

Huna Totem Corporation – Honoring our History through Stories – IMLS Category – Preservation & Revitalization

Located on Chichagof Island in Southeast Alaska, Hoonah is the largest Tlingit Native community in Alaska. **The applicant** Huna Totem Corporation (HTC), the village corporation formed under the 1971 Alaska Native Claims Settlement Act, established the nonprofit Huna Heritage Foundation (HHF) to act on their behalf in matters of educational and cultural significance. The corporation and nonprofit work together to benefit shareholders and the village. The Foundation's Library & Archives holds materials specific to the Hoonah Tlingit culture.

The **purpose** of the *Honoring our History through Stories* project is to gather audio recordings of veterans sharing their stories, digitize photos they contribute, and develop a film series derived from editing previously recorded, uncut videos of elder interviews. The project will also train tribal members in interview skills, collection and editing of audio resources, and film-editing skills, expanding proficiencies and job opportunities for our community. The **2-year project** is scheduled to begin 10/1/2018, upon receipt of funding, and complete by 9/30/2020. The project responds to assessed **shareholder and community needs** to preserve and perpetuate the Hoonah Tlingit culture. Little is available digitally that documents the history of the Hoonah Tlingit. Though elder knowledge has been recorded in video interviews, the lengthy raw footage makes the information they communicated difficult to access. While veterans are a source of pride in Hoonah, and despite Hoonah's high percentage of veterans, there is very little information available documenting those who served. AKaach.adi clan elder Bill Wilson said, "One by one our clan leaders are going ahead of us and some of us are not far behind. What we leave our children, they learned it from us. Let's leave them something worth remembering."

**Intended audiences** for *Honoring our History through Stories* include: *Xúna Kaawu*, people with indigenous Hoonah lineage; Huna Totem shareholders and descendants; people who reside in or are from Hoonah; scholars and students; the 200 plus federally recognized tribes in Alaska; partner organization constituents; film series viewers; and the public at large who access our collection online.

**Goals:** 1: Shareholders, elders, and their descendants will have increased opportunity to share their stories and have them recorded and/or reviewed, edited, and made easily available through a variety of formats including Huna Heritage Foundation's Digital Archives. 2: Shareholders, community members and the general public will have increased access to *Xúna Kaawu* history and locally created cultural resources that preserve our elders' and other shareholders' knowledge and honor the service of our veterans and the knowledge of our elders. 3: Project staff will increase knowledge and skills related to providing digital access to cultural heritage resources building professional credentials for future employment opportunities.

**Activities/products:** 1) Record 20 audio interviews with veterans and collect photos to document their stories 2) Edit existing raw footage of elders to create 6 films 3) Catalog all new resources and upload the digital resources with metadata to the online digital archives 4) Organize and publicize film showings in Juneau and Hoonah 5) Offer a program to share veteran stories 6) Create one part-time staff position and provide professional development opportunities for all staff

Using IMLS performance measures for agency-related goal #2, we will collect information that reflects measurable changes and outcomes promoting the Library & Archives as essential in meeting community needs. Expected **outcomes** from this project include: veterans, shareholders, elders, and descendants report the project documented their story, they value access to local history resources, and the new resources help preserve Hoonah Tlingit culture; audiences report viewing the films increased their cultural/tribal history knowledge; staff acquire skills needed in their work. All participants gain knowledge and/or skills through their involvement in the project or their use of the newly created resources. Partnerships will be developed/strengthened. **Results** will be measured in online/paper surveys, one-on-one conversations, and observation.

The project addresses the **IMLS agency-level goal** of promoting museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality with activities **focusing on the category of preservation and revitalization** of content of unique and specific value to our culture. Funding of our IMLS grant application is of vital importance to our continued ability add to the materials held within the Library & Archives that represent a collective memory for the *Xúna Kaawu* and Hoonah community, and to

## **STATEMENT OF NEED – IMLS CATEGORY – PRESERVATION & REVITALIZATION**

Honoring our History through Stories focuses on the **preservation and revitalization** of our Tlingit culture by engaging individuals in sharing the stories of their military experiences; developing resources that make previously recorded elder knowledge more easily available; and increasing the skills and knowledge of staff.

