

Organizational Profile

The Makah Cultural and Research Center (MCRC) is a tribally owned and operated museum, and cultural center located in the village of Neah Bay, Washington. Makah people inhabit the Cape Flattery region, deriving food from the ocean as fishermen, seal-hunters, and whale-hunters.

In the winter of 1970, a violent Pacific storm washed out a portion of the embankment at Ozette, one of the five traditional Makah villages. The Ozette village had been occupied by Makahs for thousands of years, up until early in the 20th century. At that time, mandatory government schooling for Makah children encouraged families to relocate to the village currently known as Neah Bay. This storm erosion exposed the remains of a wood-plank longhouse and its well-preserved contents. Archaeological investigation determined that the eroding house was three to five hundred years old. The Tribe decided to excavate, preserve, and protect this precious heritage. Subsequent excavation, spanning eleven years, removed over 55,000 artifacts from six houses and placed them in the care of the Makah people on our traditional homeland at the Makah Cultural and Research Center.

In 1979, the Makah Tribe established MCRC to preserve and protect linguistic, cultural, and archaeological resources of our own people, the q^wiidiččaʔa:tš, or the Makah Nation. The MCRC is governed by a Board of Trustees comprised of 12 tribal members that represent a variety of Makah families, and ensures that the community has continuing control over the institution's direction. The MCRC has the responsibility to develop and administer educational programs, both for the reservation population, and for visitors who come to the MCRC. In this way, the language and culture will be preserved along with the material history of the Makah people.

The establishment itself of the MCRC strongly reflects the needs of the Makah community. The Center was an outgrowth of grassroots desires to protect the Makah right to ownership of our own cultural resources. Consequently, the founding committee established the following institutional mission:

Mission Statement

- To Protect and preserve the linguistic, cultural and archaeological resources of the Makah Indian Nation;
- To Provide policy direction in the area of archeological, linguistic, and cultural management to the Makah Tribal Council, Makah Tribal Departments and other interested organizations;
- To educate Tribal members and the public in the culture, heritage and language of the Makah Indian Nation;
- To Stimulate, support, and carry out research which will benefit the Makah Nation and the academic community, providing a comprehensive center for Makah oriented research.

The MCRC Mission Statement was passed by the Board of Trustees at a Board meeting on November 2nd, 1990

Project Justification

Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address?

Goal 3. Enhance the preservation and revitalization of Native American cultures and languages. Objective 3.3: Support the sharing of content within and/or beyond Native communities.

What need, problem, or challenge will your project address and how was it identified?

The 'Empowering Journey Project' will have a pivotal role in fostering pathways to holistic wellness. Through an exploration of genealogy, ancestral history, songs, Makah language and traditional places and villages, this proposed project will empower individuals on their journey toward wellness.

In response to an alarming opioid epidemic on the Makah Reservation, the Makah Tribal Council (MTC) declared a Proclamation of Emergency on October 25, 2023. The MTC is appealing to all departments, programs and community members to collaborate in addressing this crisis and its associated problems.

Between January 2023 and March 2024, our tribal and community members lost 48 people. There are at least 18 known tribal members that are currently missing or homeless due to addictions. Since December 2023 (4 months), we lost at least 6 tribal members as a direct result of addiction. One member, in their 30's, had kidney and liver damage due to long-term addiction and four members passed from overdoses and one from riding with an impaired driver. A single father had to be revived with 3 treatments of Naloxone (Narcan) and another young male was also revived with Narcan within the last two months (personal communications 2024). The loss in our community is overwhelming and traumatizing. Our community needs aggressive mitigation and immediate holistic healing programs before any other members needlessly lose their lives.

This Project will advance the delivery of Makah language learning by utilizing all forms of digital resources. The Makah language is classified as an endangered language, and it is imperative to intensify efforts to promote and safeguard its continued survival.

The MCRC Archives Department houses 172 years of newspapers spanning from 1852 to 2024, that need to be processed. This proposed project will enhance accessibility by efficiently managing and indexing these newspapers. Additionally, the archive has a collection of traditional Makah music recorded circa 1926. Some of our current elders haven't heard these songs before (personal conversations 2024). This project will broaden access to this valuable collection, including its associated materials. A Drumming and Singing group will teach all tribal members at least 12 of these old but new songs.

