Narrative (8 pages)

Project Justification

In 1966, Native activist Nipo Strongheart— a Hollywood actor who was adopted by a Yakama Nation family— willed his approximately 10,000 volume collection of publications to the Yakama Nation. The donation was made for the "sole purpose of establishing a Yakima Nation Memorial Library and Museum in Honor of our forefathers, the First Americans" (Agreement Respecting Settlement and Distribution of Estate, 1968). Upon acceptance of the collection, it was stipulated in the agreement that:

> At no time and most definitely shall any item contained in the two institutions (Library and Museum), be given away, exchanged, or traded, to individuals, collective groups, organizations, collectors, churches, clubs, libraries, museums, merchants, and traders. It shall be maintained intact, and as the permanent Memorial Library and Museum of the Yakima Indian Nation.

The donation of books and artifacts initiated the creation of the Yakama Nation Heritage Cultural Center in Toppenish, Washington, in 1982. The campus consists of the library, gift shop, museum, theater, and winter lodge meeting room. The library houses the Strongheart book collection donation, boxes of Nipo Strongheart's personal correspondence papers and out of print Yakama Nation books, Yakama Nation language/historical/cultural items that are in various out of date formats. The museum houses the Strongheart artifact collection. The library building has a majority of its original structure, with the exception of the computer stations. The room that holds the Strongheart collection is without temperature control and appropriate shelving, leaving the collection open to deterioration.

The Confederated Bands & Tribes of the Yakama Nation Reservation is a rural, isolated, and economically distressed area of South Central Washington. In 2009, the population estimate for Toppenish, Washington (where Tribal Headquarters is situated) was 9,256, with thirty-one thousand (31,272) people living on or near the reservation. The Yakama Nation Library currently serves 10,371 enrolled Yakama Nation members. Yakama Nation is a tight knit community with a strong sense of pride, however, this underserved community exists in the Digital Divide. The Strongheart Digitization Project aims to reach those inside and outside our reservation to offer access despite economic barriers.

The first language of the Yakama people is Sahaptin with many different dialects among the 14 Bands & Tribes of the Yakama Nation. Currently, the number of fluent Sahaptin speakers within the community is very low, at only 30-50 according to Jerry Meninick, Deputy Director, Yakama Nation Culture Department. Jerry Meninick, is in the beginning stages of planning a Yakama Nation Archive that centralizes all of the important items that have been created by different Yakama Nation Departments. Plans are to begin collaboration with the Yakama Nation Library, Museum, Archives, Cultural Resources and Natural Resources departments. The proposed digitization project will serve as a prototype to help identify best practices when the Yakama Nation Archive planning begins. Jerry Meninick, is a well-known Yakama Nation

traditional leader and will partner with the Yakama Nation Library to implement the Strongheart Digitization Project and provide expertise as needed (Supportingdoc3). There is great urgency to implement preservation efforts due to the decreasing amount of fluent Sahaptin Speakers.

      The Yakama Nation Library Strongheart Digitization Project, plans to transfer a minimum of 200 Yakama Nation cultural, language, historical documents and items in the Strongheart collection into digital format and upload them to the Washington State University (WSU) Plateau Peoples Portal for long term storage.

> The Plateau Peoples' Web Portal is a collaboration between the Spokane Tribe of Indians, the Confederated Tribes Of The Colville Reservation, the Confederated Tribes of the Umatilla Indian Reservation, the Coeur d'Alene Tribe of Indians, the Confederated Tribes of Warm Springs, the Confederated Tribes and Bands of the Yakama Nation, The Confederated Salish and Kootenai Tribes of the Flathead Reservation, the Nez Perce Tribe, the Center for Digital Scholarship and Curation and Native American Programs at Washington State University. This Portal is a gateway to Plateau peoples' cultural materials held in multiple repositories including WSU's Manuscripts, Archives and Special Collections, the Northwest Museum of Art and Culture, the National Anthropological Archives, the Library of Congress, the American Philosophical Society, and the National Museum of the American Indian at the Smithsonian Institution. The materials in the Portal have been chosen and curated by tribal representatives. Each item has one or more records associated with it as well as added traditional knowledge and cultural narratives to enhance and enrich understanding to many audiences.
> https://plateauportal.libraries.wsu.edu/about