**Audience – Location:** Located on the northern tip of Chichagof Island in Southeast Alaska, 40 air miles west of Alaska’s capital city of Juneau, Hoonah is the largest Tlingit Native community in Alaska and is the principal village for the Xúna Kaawu (Hoonah), a Tlingit tribe that has occupied the Glacier Bay/Icy Strait area since prehistory. The village site was a traditional subsistence and gathering place for tribal members. In 1944, a fire destroyed much of the city and many priceless Tlingit cultural objects. The federal government assisted in rebuilding the community. The City of Hoonah was incorporated in 1946. Hoonah is dependent on air and water transportation, with no roads connecting it to other towns. There is a state-owned/operated airport and a seaplane base that are both served by scheduled small aircraft from Juneau. The village is also served by state ferries.

**Population, economy:** Huna Totem Corporation (HTC), the applicant, has more than 1,400 shareholders who reside predominantly in Hoonah and Juneau. Other shareholders are spread throughout the state and nation. According to the United States census ACS 2016 estimates, the village of Hoonah has 774 residents, approximately 60% Alaskan Native. Much of the community’s economic base is seasonal employment. Fishing, fish processing, and tourism, along with local government, are mainstays of the economy. The city and school district are the main public sector employers. The median household income is \$59,167 with 15% of Hoonah residents living below poverty level. Tribal members maintain a subsistence lifestyle based, harvesting deer, salmon, halibut, berries, shellfish, seaweed and beach greens.

**Education, language and culture:** The population has a median age of 43 with 88.9% of adults over 25 having a high school education or higher. There are Tlingit language speakers living in the village. Operating as its own district, the Hoonah City Schools has an elementary, middle, and high school, as well as a Parents As Teachers program for children ages 0-5, and various adult education programs. The schools offer a Tlingit language revitalization program. Various other organizations, cultural events and classes teach the Tlingit culture to young and old, keeping Native traditions alive. Hoonah has a high per capita percentage of veterans, and the village’s Vietnam veterans are profiled in the 2016 documentary film: *Hunting in Wartime*.

**Need:** The Tlingit cultural concepts of *Haa Shaagoon*, *Haa Kusteeyí*, *Haa Latseen*, and *Lingít yoo x̄ ’atángi* are foundational to our need to digitize our collection. *Haa Shaagoon* refers to our ancestors as they relate to past and future generations. By providing digital access to the stories and photographs of those who came before us, we will build intergenerational connections. *Haa Kusteeyí* refers to our way of life. We will be able to better share our way of life with our people by increasing accessibility to historical and cultural photographs, audio and film materials through digitization. *Haa Latseen* refers to our strength and our leadership. *This project supports our collective identity by providing access to stories, photos, cultural history, and our collective identity. In addition, training provided on creating recordings and films and using the digital archives will give shareholders new skills and support them in their learning activities.* *Lingít yoo x̄ ’atángi* means our Tlingit language. Language preservation and use will be enhanced by making cultural recordings available. **These activities strengthen our people.**

According to the Sealaska Heritage Institute, Alaska Natives and American Indians have served in the U.S. Armed Forces in every major conflict since the Revolutionary War and in greater numbers per capita than any other ethnic group. For most, their stories have not been told. Huna Heritage Foundation (HHF) Executive Director noted that while veterans are a source of pride in Hoonah, and despite Hoonah’s high per capita percentage of veterans, there is very little information available documenting those who served. The HHF’s Library & Archives collection of digital photos had only four images of veterans and no recorded stories. The ED contacted George Bennett, a well-known and respected leader in the Southeast Alaska veteran community and a member of numerous veteran associations including Southeast Native Veterans Association. He confirmed the importance of giving veterans an opportunity to have a say in how their history is told and to tell it themselves. (Doc 2)