Describe how you have used demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.

Who is the target group for your project and how have they been involved in the planning?

The entire Makah community is the target audience due to the opioid epidemic which was declared as an emergency by the Makah Tribal Council on October 25, 2023 (resolution #2023-02). (attachment 1). On March 11, 2024, the Makah Wellness Team organized a community dinner aimed at raising awareness about the opioid epidemic (attachment 2). During the event, information regarding the epidemic was shared, along with mitigation strategies such as Medication-Assisted Therapy (MAT) and instructions on administering Narcan and sharing resources. Additionally, community input was sought to collaboratively address the issue.

This proposed project will foster a sense of connection among members and enhance their understanding of their family's history and origins. By engaging in this project, individuals can develop a deeper appreciation for their heritage, fostering a sense of pride in themselves, their tribe, and their community.

Be specific by identifying particular age groups, community members with particular needs, and/or other types of target audiences. Identify the number of individuals in the target group or in each target group, if you identify more than one.

The Makah Indian Tribe is a Federally recognized tribe with 3,300 enrolled tribal members and approximately 1,412 tribal members live on the Reservation (Makah Enrollment Officer 2023). There is an additional non-Indian residential population of about 239 based on the 2010 census. Approximately 70 percent of the Makah Tribal population depends on fishing for its income, either in whole or in part. The Makah Tribal Council (MTC), our local government, employs approximately 300 people.

The Makah Cultural and Research Center (MCRC) is located in the village of Neah Bay, WA, the hub of activity on the Makah Indian Reservation. The 47 sq. mi. reservation encompasses the tip of the rugged and isolated Olympic Peninsula and is bordered on the north by the Strait of Juan de Fuca and the west by the Pacific Ocean. Neah Bay is 70 miles from the nearest town of size (Port Angeles, population 17,000) and is 150 miles from the Seattle metropolitan area. While Neah Bay is the only centralized village on the contemporary reservation, there were five Makah villages prior to contact with non-Indians in 1788. One of these villages was Ozette, the southernmost Makah village. Makahs stopped living at Ozette in 1917. Many contemporary Makahs trace their ancestry to Ozette village.

The Neah Bay Jr/Senior High School has 198 students with 128 (64.6%) listed as American Indian/Alaskan Native students. 166 students (83.8%) are listed as low income and eleven (5.6%) reported that they were homeless. 32 (16.2%) of the students have disabilities. 9.5% of these students met Math standards and 29.8% met Science standards and 35.2% met English and Language Arts standards (2023). Neah Bay Elementary has 181 students, 101 (55.8%) are American Indian, 149 (82.3% are low income, 2 (1.1%) are homeless (Washington Office of Superintendent of Public Instruction 2024).

To identify the needs of the Neah Bay Community, the MCRC utilized a combination of primary and secondary data sources. Needs assessment tools included collection assessment, reports, past surveys, a comprehensive 5-year strategic plan, direct engagement with various community demographics (including teenagers, adults, and senior citizens), as well as consultations with cultural, spiritual, political and community leaders. Additionally, evidence of community needs was underscored by the Makah Tribal Council's Proclamation of Emergency regarding the Opioid Epidemic on October 25, 2023 (resolution #2023-02).

This project will equip learners with essential tools and knowledge to empower their journey towards wellness. By strengthening their sense of identity both as individuals and as members of the tribe, it will facilitate a deeper connection to their ancestors and fellow community members. Within the archive/library collections are invaluable insights into values, behaviors, and skills that individuals can aspire to embody.

Who are the ultimate beneficiaries for this project?

The MCRC's Archives/Library Departments has an extensive collection of digital and textual newspapers spanning from 1852 to 2024, covering a period of 172 years. This collection requires comprehensive indexing to ensure easy access to its valuable contents.

Within these newspapers, individuals can discover rich insights into their ancestors and the tribe's history. For instance, descendants of a Makah Indian named 'Swell' can find mentions of his good traits, noting his faithfulness, honesty, and strong friendship with the white community, as documented in the Washington Standard on March 30, 1861.

