

## **Delaware Nation Historic Preservation Archives Assessment and Digitization**

### **Project Outline**

The Delaware Nation Historic Preservation Department proposes to use IMLS Library Services Enhancement Grant funding to assess, organize, digitize, and preserve the Delaware Nation's archives. This project will fulfill several of the goals and objectives of the IMLS grant program.

Specifically, this application focuses on:

- Goal 1: Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.
  - Objective 1.1 Support the establishment and refinement of digital infrastructure, platforms, and technology.
  - Objective 1.2 Support preservation and access to information and resources through digitization.
- 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.

The activities of the proposed grant-supported project fall into four core phases:

#### 1. Assessment & Indexing

Conduct an overall assessment of the collections housed within the Delaware Nation Historic Preservation Department. Environmental as well as physical conditions of the collection will be assessed. Deliver a comprehensive index of objects and resources within the Collection.

#### 2. Long-Range Planning

Based on results of Phase 1, draft a long-range plan for the care of the Collection, including the policies, practices, and conditions affecting the care of the Collection.

#### 3. Equipment & Software Acquisition

Purchase storage furniture, preservation supplies and environmental monitoring equipment in order to implement the physical recommendations of the plan developed in Phase 2.

#### 4. Archive Digitization

Perform digitization of 5,000+ archive materials and enter digitized data into PastPerfect software for infrastructure organization.

To achieve these goals, Delaware Nation intends to hire an Archives Assistant for two years to complete these tasks. Salary for this new hire will consume the majority of grant funds.

Throughout the project, Delaware Nation will pursue education and training of support staff through workshops and conferences.

### **Project Justification**

The members of the Delaware Nation are the descendants of the Lenape people, who originally inhabited parts of what are now known as the states of New Jersey, New York, Delaware, Connecticut, Maryland, Virginia and Pennsylvania. The Lenape are the oldest known nation in North America.

They were one of the first nations to have contact with European explorers and the first to sign a peace treaty in 1778 with the fledgling United States. The location of their homeland and its significant ports of entry caused the Lenape to be among the first native nations forced westward with the arrival of European traders and families. Today the headquarters of the Delaware Nation is in Anadarko, Oklahoma.

The Delaware Nation has a rich history, represented in part in its library and museum collections. These collections fall under the management of the Delaware Nation Historic Preservation Department, which exists to promote and protect the heritage and culture of the Lenape people. The Historic Preservation Department employs three persons full time and one person part time.

However, Delaware Nation has been without a dedicated archives assistant for at least three years. While existing staff have tried to maintain the archives as best they could, institutional knowledge of the archives has been lost. As a result, the Historic Preservation Department needs to conduct a full assessment of the Delaware Nation Collections to index the current contents and conditions of the items.

In addition, because these items are predominantly physical objects, photographs, and printed material, their condition is at risk of degradation with each passing day – particularly those that may be currently stored in environmental conditions that may not be optimal, and those which are fragile to begin with, such as microfilm/microfiche, paper manuscripts and photographs, and audio tapes. The Delaware Nation proposes to urgently undertake a full digitization of its archival collections to ensure the permanent survival of these priceless artifacts of Delaware history.

Upon completion of the project, Delaware Nation members in Oklahoma and around the country, will benefit from access to the Delaware Nation Collection, and the Delaware Nation will ensure the survival of its irreplaceable artifacts for future generations.

Without IMLS funding for the proposed project, the Delaware Nation archive collections risk falling into further disarray, making it ever more difficult to locate and access these culturally-significant items. Worse, many of the items in the collections will likely begin sustaining

damage and loss as they continue to age without proper care; if not properly conserved and digitized then once lost, they will be gone forever.

**What is the content and size of the collections that are the focus of the project?**

The Delaware Nation Historic Preservation Collections are comprised of the archives, the library, and museum collections.

Museum objects in the collection represent the history of the Lenape people and range from weaponry to everyday use objects like wooden bowls, beadwork, basketry and clothing.

The Collections also include various paintings and drawings from local artists.