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Hoonah residents and shareholders also have a well-documented ongoing interest in preserving their elders' stories for the benefit of future generations, and understand that the materials held within HHF's Library & Archives represent a collective memory for the *Xúna Kaawu* and Hoonah community. As stewards of cultural and historical records, we find inestimable value in digitizing our collections for the purposes of access, preservation, and education, and have created policies to prioritize and guide our digitization work. We want to preserve **and** share our elders' stories and knowledge. Though elder knowledge has been recorded in existing video interviews with respected tribal members, the lengthy raw footage makes the important information they communicated difficult to access. To support our cultural revitalization, these valuable resources need to be edited and synthesized by content to create a film series that can be shared with all HHF audiences through scheduled film viewings in Juneau and Hoonah, and also by making the edited films available on DVD and on the digital archives site. This project builds on previous work to collect, digitize, and make accessible photographs and images, and to document elders' stories, and there are no existing projects that meet the needs that have been assessed.

An additional need voiced by our Board of Trustees and Hoonah residents is related to the seasonal nature of the local economy. Tourism, fishing and fishery-related jobs do not employ people in the winter months. There is a need for training of residents to pursue alternative work during the off-season.

**Current role of organization:** In 1981 Huna Totem Corporation, the village corporation formed under the Alaska Native Claims Settlement Act enacted by Congress in 1971, established the Huna Heritage Foundation, a 501(c)(3) nonprofit, to act on their behalf in matters of educational and cultural significance. **Mission:** *to work to perpetuate the Hoonah Tlingit culture and promote education for future generations.* In 2012 HTC conducted a Shareholder Survey that identified the preservation of the culture through library, archives, and historic collections activities as the second highest priority behind higher education scholarships. With the closure of the local public library in Hoonah, it became even more important to both provide and improve access to our cultural resources. To address this corporate priority and the community need we established a Huna Heritage Foundation office in Hoonah.

Two full-time staff members, an Executive Director and Archivist, provide HHF services in Juneau and Hoonah. Computers with internet access are available to our clients at both locations. In Hoonah, this is the only free public access computer in the community, and provides access for all to the new online archives. Staff provides educational programs introducing the digital archives and how to access these newly available resources. Five trustees serve 3-year terms in support of cultural programs and education goals for HTC shareholders. An annual operating and long-term strategic plan are in place. Doc#4 The corporation and the nonprofit work together on projects to benefit shareholders and the community of Hoonah.

A core program of HHF is the Library and Archives (L&A). **Mission:** *Preserving material of historical and cultural value of the Xúna Kaawu for the education and enjoyment of current and future generations.* The L&A has a diverse variety of materials including historic and cultural photographs/images, audio and visual recordings, articles and papers specific to the Hoonah Tlingit culture and language. Improving accessibility and use of the collection is integral to the mission of HHF. The L&A houses approximately 250 books pertinent to Alaska Natives' culture and history, and more than 600 historic and cultural photos. Many of these items are irreplaceable. The collection, held in Juneau, is available for research 1-3 PM Monday-Friday. HHF's Digital Archives website was launched in January 2018 as part of a 2016 IMLS Enhancement grant project [www.archives.hunaheritage.org](http://www.archives.hunaheritage.org). The digitization and uploading of 600 photographs and images of cultural and historical significance to the Hoonah Tlingit is underway.

**Purpose:** *Honoring our History through Stories* will: create a Veterans Advisory Committee to guide project staff on the veteran component of the project, including how best to engage audiences; gather audio recordings of veterans sharing their stories; digitize contributed photos; develop a film series derived from editing previously recorded, uncut videos of elder interviews. These new resources will be shared on the digital archives, added to our physical archival collection, and presented at community/shareholder/veteran events in both Juneau and Hoonah. **The planned project addresses the IMLS agency-level goal of promoting museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality with activities focusing on the category of preservation and revitalization of content of unique and specific value to our culture.** Strategic partnerships are being developed with veterans' organizations, and ongoing partnerships

Huna Totem Corporation – Honoring our History through Stories – IMLS Category – Preservation & Revitalization will be strengthened with organizations including: Hoonah Indian Association, Hoonah schools, Washington State University, and the Alaska State Library. The project will also train tribal members in interview skills, collection and editing of audio resources, and film-editing skills, expanding proficiencies and job opportunities for our community. Specific audiences: Intended audiences for *Honoring our History through Stories* include: *Xúna Kaawu*, people with indigenous Hoonah lineage; Huna Totem shareholders and descendants; people who reside in or are from Hoonah; primary, secondary and post-secondary students and instructors; researchers; and the general public. HHF strives to provide maximum access to digital collections while protecting the cultural integrity of the *Xúna Kaawu*.