Similarly, descendants of Peter Brown can uncover praise for their ancestor's qualities in articles such as one from the Robesonian on September 5, 1907, which describes him as a "Great Indian Chief" whose intellect, willpower, and physical strength have earned him renown.

Moreover, tribal members will have enhanced access to historical records to learn about significant events, such as the report in The Wilson Mirror on September 21, 1892, detailing the Makah Indians' successful capture

of another whale, marking their eighth in just four months. These newspaper collections serve as invaluable repositories of both individual legacies and communal achievements, offering a window into the past for current and future generations to explore and appreciate.

The MCRC Archives/Library Departments also contains valuable information on places and villages within the Makah Reservation. These collections can be significantly enhanced by incorporating visual aids. For instance, in a recorded account, Hildred mentioned that her father resided in a longhouse at Waatch, a permanent village, approximately 100 years ago. Furthermore, archaeological findings have revealed whale bones at this village, indicating evidence of habitation dating back at least 500 years (Hildred tape 13. July 18, 1985). This project will document the Waatch Village, and others, and integrate video and still images to complement audio recordings, which will enhance the accessibility and interest of the collections.

Project benefits will positively affect all Makah language learners. The MCRC's Archives/Library and Makah Language Program is continuing to network with First Languages AI (Artificial Intelligence) Reality (FLAIR). FLAIR was co-founded by Caroline Old Coyote-Running Wolf and Michael Running Wolf who are developing a custom automatic speech recognition (ASR) AI Program for Indigenous languages and the Makah, Southern Wakashan, language is one of them (<https://mila.quebec/en/project/flair-initiative/>). At least audio 20 recordings of first Makah language speakers will be shared with FLAIR for the ASR program. FLAIR is dedicated to upholding indigenous data sovereignty and adhering to AI ethics principles. As a result, collaborative endeavors between FLAIR and the MCRC will be archived within the MCRC Archives, with copyright ownership retained by the MCRC.

The project aims to strengthen members sense of identity and connection to the Makah tribe, tribal members will benefit from increased access to archival resources and knowledge about their cultural heritage.

Project Work Plan

What specific activities will you carry out and in what sequence?

Goal 1. Increase Collections and Enhance Access & Stewardship

A. Increase access to Newspaper Collection (IMLS Funding)

The project staff will digitize, process, and index the newspaper collections in the MCRC archives/library departments. This project will index at least 174 years of newspapers between 1852 and 2026. Indexing 174 years of newspapers may seem unrealistic, but some years only contain a few relevant articles to the tribe and community. An IMLS Basic Grant will fund online newspapers subscriptions to increase acquisitions.

These collections contain valuable information that will benefit learners researching genealogy, ancestral, and tribal histories.

A.1. Manage and index newspapers between 1852-2026 (174 yrs) (Sept 2024-August 2026) (proj tech)

A.2. Acquire at least 200 newspaper articles (Sept 2024-August 2026) (proj man)

B. Enhance Stewardship (IMLS Funding)

The project will ensure the accessibility of archival/library assets for present and future generations. Access tools such as indexes and transcripts will be generated to improve efficiency.

The archives contain select handwritten Makah language audio transcripts. At least 10 of these will be keyed making them searchable. This project will utilize emerging technologies such as artificial intelligence (AI) to aid in transcribing digital audio. The audio/visual technician and project manager are currently using a video editing program titled DaVinci Resolve that has an AI function to convert audio to text. The text can be exported using a SubRip Subtitle (SRT) file. The SRT file uses plain text files that include start and end timecodes. These SRT files will be closely reviewed to ensure accuracy.

The key project staff will consistently monitor collections and ensure collections are safe, secure and preserved.