      Partnerships have been formed with Washington State University and Central Washington University (CWU) to assist in formalizing policy and procedures regarding the Strongheart collection management and the proposed Strongheart Digitization Project. The project includes creating a formal Yakama Nation Plateau Peoples Web Portal Workflow document to serve as a guide for digitization procedures and prioritization. The guide will be created through documentation of the methods, procedures that are implemented throughout the Strongheart Digitization Project. The guide also serves as a template for the Plateau Peoples Portal cohort members and other tribes who wish to utilize the guide to plan a digitization project.

      The Strongheart Digitization Project will most closely address the IMLS goal number three of enhancing the preservation and revitalization of Native American cultures and languages. The project will address the need for preservation and revitalization by uploading the invaluable Yakama Nation and Strongheart materials for longevity. In turn, the objective of supporting content unique to Native communities will be met. Additionally, the library's

partnership with outside universities and libraries will help meet the goal objectives of developing strategic partnerships and content sharing within and/or beyond Native communities.

Preliminary planning and evaluation meetings have been facilitated by the Yakama Nation Library with Washington State University Plateau Peoples Portal project staff and Central Washington University Brooks Library staff to identify next steps for the Yakama Nation Library Strongheart Digitization Project.

Washington State University is located in Pullman, Washington approximately 230 miles east of the Yakama Nation Library. In 2016, Washington State University staff conducted a collections assessment (supportingdoc1) at the Yakama Nation Library. There were many needs identified at that time. Due to budget constraints and prioritization of overall library needs, the state of the Strongheart Collection has been addressed minimally. The pandemic has brought to the forefront the need to reassess the varying states of important Yakama Nation documents.

In the collection assessment, (supportingdoc1) the digitization of the Yakama Nation Tribal newspapers was completed by Washington State University interns and uploaded to the Plateau Peoples Portal. Placing the popular newspaper archive in a digital format was an effort to create teachable moments to generate an interest in patrons hesitant to use technology. Washington State University has been an ongoing partner through collaboration on their Plateau Peoples Portal project. (supportingdoc2 pg.1) Through this collaboration, library staff have been able to select items for digitization and upload Yakama Nation items to the Plateau Peoples Portal, community members have been able to create family culture videos, and create Yakama Nation culture related videos for the Portal.

Central Washington University (CWU) Brooks Library is located in Ellensburg, Washington approximately 60 miles north of the Yakama Nation Library. CWU Brooks Library staff have viewed the Strongheart Collection to offer their initial professional, informal assessment and recommendations regarding the state of the collection. The meeting helped the Yakama Nation Library gain credible second opinions regarding the collection's needs. Rebecca Lubas, CWU Dean of Libraries, has written a support letter(supportingdoc2 pg.3) for the Strongheart Digitization project. Plans include CWU Brooks library staff advisement and customized training throughout the project.

Both WSU and CWU have digitization equipment resources such as flatbed scanners, book scanners, microfilm reader, microfiche readers, DSLR camera, VCR, open reel audio player, and a microcassette player that can be accessed by Yakama Nation Library staff to digitize items. Having access to these equipment resources will reduce costs for the digitization project.

In our efforts to offer an expanded selection of resources, the library has found that there is a public interest in the Strongheart materials, specifically. In 2016, the library received an IMLS Enhancement grant to implement collection development in the Children's, Junior, Young Adult, Reference, Large Print, and DVD sections. The library purchased approximately 4000 titles to meet the needs of and offer a more current, relevant collection to our patrons. Collection development activities have included replacing old shelves on the general collection floor and

obtaining an IMLS Enhancement grant to provide bookmobile services for patrons that face barriers to accessing the library. As a continuation of these collection development goals, the library has realized that information requests relate directly to the accessibility of the underutilized Strongheart collection.