**Assessment:** An informal survey is the most culturally appropriate assessment tool for the village. As the ED spoke with veterans, their positive response to having their history documented led them to encourage others to contact her, and the baseline of contacted individuals grew. Word quickly spread and more veterans contacted her to express their interest in sharing their history of service. Family members and other Hoonah shareholders told her of their curiosity about this missing piece of Hoonah's history. The ED spent 40 hours meeting with 20 Hoonah veterans and/or their families to determine their interest in sharing information about the veteran's service in the US Armed Forces. She also informally interviewed other community members to learn if they would appreciate having access to this information. An additional 10 hours was spent in discussion and planning with George Bennett who is acting as a mentor for this project. During this process more than 70 photos were donated to HHF.

Staff did a baseline assessment and discussed the best next steps to increase accessibility of the Library and Archives collection of videos of elders, many of whom are no longer with us, sharing their knowledge and stories. With the establishment of HHF's Digital Archives the natural progression of collection development is to review and document the content of these videos and revitalize these stories by creating short, edited films on topics of importance to our people that can be easily accessed. Otherwise these stories remain lost.

Approach is best solution: By expanding the digital collections, creating recorded interviews documenting tribal members' stories, editing previously recorded interviews to make them more accessible to their intended audiences, inviting audience engagement, and providing professional training to tribal members, HTC and HHF will enhance their role as strong community anchors and engage community members in cultural revitalization. The photographs, audio recordings and films added to the collection will ensure this information is not lost, and help tribal members learn our history. Assessing the long-term use of these materials will help us better plan future services to meet community needs. Building on current partnerships and resource-sharing agreements will expand our capacity.

## PROJECT DESIGN

*Honoring our History through Stories* is a three-part project that responds directly to the assessed shareholder and community needs along with a growing interest in openly conveying traditional knowledge and personal stories to assure our cultural history is not lost. It addresses three critical project questions that came from our assessment: 1) How can we begin to supply a missing piece of our history, documenting who our veterans were and their stories of military service? 2) How do we ensure that the knowledge and information shared by our elders is transmitted to current and future generations? 3) How can shareholders and community members gain skills to promote employment, contributing to Hoonah's economic vitality? The project continues the work begun in recent years to incorporate the use of technology to provide more widespread access to cultural resources based on community values and Tlingit protocols, fulfilling our role in preserving and providing access to collections and content.

Finding and sharing a story is a journey that takes time and requires trust and strong relationships. Our staff is developing connections to our shareholders, their descendants, and our community to assure our projects have good participation and that our constituents are comfortable sharing their knowledge to preserve their stories and our culture, and accessing newly available digital resources for their personal and work-related interests.

**Resources needed for the success of the project include:** Staff; veterans willing to share their stories and photos; guidance from staff at Washington State University and the Alaska State Libraries, Archives and Museums; recording equipment, software, and computers (already owned by HTC and HFF); elder films in the archive collection; Collections Committee to help review films and identify topics to highlight in short films; general supplies (provided by HTC and HFF); stipends for veterans; evaluator; online learning opportunities; HHF's Digital Plan and

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**Work plan:** Planned tasks, responsible person(s) and timeline information is provided for each goal. Abbreviations are used below for individuals/groups/organizations to carry out each task: Executive Director (ED), Archivist (AR), Film Coordinator (FC), Evaluator (EV), Washington State University (WSU), Veterans Advisory Group (VAG)

**Goal 1: Shareholders, elders, and their descendants will have increased opportunity to share their stories and have them recorded and/or reviewed, edited, and made easily available through a variety of formats including Huna Heritage Foundation’s Digital Archives.**

Objective 1: *Expand opportunities for our people to record and share their stories.*