- B.1. Develop access tools (Feb, Sept 2025-March 2026) (proj man)
- B.2. Key and edit at least 10 handwritten transcripts to increase access (April 2025-Oct 2025) (proj tech)
- B.3. Key and edit at least 40 audio/video transcripts to increase access (Nov 2024-August 2026) (proj man & a/v tech)
- B.4. Manage and care for collections, ensure proper physical storage, and review policies (Oct 2024-August 2026) (proj man)

Goal 2. Increase interest and knowledge in Makah history, culture and language

2. Expand Educational Services (IMLS Funding)

Expanding educational services is essential to address the informational needs of tribal and community members, fostering a deeper understanding of personal, family, and communal aspects while strengthening social bonds. To achieve this, we propose the implementation of hands-on workshops focusing on genealogy and ancestral history, traditional locations on the reservation and revitalizing 12 songs from the 1926 ethnomusicology collection.

The workshops will empower individuals by enriching their understanding of personal identity and fostering connections within the community. Through interactive sessions, participants will gain practical skills and insights into tracing their lineage and understanding ancestral roots, thereby reinforcing a sense of belonging and cultural continuity.

Additionally, audio assets will be digitized, segmented, and edited to produce bilingual word lists. These lists will serve as valuable tools for enhancing Makah language acquisition, facilitating language preservation efforts. Furthermore, Makah words and phrases will be integrated into the development process of automatic speech recognition by the FLAIR team, contributing to the advancement of language and promoting linguistic and cultural appreciation.

An audio/video technician will record, segment and edit at least 20 videos of locations of the Makah reservation which will include 5 Makah permanent villages. The videos will be transcribed using DaVinci Resolve editing program and will be exported and reformatted into Word™ and .pdf formats. The videos will at least be 5 minutes long and will include surrounding plants and animals. Future projects can include still and video images as B-roll footage to supplement other projects.

Traditional Makah drumming and singing sessions will be conducted at least 12 times for all Makahs. The Project Manager/Archivist, Makah Language Specialist, and Cultural Leaders will provide learners with MCRC approved digital recordings of songs, known song descriptions and transcriptions. A respected cultural leader, Brian Parker, will lead all the songs and provide information about cultural protocols concerning drumming and singing.

- 2.1 Conduct & video record at least 4 workshops (Jan, Aug 2025-Feb, July 2026) (proj dir, man, tech, historian, a/v tech, ed coord)
- 2.2 Create at least 2 lists of 100 Makah words and phrases to increase language acquisition (Sept 2024-August 2026) (proj man, proj tech, lang specialist, a/v tech)
- 2.3 Digitize and edit at least 40 audio/video recordings (Nov 2024-August 2026) (proj man, a/v tech)
- 2.4 Create at least 20 bilingual videos featuring Makah villages and places (Oct 2024-August 2026) (proj man, lang specialist, a/v tech)
- 2.5 Conduct at least 12 drumming and singing sessions (every 2 months Oct 2024-Aug 2026) (proj man, Cultural Leader, Makah Language Specialist)

2.5 Disseminate products (Jan 2025-August 2026) (pro dir, proj man, ed coord)

What are the risks to the project, and how will you mitigate them?

To mitigate potential hardware and associated technical challenges, a new MacBook equipped with the latest technology will be purchased using IMLS funding. This upgrade will enhance productivity and minimize the risk of technical disruptions during the project.

The project director and manager will oversee Quality Control to ensure accuracy and quality. Maintaining consistency and authenticity in educational materials, such as language resources, transcriptions, indexes and videos, requires careful oversight and review processes.

The key project staff will meet to identify potential risks, probability of risks, impact, outline a contingency plan, and identify who will address the problem. Any identified risks will be promptly analyzed and addressed by the project director and manager to ensure efficient project execution.

Who will plan, implement, and manage your project?