While patrons can access the Strongheart books upon appointment to conduct ancestry research, for tribal enrollment purposes, history research, etc., the significance (supportingdoc5) of this collection has been somewhat forgotten (supportingdoc4). This is partly because the list of titles is currently contained in a card catalog, with the collection located in a separate room away from the library main floor. The Strongheart titles in the card catalog were not transferred into the digital library catalog, which makes these unique books undocumented and undiscoverable to patrons seeking out historical information regarding Tribal issues and advocacy. Collection procedures are not known among the library patrons. As a result, the Strongheart collection is critically underutilized by the general public.

The need to implement digitization and documentation of Native American History, language, culture is an ongoing, vital issue to Native communities. In many cases, "tribes have the will to revitalize their languages, but urgently need a substantial influx of funding, training, and technical support" in order to do so. Additionally, "Research shows that language revitalization is a key empowerment tool for Native communities. Language learning confers cognitive advantages, enhances self-esteem and cultural well-being, and strengthens community bonds" (https://www.culturalsurvival.org/publications/cultural-survival-quarterly/saving-americas-endangered-languages, Lutz).

Digitization of the collection will provide an online form of access, foster cultural learning, safeguarding, and longevity for Yakama Nation present and future generations. The project will strengthen Yakama Nation cultural preservation efforts, and create backup documentation of original important historical items in preparation of possible emergency situations that may cause long term library building closures that prevent access. Along with improved Yakama Nation tribal community access and preservation, digitization will support education and research efforts, as well as renewing interest and involvement among Tribal members.

Project Work Plan
In order to plan a successful digitization project detailed planning, formalizing of policy, and prioritization of items to be digitized will be based on cultural importance, significance, and digitization time frame for each item.

This is a one year project to:

➢ Hire a consultant to plan and evaluate the best approach in implementing the Strongheart Digitization Project

➢ Hire a Library Technician to carry out the Strongheart Digitization Project organization, digitization, prioritize items to digitize, and Plateau Peoples Portal metadata input

➢ Train Yakama Nation Library staff how to create records for the Plateau Peoples Web Portal, input metadata, digitize documents for upload.

➢ Upload approximately 200 Yakama Nation culture, language, and history documents to upload to the Plateau People Portal for online accessibility when the physical collection is not available and also for long term preservation purposes.

➢ Partner with CWU Brooks Library to customize training for Yakama Nation Library staff to formalize policy and best practices maintaining special collection.

➢ Implement proper security measures & formalize Strongheart Collection Management Access Policy with the assistance of CWU to protect the collection in emergency situations similar to the current Pandemic crisis.

➢ Partner with Washington State University to create a Yakama Nation specific workflow manual to provide instructions for the Plateau Peoples Portal Project.

In order to begin the digitization project, the library will need to spend the first two to three months planning for the project. Along with implementing the findings from the preliminary meetings with Central Washington University to assess and prioritize, funding will be allocated to hire a library technician for prioritization, identification, organization, scanning, and follow the consultant recommendations as the budget allows. During this time period, the library will also need funds to purchase equipment and supplies for digitization efforts. This equipment will include a scanner and a computer. For supplies, archive boxes, folders, and gloves will be needed for the physical organization of Strongheart materials. Within the first eight months, funding for travel will be necessary in order to collaborate with Washington State University and Central Washington University customized Plateau Peoples Portal, Special Collection Access, Policy, Procedures, training, as well as for use of equipment. The library will also need to employ a digitization vendor during this period. Items that have obsolete formats that either university does not have equipment to digitize will be outsourced to a digitization vendor or equipment will be purchased to digitize prioritized items. Finally, within the first ten months, the Strongheart materials will need to be prioritized, scanned, assigned titles, and uploaded to the portal for storage. Merida Kipp— the Library Administrator—will plan, implement, and manage these efforts.

The out of date formats of some materials may pose a risk to the project if the hired digitization vendor is not able to convert them. We plan to mitigate these risks by working closely with our partners (WSU and CWU) to utilize their wide range of expertise and education in this area. As these risks present themselves, both institutions will serve as resources for identifying and solving problems.

