digital products will be primarily comprised of file types most easily viewed on phones and accessible via limited data or wi-fi options to ensure tribal member ease of use. (.pdf, .mp)

**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.

The PBPN Language and Cultural Coordinator and IT Manager are comparing the software/service providers digital publishing platforms including Mukurtu, Wordpress, Drupal, and Joomla .

For the cataloging and digital reproduction activities associated with the grant, staff will purchase with grant funds Digital camera, MacBook Pro, copy stand with lighting, anti-newton glass, polarizing filters, capture one cultural heritage, audio interface. The PBPN currently has licensing for Adobe Audition, Adobe Premier Pro and Adobe Encoder to digitize and encode audio and video media. The PBPN Language and Cultural Coordinator and a Digitization Technician (to be hired) will complete the creation of the digital produ

**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.

For the Archive and Collections database, we expect to use .TIFF, .WAV, and , .AVI formats for the production master files of the digital products and potentially .OBJ formats in the future. For the PBPN Digital Access Platform, we expect to use .PDF, .JPG, .MP3, .MP4 file formats for ease of use and accessibility. We will be using FADG14 Technical Guidelines for Digitizing Cultural Heritage Materials to establish quality digitization standards.

### Workflow and Asset Maintenance/Preservation

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

The PBPN is proposing to utilize grant funding to develop a Digital Preservation Plan, which will include quality control and workflow policies and procedures.

**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).

The PBPB has a Records Retention Policy and Fiscal and Records Management Policies, the PBPB LCD staff will maintain and inventory of all digital assets to be stored on the shared drive. All digital files are saved on a shared server and a hard copy of the saved files are shipped to a secondary off-site, out-of-state location, once week. Additionally, the unedited original audio and video will be stored on external hard-drives (one stored within the Language and Cultural Department fire proof cabinet and the other stored in the IT static free cabinet). Hard copies of all materials will also be maintained according to policy.

## 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).

The PBPB will develop metadata standards during the Digital Preservation Plan Development process.

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

TBD

**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).

TBD

### 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).

The MBPI Digital Archives Platform will be advertised to PBPN Tribal members in multiple ways. The launch of the platform will be advertised via: Tribal Newspaper, Tribal Website, PBPN Official social media pages. Access to the digital archive will be via the Members only web portal.

Additionally, one or more presentations will be provided by project staff, to educate on use of the digital archive.

**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.

N/A

## 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.

N/A

**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.

N/A

### 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.

N/A

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

N/A

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

N/A

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

N/A

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

N/A



## Access and Use

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

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

Name of publicly accessible source code repository:

N/A
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URL:

N/A
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## 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.

N/A
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**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?

N/A

**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.

N/A

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

N/A

**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?

N/A

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

N/A

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

Name of repository:

N/A

URL:

N/A

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

N/A