The project staff has many years of experience, knowledge and skills. Janine Ledford (Makah) will be the Project Director. Ledford earned a B.A. in Anthropology from Dartmouth College in Hanover, New Hampshire, and has 32 years of experience working at MCRC with the past 27 years as MCRC Executive Director. Keely M. Parker (Makah) will be the Project Manager. Parker has 43 years of experience working for the MCRC and is the General Manager and archivist/librarian. She has received extensive training in archival records management both on-site and from the Smithsonian and Association of Tribal Archives, Libraries and Museum Services sponsored workshops. Ms. Parker also received a Tribal Stewardship Cohort Program Certificate of Competency in 2015-2016 from the Sustainable Heritage Network, Washington State University. Maria Parker-Pascua (Makah) is the Makah Language Specialist. She has worked with the Makah Language Program for 47 years. Pascua has a Master of Education: Indigenous Language Revitalization from the University of Victoria, B.C., Canada. Jason Roberts, (Makah) is the audio/video technician. Jason received his BA degree in Digital Video Production. Roberts has worked on movie sets, was a newscaster for Northwest Indian News, and has worked with the Discovery Channel's Dual Survival. Jamie Brem (Makah) will be the project technician. She has worked part-time for the MCRC for 14 years. Brem received her AAT/Graphic Design Degree from Peninsula Community College. Brem also received a Tribal Stewardship Cohort Program Certificate of Competency in 2015-2016 from the Sustainable Heritage Network, Washington State University. Brian Parker (Makah) has worked with the MCRC for 34 years. Brian is a song leader, drummer, artist, Makah historian and cultural leader.

Ledford and Parker will ensure that goals and objectives are met in a timely manner. Parker will be responsible for submitting required reports and associated materials. The Project Director, Manager, Assistant and Education Coordinator will collectively be responsible for outreach, promotion, surveys and dissemination of end products.

What time, financial, personnel, and other resources will you need to carry out the activities?

Financial: Budget allocation for equipment purchase- Apple 2023 MacBook Pro M3 Max chip (\$2899.00) (attachment 3), travel expenses (\$3,000 x 2 years= \$6,000) for IMLS designated meetings. The video component of this project will use a Canon EOS C70 Cinema Camera (\$3,809.95) (attachment 4) accompanied with a Canon RF 28-70mm lens (\$2,734.95) (attachment 5). Ergonomic chair to replace broken chair (\$200) 2 4TB SanDisk Extreme PRO (\$279.99 x 2= \$559.98) (IMLS funding) = \$16,202.93

Personnel/Consultants: Staffing for project management, technical support, language specialists, historians, and audio/visual technicians, drumming and song leader. The Project Director and Makah Language Specialist will be in-kind.

Time: Allocate sufficient time for each activity based on the project timeline and milestones.

Other Resources: Will utilize existing tribal resources, assets within the library and community, and partners to aid in project success.

A new MacBook will be acquired to streamline the management and editing of audio/video files. Recently, a 20-minute video, despite minor color correction, required over a day and a half for rendering. Unfortunately, when there were only 90 minutes left, the computer crashed, necessitating a restart of the entire process. The audio/video technician will use a Canon Cinema Camera EOS C70 which will deliver exceptional image quality. The body of the camera is compact allowing easy portability. The camera will use autofocus lens to allow use on a gimbal. The camera also has advanced face and eye detection to provide reliable tracking (amazon.com).

The Schedule of Completion management tool will be utilized to evaluate the project's progress and ensure the milestones are being met in a timely manner. The IMLS Digital Product Form, along with the MCRC's Digitization Policy and Procedures and Digital Plan will be used to ensure that digital assets remain available in the future. The project staff will use Performance Measures to ensure the optimal project effectiveness and that learners' expectations of quality is met and activities are completed in a timely manner. The MCRC's Communication Plan will also be utilized to disseminate project products and announce workshops and drumming and singing sessions among other events.

What existing resources within the tribe, assets within the library or community, and/or potential partners will be utilized during this project to aid in its success?

Current archival assets include 172 years of newspaper clippings, bilingual analog audio of First Makah Language Speakers which was primarily recorded in the 1980's. The project team is committed, knowledgeable and skilled. The archives also has an ethnomusic collection of traditional songs recorded around 1926.

This project will last for two years and will fund knowledgeable, experienced and skilled project staff to meet goals and objectives. The MCRC owns a Canon MF720C series printer/scanner to efficiently scan images. Two digital newspaper subscriptions, funded by IMLS Basic Grant, will be purchased to continue to acquire relevant clippings. A 32 bit Zoom UAC-232 USB Audio Converter, owned, will be used to digitize analog audio. This project will use MAGIX Sound Forge Audio Editing software along with DaVinci Resolve video editing program, which generates subtitles using Artificial Intelligence (owned). The transcribing component of this project will use existing Olympus America AS-2400 transcription kit. IMLS funds will be used to purchase portable hard drives to store and preserve backup digital assets.