In the way of data collection, the grant funded library technician will provide monthly reports on the number of items from the collection that have been digitized and uploaded to Plateau Peoples Portal. Along with gathering data on the progress of the project through community surveys, the data will be shared with other tribes seeking knowledge through Plateau Peoples Portal to assist them in developing their own workflow guide.

Evaluation and oversight will be performed by the current Library Administrator who will gather statistics throughout the project which includes the number of titles catalogued, number of titles that have had preservation methods implemented, and the number of items digitized for upload to the WSU Plateau Peoples Portal. A cross sectional survey will be distributed to community members after six months— the halfway point of the project— to evaluate the progress of the project and awareness levels of the Plateau Peoples Portal and the Strongheart Digitization Project. The survey will collect data on the Plateau Peoples Web Portal and digitized Strongheart collection, and any additional suggestions the patrons would like to provide.

Staff meetings are held weekly and time will be allocated for library staff to share and reflect on what is being learned through the customized training from Washington State University Plateau Peoples Portal team and Central Washington University Brooks Library regarding policy and special collection maintenance.

Project Partners
Washington State University Plateau Peoples Portal
The Yakama Nation Library plans to partner with Washington State University (WSU) for assistance with the use of Plateau Peoples Portal regarding uploading, training, internal instruction, and workflow manual.

*Kim Christen-Withey, Associate Professor and Director, Digital Technology and Culture Program Director of Digital Projects, Native American Programs Co-Director, Center for Digital Scholarship and Curation, will oversee partnership and authorize Plateau Peoples Portal digitization assistance as the project progresses.

*Lotus Norton-Wisla, Digital and Community Outreach Archivist, will assist in coordinating project collaboration and digitization portal training.

Central Washington University Brooks Library
The library also plans to work with Central Washington University (CWU) for assistance with digitization, policy training, procedure training, equipment access, and archive process expertise.

*Elizabeth Brown, Instruction Coordinator, will customize training for procedure, policy, and access management.

* Julia Stringfellow, Archivist, will provide expertise in collection management and digitization policy & procedures.

Washington State Library

Along with both universities, Washington State Library may be an alternate resource for expertise throughout the project.

Yakama Nation Collaborator
Yakama Nation Culture Program
*Jerry Meninick, Deputy Director, Yakama Nation Culture Department
A Yakama Nation Traditional Leader. Will provide expertise in prioritization of documents, items to digitize. This is a newly created department that is tasked with compiling an inventory of historical documentation, identifying Yakama People associated with land and legends.

Yakama Nation Library Project Staff
*Merida Kipp, Yakama Nation Library Administrator
Will oversee the project to ensure the timeline is followed and will provide solutions for any barriers that may arise.

Confederated Salish and Kootenai Tribes member, Bachelors of Science in Computer Science from Heritage University, Masters in Library & Information Science from San Jose State University selected for full scholarship by the San Jose State University Circle of Learning IMLS grant, Masters in Information Technology and Administrative Management graduated with Honors from Central Washington University.

*Jolena Tillequots, Library Technician III: Yakama Nation Culture presenter, storyteller, cataloger, 30 years experience at the Yakama Nation Library. Will assist in prioritizing items for digitization and oversee uploaded items for the Plateau Peoples Portal.

*Michael Sekaquaptewa, Multi-media Specialist: video, audio, photography, page layout design, artist, musician. Will offer expertise to provide technical support. Will be an instructor on utilizing the Plateau Peoples Portal.

*Tonisha Arquette, Administrative Assistant: manages library indirect and grant accounts, organization, cross checking, financial & reporting, processing expenditures in a timely manner and ensures deadlines are met.

*Heidi Iniguez, Computer Specialist: graduated from Perry Technical Institute with a certificate in Information Technology & Communications Systems, provides computer technical support, hardware support, will assist with technical support and uploads to the Plateau Peoples Portal.