- Test audio equipment – AR/FC – Month 1-2
- Review release form – ED – Month 1; Collect signed release forms – AR/FC/ED – Ongoing
- Establish and work with Veteran’s Advisory Group to publicize project, decide on best methods for outreach and interactive presentations to encourage audience engagement, and invite veterans to participate in project – ED/veterans – establish Month 1-2; Collaboration - Ongoing
- Collect veteran photos and identify veterans to be interviewed and what story they want to tell – ED/FC/AR/VAG – Ongoing
- Develop interview best practices tip sheet; offer training on equipment use to FC – AR/ED/ED – Months 2-3
- Plan/schedule pre-interviews/interviews; develop questions for each veteran – ED/FC – Ongoing
- Edit stories - “limited editing” ex. coughing, loud noises, etc.; -- AR/FC – Months 3-24

Objective 2: *Fulfill our obligation to the elders who shared their traditional knowledge on film to make sure that their stories are easily available to current and future generations.*

- Review existing elder films – FC/AR/Collections Committee – Months 2-24
- Identify best topics to use as focus for short films – ED/FC/AR – Months 4-24
- Create 6 short films compiling elder knowledge on identified traditional knowledge topics – FC – Months 4-24

**Goal 2: Shareholders, community members and the general public will have increased access to Xúna Kaawu history and locally created cultural resources that preserve our elders’ and other shareholders’ knowledge and honor the service of our veterans and the knowledge of our elders.**

Objective 1: *Expand the Archive Collection and the online Digital Archives and improve access to resources*

- Catalog/add newly created films and sound recordings to archival collection – AR – Ongoing as completed
- Upload films and sound recordings to Digital Archives; add metadata – AR/FC – Months 23 – 24
- Catalog and add photos to archives and Digital Archives – AR – Ongoing

Objective 2: *Initiate and provide services to highlight and share the new films, recorded stories and the digital archives*

- Organize and publicize film showings and veteran’s programs – ED/AR/FC /VAG– As appropriate
- Promote new resources on websites, Facebook, at community meetings, newsletters – Staff – Ongoing
- Provide programs and one-on-one sessions on the digital archives and their use – Staff -- Ongoing

**Goal 3: Project staff will increase their knowledge and skills related to providing digital access to cultural heritage resources building professional credentials for future employment opportunities.**

Objective 1: *Provide seasonal employment opportunity*

- Review Film Coordinator job description, advertise, hire, orient new staff member – HHF/ED – Month 1-2

Objective 2: *Support staff members as they strive to meet individual career and skill goals and build storytelling, film and sound editing, digitization and evaluation skills*

- Utilize online distance learning opportunities related to use of Adobe Premier software through LYNDIA

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- Communicate with staff at WSU and Alaska State Library for guidance and advice – Team – Ongoing
- Communicate with evaluator to plan, implement, analyze, and report on evaluation – ED/EV – Ongoing

**Activities for all goals:** The Executor Director, Archivist, Film Coordinator, Evaluator, Washington State University, Veteran’s Advisory Group will:

- Review project plans and work assignments, digitization plans, and communicate with Project Team and partner agency staff; prepare final report – Team – Ongoing
- Finalize digitization expectations, copyright decisions, etc. – Team/WSU – Months 1-12
- Develop and disseminate publicity materials – Team – Ongoing
- Create copies of recordings (3 master copies) per digital plan and 2 copies in CD/DVD format for the archives, HHF Office in Hoonah, interviewees – AR/FC – ASAP after completion
- Contract with evaluator – ED – Month 1
- Meet with HHF Board, HTC President and CEO, and Evaluator to review and report progress – Quarterly

**Conceptual design and processes:** Our project team is well respected in the community. The Key Staff List, Consultant letters, and Résumés show the breadth of experience and skills held by project staff and the evaluator. The Executive Director’s participation in Washington State University’s Tribal Stewardship Cohort Program provides a solid foundation for this project. Our team has an established system of regular communications by phone and email, as well as regular quarterly in-person meetings between the ED and Archivist. Staff utilizes existing planning documents, policies and procedures to assure strong project management and they work with partner agency staff, other corporation staff, consultants and shareholders to successfully implement cultural projects. The Executive Director will serve as the Project Director. She will oversee the Archivist and Film Coordinator. A job description for the Film Coordinator position has been developed and is attached. Doc#1,2,3,5 Résumés

The project design combines Story Corps concepts with methods successfully used in Klukwan, Alaska, another small Native community. We have incorporated processes, lessons learned, and other valuable tips from their experience with collecting audio stories and creating short films on traditional knowledge, as well as advice from WSU on best practices. Required Digital Content Form is attached.