**What is the importance of this project to the institution?**

The Historic Preservation Department works diligently to protect the heritage of the Delaware/Lenape people. The current area of interest for the Delaware Nation includes 17 states stretching from the areas of Connecticut, New York, and New Jersey to Oklahoma. As discussed previously, the Lenape people are not aboriginal to the Plains area where their headquarters currently resides. As a result, the Delaware Nation's Collection as a whole is significant in that it is representative of the Eastern Woodland cultures, making it a unique resource for the Southwest Oklahoma area.

The Delaware Nation archive and museum collections are used as historical and educational tools for the surrounding community as well as Delaware Nation tribal members. The collections protected by the Delaware Nation Historic Preservation Department provide the only venue in Oklahoma whose primary focus is the preservation and promotion of the Delaware/Lenape culture. In an area where the Native American tribes are primarily southwest or plains people, the east coast venue is most unusual and a vital learning tool to not only the tribes' people but the local educational venues, of all levels.

The archives of the Delaware Nation provide its tribal members with an opportunity to preserve their culture and to learn more about their history. For example, tribal members often visit the archives and receive copies of pictures in the collection that have long been thought lost by family members. In this and many other ways, the Collection is also representative of the efforts of the Delaware Nation people to preserve and pass on their culture to future generations. While the collection as a whole is not available to the entire public it affords the people a way in which to preserve precious objects, songs, and family histories.

However, the Collection is largely unusable in its current form. Following several years of dormancy, there is no comprehensive index of what objects and materials are in the Collection, what their condition is, where to find them, or how to access them. In addition, even in the best of times it is difficult for individuals outside of Southwest Oklahoma to utilize the Collection; this is a significant challenge for the Delaware Nation because tribal members live in communities across the country.

The overall impact of this proposed project cannot be overstated.

Developing a permanent accurate and complete index and assessment of the contents of the Collection will be a massive step forward for the Delaware Nation Historic Preservation Office. For the first time, this index will give the Delaware Nation a durable understanding of what is in its Collections. It will also help guide future activities that include both preservation and expansion of the contents.

No less important, a comprehensive digitization of the contents of the Collection will bring the Delaware Nation Collection into the 21<sup>st</sup> Century, providing Delaware Nation members and the general public access to these priceless artifacts and resources regardless of physical location – also a groundbreaking achievement for the Delaware Nation Historic Preservation Office.

### **Project Work Plan**

The goals of this project are to assess, organize, digitize, and preserve the Delaware Nation Historic Preservation Department's Archives. The Department's Director will plan and oversee the proposed project, while the newly hired dedicated Archives Assistant will provide the primary manpower to complete the project tasks over the two year period of performance.

The activities of the proposed grant-supported project fall into four core phases:

#### 1. Assessment

Overseen by the Director of the Historic Preservation Department, conduct an assessment of the Delaware Nation Collection. The most fragile items will be prioritized. Environmental as well as physical conditions of the Collection will be assessed and recorded on a monthly basis, and all items within the Collection will be indexed.

#### 2. Long-Range Planning

Based on results of Phase 1, the Director of the Historic Preservation Office and the Archives Assistant will draft a long-range plan for the care of the collection, including the policies, practices, and conditions affecting the care of the collection. Data and plans will be shared with the Delaware Nation Executive Committee and others in leadership positions as appropriate.

Materials identified as being in greater need of preservation will be prioritized. Most likely, Microfilm and Microfiche will be deemed urgent with audio tapes being a close second.

As part of this planning stage, a schema for the PastPerfect software database will be developed.

#### 3. Equipment & Software Acquisition

Based on the requirements identified in the plan developed in Phase 2, the Historic Preservation Department will purchase storage furniture, preservation supplies and environmental monitoring

equipment in order to implement the plan. In addition, computer equipment and software licenses will be obtained.

#### 4. Archive Digitization

Perform digitization of all archive materials and data entry into PastPerfect software for infrastructure organization with weekly goals including the number of objects to be added to PastPerfect, and the number of objects digitized. This Phase represents the bulk of the proposed project, as substantial time and effort will be required to properly digitize each of the more than 5,000 individual items in the Collection.

In addition, throughout the project, Delaware Nation will pursue education and training of support staff through workshops and conferences.

#### **Risks**

We consider this to be a low-risk project; however, there is always some risk that must be mitigated. One of the main risks for this project is damage to the objects themselves either through handling or accident. Handling procedures are already in place for the museum objects and these will be adopted for the archival materials during the assessment phase (see Supportingdoc3). Another major risk is the loss of data. To mitigate loss, all work will be saved on the Tribal servers, and not on an individual computer. The Tribal servers are backed up hourly by the IT department.