The Makah Cultural and Research Center's Archives/Library Departments will collaborate with the MCRC's Makah Language Program and Education Department, the Makah Tribal Council's Recovery Service and Senior Citizens Program, the AI FLAIR team to collectively work on the 'Empowering Journey Project' which will provide a path to wellness for Makah Tribal and community members.

How and with whom will you share your work's general findings and lessons learned?

The policies, interim and final reports will be readily shared with other institutions and interested individuals including learners at IMLS-designated meetings. Reports can be hand delivered, mailed or electronically mailed to interested people. Project results will be shared with the Neah Bay community through the Makah Tribal Council Newsletter, at quarterly directors' meetings and at the annual community meeting. The project staff will respond to inquiries from other Native American Libraries and organizations in a timely manner and engage in conversations that might lead to forming new partnerships and increased networking opportunities.

The Project Director is frequently invited to be a speaker at conferences, and she will also report project results at local, regional and national conferences and meetings.

Project Results

What are your project's intended results and how will they address the need, problem, or challenge you have identified in the Project Justification section?

The project will provide essential tools and knowledge to empower Makah Tribal and community members and others on their journey towards wellness to help address issues associated with opioid addiction and foster a stronger community network.

Overall, the 'Empowering Journey Project' offers a comprehensive approach to addressing the opioid addiction crisis within the Makah Tribal community by promoting cultural reconnection, education, community support, and holistic wellness. Through its collaborative efforts and measurable outcomes, the project has the potential to make a meaningful difference in the lives of individuals struggling with addiction and contribute to long-term recovery and wellness.

By researching genealogy, ancestral history, traditional music, and traditional places and villages, the project will reconnect individuals with their cultural roots and identity. By empowering individuals to explore their cultural heritage, the project can help foster a sense of belonging and purpose, which are crucial elements in combating addiction.

How will the knowledge, skills, and/or appreciation of the target group's community values grow as a result of your project?

This project will inspire learners to aspire to their ancestors' finest qualities and traits. A Makah Tribal member commented that his grandma was a really good person, and everybody looked up to her and he wanted to emulate her best qualities. He said that he wanted her to be proud of him (personal communication March 2024). This proposed project will empower individuals on their journey toward wellness. To effectively combat issues such as opioid addiction, it is crucial to extend the support network beyond immediate circles of family and friends by encompassing and incorporating the entire community. This proposed project seeks to not only enhance access to existing archival resources but also to generate new ones.

What product(s) will result from your project?

Indexes to 174 years of newspapers, 200 additional news articles, 10 typed handwritten transcripts, 40 audio/video transcripts, 4 educational workshops, 40 digitized and edited audio recordings, 20 bilingual videos, 12 old/new songs and associated material will be shared through the drumming and singing sessions. Expanded staff development as result of the IMLS designated meeting.

How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

This project will utilize emerging technologies, supported by a proficient staff and robust procedures. It prioritizes the safeguarding of digital assets, ensuring their accessibility, integrity, and preservation. The commitment of the MCRC and board extends beyond the grant period, with plans for sustained support through the implementation of a comprehensive Digital Policies and Procedures Plan and Preservation Plan.

Aligned with the MCRC's digitization policy and procedures, this project will enact a digital strategy aimed at securing the long-term preservation of digital collections. Measures will include ongoing monitoring of Data File Integrity, proactive migration of assets in response to technological advancements, and adherence to the latest Best Practices, as outlined by the Library of Congress and BCR's Collaborative Digitization Program Digital Imaging guidelines.

Adhering to the digital 3-2-1 rule, the MCRC will ensure redundancy and geographic dispersion of digital content: maintaining at least three copies across two different storage media, stored in at least one distinct geographic location. Additionally, the implementation of management tools, such as indexes and finding aids, will further enhance accessibility to digital assets, ensuring efficient retrieval and utilization.

Makah Cultural and Research Center																								
	Year I												Year 2											
	2024				2025								2026											
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
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2.6 Disseminate products	→																							

DIGITAL PRODUCT FORM

Type

A.1 What digital products will you create?