The project has been designed so staff skills will improve throughout its duration. All staff will have learning and skill-building opportunities through online portals and mentoring/guidance from professionals in the field of digitization, archive collection development, and evaluation.

**Partner/collaborator roles:** Our three long-term partners are critical to our success. The staff at Huna Heritage Foundation, the nonprofit arm of the Huna Totem Corporation, will oversee and implement this project. They will be responsible for the day-to-day activities related to identifying potential interviewees; gathering sound; reviewing existing films to identify topics for the 6 short traditional knowledge films; editing audio and video resources; and uploading the newly digitized resources to HHF’s Digital Archives. They will organize and promote events for shareholders and community members, prepare reports, and communicate with HTC staff and Board.

Training, guidance, and peer networking through Washington State University’s Tribal Stewardship Cohort Program have been key to the success of HHF’s current digitization project and will be extremely valuable to the proposed project as well. For the past 2 years HHF staff has participated in the Cohort Program and gained knowledge, skills and a solid understanding of culturally responsive and ethically-minded practices of digitization for cultural heritage materials. Cohort Program staff will continue to be available to guide HHF staff as they work to implement the proposed project. The Alaska State Libraries, Archives, and Museums will also provide expertise, project support and guidance to project staff. Doc#2

A Veterans Advisory Group will be formed to discuss concerns veterans may have about the project, help identify those wanting to share stories, advocate for the project, and act as liaison between veterans and the Project Team.

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**Planning:** Huna Heritage Foundation is committed to practicing quality digital stewardship, following legal, cultural, and institutional standards, locally and internationally. Digitization Policies were developed and adopted in 2017 to provide a framework for the HHF Library and Archives to initiate and carry out digitization projects, and ensure they align with the digitization purpose statement and organizational mission. The scope of the policies originally addressed images and photographs, and revisions have been drafted with the help of Washington State University staff to include audio and video projects. Doc#2

HHF Library and Archives staff sought guidance from their Collection Committee to assist with decisions regarding prioritization of digitization projects and access to the digital collection. The Executive Director communicated with staff and the library consultant at the Klukwan Community and School Library about their audio story and traditional knowledge film projects to gain insight into how their projects worked and evolved. The HHF Board of Trustees has the ultimate authority over all operations to ensure numerous levels of care, protection and adherence to standards, practices, laws and protocols. The Collection Committee and Board of Trustees support the proposed project as the next digitization priority for HHF. Doc#1,6

As described in the Assessment section of this application, the Executive Director had numerous conversations with our veterans and agencies that serve them. HHF staff also reviewed current archival holdings and discussed the best processes to move all aspects (audio, video and photographs) of this project forward, creating a work plan that addresses the project tasks both thoughtfully and strategically.

**Current project accomplishments:** The *Lifting Faces of Our Ancestors* project is the first phase of digitizing, preserving, and making the Library and Archive collection accessible in a culturally responsive framework. Staff participated in the Tribal Stewardship Cohort Program at WSU. A portal has been configured and customized with a privacy level system designed using our newly established Advisory Committee's advice. Fields and community records within the portal allow shareholders to add information as to when the photos were taken and who the subjects are. Equipment and software have been purchased; photos and images are organized by category and donor collection; over 400 photos have been digitized and uploaded to the recently launched HHF Digital Archives on the Mukurtu CMS site. (<http://archives.hunaheritage.org/digital-heritage>)

A user survey for the online site has been developed and responses are being monitored by the ED and Evaluator on a regular basis. Responses are extremely positive and several respondents have expressed interest in sharing photos they hold. Presentations about the online archives have been given at the local school and at shareholder meetings, and evaluation feedback collected. Updates are posted regularly on our website and FB page and articles included in HTC and HHF newsletters. Work continues to organize, digitize and upload the remaining 200 photos. This project has already preserved resources for future generations through digitization, provided access to photos that haven't been seen for decades, widened the audience that had previously viewed the collection, and gathered important descriptive narrative and metadata from patrons about the photos. Another project activity was to further development of the Mukurtu CMS to include video and audio information beyond the life of the IMLS grant – the proposed project is the action being taken to begin that development.