#### **Communication Plan**

The primary audience for this project is members of the Delaware Nation community in Oklahoma and across the country. When researchers or students contact Delaware Nation for access to the Collections, they will be directed to the Historic Preservation Department Director and/or Archives Assistant for restricted access. Progress on the project will be shared with the Tribal Executive Council quarterly, and Delaware Nation's Media Director, who is in charge of the Tribal newspaper and all official social media sites. Another avenue of communication will be the annual General Council Brochure which goes out to all tribal members.

**Timeline**

September - October 2021	Advertise for Archives Assistant position  Develop detailed project plan, templates, etc.
November 2021	Hire and train Archives Assistant
November 29 - December 1, 2021	Two staff to attend the ATALM Annual Conference
November 2021- January 2022	Conduct onsite archives assessment: Archives Assistant in coordination with Director of Historic Preservation
February 2022	Prepare and deliver written assessment report for the Delaware Nation Executive Committee.  A review & discussion regarding the contents will be given to the Director of the Historic Preservation Department.
March 2022	Preservation supplies and environmental monitoring equipment will be ordered based upon the recommendations of the assessment report
April 2022	Start digitization of most important and at-risk archive materials based on the assessment report
Spring & Summer 2022	Archival training courses to be pursued
September 2022	Finalize protocols and procedures
Fall 2022	Two staff to attend the ATALM Annual Conference
May 2022 - August 2023	Continue to work on digitization of archive materials prioritized by recommendations of the assessment report
August 2023	Completion of project and submission of reports to IMLS

**Project Results**

The proposed project will result in four major positive outcomes for Delaware Nation:

1. Comprehensive index and assessment of the contents of Delaware Nation’s Collections
2. Policies and procedures for maintaining and conserving Delaware Nation’s Collections
3. Fully digitized versions of the contents of Delaware Nation’s Collections
4. Trained staff, prepared to maintain and conserve the Delaware Nation’s Collections into the future

Once the project is complete, the Delaware Nation will have a full understanding of what is – and is not – in its Collections, along with the capacity and plans to conserve and maintain these items into the future for the benefit of its members and the community at large. New data in the hands of the Delaware Nation will include a precise count and index of all objects and resources, as well as instructions for properly maintaining these resources over time. These assets will be established in a manner intended to survive staff turnover and transition in the future.

In addition, by investing the time and resources necessary to digitize the Collection, the Delaware Nation will be able to make these priceless items permanently available to its members (and when appropriate, the public) regardless of physical location or time of day. By enabling broader access to the Collection, its audience and users will gain a greater appreciation of Delaware Nation's history, inspiring a deeper understanding of how this heritage can inform present and future actions and decisions.

This project will significantly further the mission of the Delaware Nation Historic Preservation Office and provide substantial value to the entire Delaware Nation and the public.





## DIGITAL PRODUCT FORM

### INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

### INSTRUCTIONS

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**. Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

#### **SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS**

Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

#### **SECTION III: SOFTWARE**

Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

#### **SECTION IV: RESEARCH DATA**

Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

## **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**

**A.1** We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). Explain and justify any prohibitive terms or conditions of use or access, and detail how you will notify potential users about relevant terms and conditions.

**A.2** What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

**A.3** If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

## **SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS**

**A.1** Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

**A.2** List the equipment, software, and supplies that you will use to create the digital content, resources, or assets, or the name of the service provider that will perform the work.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

### **Workflow and Asset Maintenance/Preservation**

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

**B.2** Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

## **Metadata**

**C.1** Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

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

**C.3** Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

### **Access and Use**

**D.1** Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content, delivery enabled by IIIF specifications).

**D.2.** Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

## SECTION III: SOFTWARE

### General Information

**A.1** Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

**A.2** List other existing software that wholly or partially performs the same or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

### Technical Information

**B.1** List the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

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

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

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

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

## Access and Use

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

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

Name of publicly accessible source code repository:

URL:

## SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

**A.1** Identify the type(s) of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put. Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.

**A.2** Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

**A.3** Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

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

**A.5** What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

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

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

Name of repository:

URL:

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