All digital resources created and collected will contain information important to the preservation of Makah history, culture, Makah language and the protection of our treaty rights. Still images will be created and collected. Photographs will be approximately 3"x5" to 13"x19" black and white, colored and positive slides. Negatives will also be collected and scanned. Audio files will also be created and collected, along with moving images. Maps will also be created and collected. Textual resources such as books, manuscripts, logs, notebooks will also be created and collected.

A.2 Equipment, software, and supplies to create the digital content, resources, or assets.

The project manager and assistant will digitize images using a flatbed Epson V600 photo scanner or Epson V500 scanner. Epson WorkForce ES-500W duplex document scanner. Digital still image editing will be performed by the project manager and technician using Adobe Photoshop, CorelDraw, Corel Photo-Paint, and GIMP. Moving images will be edited by the project manager and audio/video technician using CyberLink and Davinci Resolve. Canon MF720C duplex printer/scanner will be used to scan and print material. Olympus LS-10 Linear PCM digital recorder will be used along with lavalier microphones. This project will fund a proposed Apple 2023 MacBook Pro M3 Max chip, a Canon EOS C70 Cinema Camera with a Canon RF 28-70mm lens.

A.3 Digital file formats that will be used.

Digitization projects will adhere to guidelines by the Library of Congress and BCR's (Bibliographical Center for Research) CDP (Collaborative Digitization Program) Digital Imaging Best Practices. Master Textual digital images will be scanned at 300 dpi resolution, 16 bit grayscale, 48 bit color and saved as .TIFF; Access files at 8 bit greyscale or 24 bit for color and saved as .JPG or .PDF/A. Photographs: at least 8000 pixels across the long dimension and saved as a non-compressed .TIFF file at 16 bit greyscale and 48 bit color; Access will be saved as .jpeg 8 bit greyscale or 24 bit color. Audio will be recorded using 44.1 kHz sample rate, 24 bit for spoken words and 32 bit for music depth and recorded using a .wav format for master files; access files will be saved as mp3 formats. Video will be encoded as MPEG-4 AVC (H.264) or DV encoding (codec), 640 x 480 resolution (4:3 aspect ration), 30 bit sample size, progressive scanning, and saved using .AVI format.

A.4. Metadata

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

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

B. Availability

How will you make your digital products openly available (as appropriate)?

Approved digital content will be made available to the public using the Makah Tribal Council's free internet platform program titled "Makah Portal" which uses Drupal Web Content Manager. The MCRC is committed to continue to provide services to patrons. The specified audience will, in part, be determined by the recommendations and cultural protocols established by the Archival Collections Advisory Committee.

C. Access

What rights will you assert over your digital products?

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

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

The Makah Cultural and Research Center has created an Archival Collections Cultural Advisory Committee that contains 5 respected and established Makah cultural leaders. The Cultural Advisory Committee will make access recommendations concerning culturally sensitive issues. This committee will be overseen by the governing Board of Trustees (all Makah tribal members) and Project Director (Makah). The Cultural Advisory Committee, along with the project staff, will write a cultural protocol handbook to assist in resolving access barriers and respectfully protect culturally sensitive information.

D. Sustainability

How will you address the sustainability of your digital products?

To the maximum extent possible, the digital products created with IMLS funding should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Some digital products that are generated during a project should be long-lived, requiring permanent preservation, and others (e.g., preliminary analyses, drafts of papers, plans for future work, peer-review assessments, most social media communications, and communications with colleagues) should be retained and shared in the medium- or short-term.

In your Digital Products Plan, describe your plan for preserving and maintaining digital products during and after the period of performance and identify the appropriate length of time different digital products should be curated. Address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes.

A quality control plan will be modeled after the Sustainable Heritage Network recommendations that will include the monitoring and verification of quality, accuracy and consistency of digital files. The Project Manager, Assistant and IT Department will be responsible for monthly quality control to ensure there is file integrity. The IT Department and Program Manager will monitor computer hardware, software and virus checks. Workflow charts will be made using Excel spreadsheets along with the development of Quality Review Checklists for digitizing products.

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