## **IMPACT**

HTC and HHF work together on projects that enhance civic engagement, cultural opportunities, and economic development. Evaluating how services we offer make a difference in the lives of shareholders, community members and the general public is very important. We are confident that our strong position in the community, our dedicated Project Team, involvement of community members and the assured commitment of partners will lead to success. We will build on previous work, existing policies and methodologies, and established partnerships and relationships.

Using IMLS performance measures for agency-related goal #2 we will collect and report information that reflects measurable changes and outcomes the project archives. The attached OBE details our evaluation plan. Doc #6

**Other goals and anticipated outcomes:** The planned activities and expected outcomes support our efforts to preserve cultural resources and revitalize the *Xúna Kaawu* culture. Success will depend not only on reaching the anticipated outcomes and outputs listed, but also on unexpected outcomes that may arise.

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**Outcomes: Goal 1: Shareholders, elders, and their descendants will have increased opportunity to share their stories and have them recorded and/or reviewed, edited, and made easily available through a variety of formats including HHF's Digital Archives.**

Veterans/shareholders/elders/descendants report the Honoring our History through Stories project:

- helped them fulfill their responsibilities/desires to share stories of their lives (target 100%)
- successfully documented their story, or the story of the elders who are no longer with us, and they are satisfied with the final recorded version (target 100%)
- strengthens the Hoonah Tlingit through preservation of important tribal history (target 90%)
- increased their interest in listening to or viewing cultural resources (target 90%)

**Outputs:** 20 audio recordings of veteran stories created; 50 photos are gathered from the community; 6 films compiled from existing footage of elder interviews

**Goal 2: Shareholders, community members and general public will have increased access to Xúna Kaawu history and locally created cultural resources that preserve our elders' and other shareholders' knowledge and honor the service of our veterans and knowledge of our elders.**

Veterans/elders/descendants/community members/others report:

- they value increased access to local history resources AND new resources help preserve culture (target 100%)
- they find the online digital archives easy to use (target 80%)
- viewing the films increased their cultural/tribal history knowledge (audience exit surveys) (target 80%)
- they anticipate using the online resources more in the future (target 70%)

HTC and HHF Board members report the project has:

- provided increased access to local history resources (target 100%)
- improved services to shareholders, descendants, community/public members (target 100%)

**Outputs:** 20 audio recordings, 50 photos, and 6 films are added to archives and digital collection

**Goal 3: Project staff will increase their knowledge and skills related to providing digital access to cultural resources building professional credentials for future employment opportunities.**

Project staff members report and demonstrate: (target 100%)

- increased digitization project skills including planning film storyboards, creating, and editing films
- increased skills in preparing for and conducting interviews, recording interviews and basic editing
- increased cultural and Hoonah Tlingit knowledge
- increased skills and understanding of planning and implementing an evaluation plan

**Outputs:** 3 staff participate in online training opportunities; 1 staff works with evaluator to hone evaluation skills

**Benefits:** Veterans will benefit by having their stories shared and the history of their military service preserved and honored. Shareholders and their descendants will benefit by having their history preserved, by gaining knowledge of tribal history and culture, and by having easy access to more cultural resources. Shareholders and descendants will have an increased interest in cultural ways and stories that will enrich their lives and increase their participation in cultural and community activities. Training for three staff members will enhance their capacity for library and archives work, offering professional development that can contribute to Hoonah's economy. All project participants will gain knowledge and/or skills through their involvement in the project or their use of the newly created resources. All of these benefits will impact the quality of life for shareholders and community members. HTC's and HHF's role in the community will be strengthened through project activities.