Project Results
The established partnerships with Washington State University Plateau Peoples Portal staff and Central Washington University Brooks Library staff will continue and next steps will be planned to provide further preservation and accessibility to important Yakama Nation documents and the Strongheart Collection.

Project Outcomes:

- Trained library staff in Plateau Peoples Portal Digitization Procedures
- Increased awareness regarding the Strongheart Collection & Plateau Peoples Portal
- Minimum of 200 digitized & preserved documents uploaded to Plateau Peoples Portal
- Yakama Nation Library Plateau Peoples Portal Workflow Manual for staff to follow, other Plateau Peoples Tribe Cohort, and other Tribes upon request
- Formalized Access Policy for Strongheart Collection
- Important documents preserved for future generations

The Strongheart Digitization Project will meet the immediate needs of the collection in terms of improved environment, accessibility, preservation and protection during emergency situations such as the current pandemic situation. There are several items in the Strongheart collection that will continue to require digitization, rebinding, and data conversion into a readable up-to-date format. At the end of the project Yakama Nation Library staff will have been trained in accessing and adding materials to the Plateau Peoples Portal. Plans will be to continue to utilize the Plateau Peoples Portal to upload important Yakama Nation culture documents and to reference the open access digital resources for people that are unable to visit the Yakama Nation Library and utilize the Strongheart collection onsite.

The Yakama Nation Plateau Peoples Portal Workflow guide will assist the Yakama Nation Library and the Yakama Nation Culture Department to implement centralizing important Yakama Nation historical items housed in other Yakama Nation departments, such as the Museum, Archives, Natural Resources and Culture Resources. The Yakama Nation Library will continue to collaborate with Jerry Meninick, Deputy Director, Yakama Nation Culture Department to formalize policy and procedures as needed and meet regularly to plan the best approach in identifying items for digitization from other departments. Continuation of the Yakama Nation project will be funded by the Yakama Nation Culture Department and other grant opportunities.

Partnerships have been established with the Washington State University, Washington State Library, and Central Washington University to plan for the next steps in regards to the Strongheart collection. The partnerships will assist the Yakama Nation Library to move forward with providing further preservation, accessibility to the Strongheart collection and improving the environment of the collection such as temperature control for the Strongheart room. Future plans would also include temporarily hiring an archivist to create finding aids for the loose documents such as the 40 boxes of Nipo Strongheart personal correspondence letters. The established partnerships will help the Yakama Nation Library to apply for grants at a larger capacity.

After the Strongheart Collection Digitization project is done the activism & advocacy that Nipo Strongheart presented will continue to be memorialized. Scholars, researchers, students, tribal membership, and the surrounding community will benefit from having an awareness and access to the Strongheart collection that enhances their learning and research. Yakama Nation culture documents will be easily and readily accessible in a digital format and will help ensure the library is meeting its goals and Confederated Bands & Tribes of the Yakama Nation mission by providing a resource that allows for an increased understanding of tribal history and culture.

Confederated Bands Tribes of the Yakama Nation
Strongheart Collection Digitization Project

Tasks	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Schedule Meetings with Consultant to evaluate, plan best approach for digitization project	██											
Library Technician grant funded position begin 10-10-2021	██											
Meet with Central Washington University & Washington State University as needed Library Staff regarding customized training/scheduling		██	██	██	██	██	██	██	██	██	██	██
Obtain necessary Equipment needed for digitization			██	██	██							
Begin digitization of important documents and upload to Plateau Peoples Portal			██	██	██	██	██	██	██	██	██	██
			██	██	██	██						
Conduct Mid-Project library survey, meeting with partners to establish pending tasks, training & timeline goals						██						
Outreach to Community, create awareness about the Strongheart Digitization Project						██	██	██	██	██	██	██
Evaluate Project										██	██	██
Submit Final Reports												██

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.

We will use both Creative Commons and Traditional Knowledge Labels--where applicable if there is content that would benefit from Traditional Knowledge being added to enhance understanding and define access, use and attribution.

(https://localcontexts.org/tk-labels/)

This combination is already in use on the Plateau Peoples' Web Portal (using Mukurtu CMS) where the content will be accessible. Mukurtu CMS allows for both CC and TK Labels to be used on single items and collections (www.mukurtu.org)

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 majority of files will be available freely online on the Plateau Peoples' Web Portal. Exceptions will be made for any culturally sensitive materials which will be made available for Yakama community members only using the Yakama protocol available on the Portal.

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 may be cultural sensitivities, if these are flagged by library staff they will be reviewed by Tribal Council and only made accessible via the Portal through community login protocol credentials.

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.

> We will create digital access copies of print materials and images form original files in the Strongheart Collection and Yakama Nation culture. Goal is a minimum of 200 files to digitize.

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.

> We will scan using scanners at the Yakama Nation Library. Epson Perfection Scanner, Adobe Creative Suite, archival folders, cloth gloves for handling.

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.

> TIFFs for all master copies and then jpeg for access copies uploaded into the Portal.
> Master: File format: TIFF; Color bitdepth: 16bits / channel (16bit grayscale or 48bit color); Resolution: 4000+ pixels along the long edge
> Access copies for inclusion in the Plateau Peoples' Web Portal will follow:
> File Format: jpeg; Bit Depth: Grayscale, 8 bit; Color, 24 bit; Resolution: 150-200 ppi; Dimensions: 900 pixels on the long edge

Workflow and Asset Maintenance/Preservation

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

> As files are captured and saved, staff will perform regular quality control checks of their work. Our project workflow will include steps for checking and documenting file properties on an internal spreadsheet to ensure specifications are upheld for all digital copies (preservation masters and access copies), and fit within our overall digital preservation plan. Specifications will include: file location, file name, file type, file size, file count, resolution, image mode, along with a visual inspection. Metadata will also be checked for accuracy. A supervisor will perform a second documented quality control check on 20% of files to maintain quality for all digital files, and correct any errors or rescan the original material. A final check will be made on the Plateau Peoples' Web Portal import CSV prior to uploading.

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).

he YNL is part of an MOU with Washington State University's CDSC and WSU libraries. WSU libraries committed to maintain master preservation files up to one terabyte. The storage system that the Libraries uses to support the MOU and related tribal digitization projects is a three tiered storage solution that offers three copies of the files in two separate physical locations and on two separate types of storage media. The primary storage is housed in the WSU Pullman's central ITS Data Center. The second and third layers are physically housed within the Holland & Terrell Libraries on the WSU Pullman Campus. Within the physical library buildings the primary storage device is backed-up to disk and then also periodically to LTO Tape using Data Protection Manager (DPM) as a part of the Windows System Center Configuration Manager (SCCM) suite of tools.

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 Plateau Peoples' Web Portal uses qualified Dublin Core along with Mukurtu Core metadata schemas--by using both we are able to provide technical and administrative metadata alongside cultural-specific metadata for more culturally relevant preservation and access purposes.

Mukurtu's metadata schema which is used on the Portal is here:
https://mukurtu.org/support/digital-heritage-metadata-fields-2-1/

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

The metadata will be backed up regularly on a back up computer specifically for the project and portable hard drive

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).

By contributing to and sharing metadata on the Plateau Peoples' Web Portal we contribute to a shared Portal for Plateau and other Native communities. The Portal's metadata is also shared -- by request-- with federal and state repositories.

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).

All content will be made available via the Plateau Peoples' Web Portal through the Yakama community page: https://plateauportal.libraries.wsu.edu/community/yakama

the Portal is built using Mukurtu CMS as the underlying software.

The Portal is freely available online for access.

The Yakama nation may designate some content as culturally sensitive and only accessible to community members. We anticipate that will be a small portion of this collection.

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.

We created curriculum based on digitally repatriated materials for inclusion and access via the Plateau Peoples' Web Portal:

https://plateauportal.libraries.wsu.edu/digital-heritage/community/12/field_collection/37661

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?

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A.7 Identify where you will deposit the data:

Name of repository:

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URL:

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

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