**Measuring success:** Project staff will review the Outcome Based Evaluation at project start. Each component will be evaluated using indicators, targets and evaluation tools. Surveys (for online and program feedback) will be developed and used to gather data on the targets established for: 1) shareholders; 2) veterans; 3) community members and the public; 4) staff and HTC/HFF Boards. Observation and conversations will be used, often the most effective and appropriate method of soliciting feedback in our community. Collected information will be tabulated and analyzed to determine project outcomes. Lessons learned and reasons for variances between the anticipated and actual results will be explored. Findings will be reported to HTC and HFF Boards and IMLS. Doc#6

## **COMMUNICATIONS**

**Target audiences:** This project will add to the materials held within the Library & Archives that represent a collective memory for the *Xúna Kaawu* and Hoonah community, and so the target audience is not only those who are alive today, but also future generations who can access these historical and cultural materials to enhance their understanding of Hoonah Tlingit culture, language and history. Therefore, shareholders *and their descendants* and tribal members of Hoonah are target audiences for *Honoring our History through Stories*. Other audiences include: other community members; scholars and students; the 200 plus federally recognized tribes in Alaska; partner organization constituents; film series viewers; and the public at large who access our collection online.

**Sharing:** The Project Team will promote and disseminate information on the project through regular press releases to news outlets, Central Council of Tlingit and Haida Indians of Alaska, Hoonah Indian Association, Sealaska Corporation newsletters, and HHF, HTC and partner social media platforms such as Facebook and Twitter. The staff will compose and post project updates on Huna Totem Corporation's website and Shareholder Blog. Additionally, outreach, information, and a link to the Mukurtu CMS site will be on HHF's website. Staff will present at HTC's Shareholder Information meetings, the school, and community meetings. The ED will submit proposals for presentations at ATALM and Alaska Library conferences. Public showings of the films will be publicized in Hoonah and in Juneau through news media and partner organizations, as well as listed on HTC, HHF, and partner websites.

**Audience engagement:** 1) Veterans and their families will be involved in the veteran recognition component of our project as project staff schedule and record their interviews and gather photographs; the veteran steering committee will collaborate with project staff in this work; all will be asked to give feedback on their experience of the process 2) The Collection Committee will assist with viewing video footage of interviews and will give their guidance on film content; 3) Viewers of the film showings in Hoonah and Juneau will be asked to provide feedback at the end of the showings; 4) An online survey will invite feedback about the digital archives from online visitors.

**Collection Documentation:** The Archivist will catalog all the new resources, including sound recordings, films, and photos and upload the digital resources with metadata to the online digital archives. He will be responsible for assuring that the HHF's digital plan is followed and that master copies are properly stored.

## **SUSTAINABILITY**

**Continued support:** Preserving the culture of Alaska Natives is an integral component of HTC's mission. Since 1981 HTC has committed to the perpetuation of our culture by making annual contributions and in-kind support to the Library & Archives. A goal of HHF's long-range plan is to develop a sustainable revenue stream including unrestricted funds from grants, donations, and earned income as well as support from HTC. HTC has an obligation to its shareholders to sustain and expand the digital archive and other cultural services as part of its mission, and in response to increased interest in cultural resources and their preservation that will be generated by the project. Improved capacity of project staff will also help assure the sustainability of the archive collection and online digital archives. Skills gained in previous projects, added to the new and expanded skills related to creating sound and film resources gained during this project, will provide a strong foundation for future work.

**Systemic change:** This project follows our established approach to cultural projects that has proven to cause systemic change within the community. By developing strong partnerships and relationships with other organizations and individuals in our community and region, our collective sustainability increases and the benefits of our projects continue to make a difference for our constituents. Past outcomes created strong connections that are transformative and long-lasting, and that are seen by others as a model for success in rural Alaskan villages. The veterans' response to the proposed project and opportunities our WSU partnership continue to afford are examples.

**Sustaining digitized collections:** As technology changes, HTC will work with HHF to ensure that staff receives professional development in new methods and techniques of preserving archival materials. Continued partnerships with staff at WSU, the Alaska State Libraries, Archives and Museums, and Mukurtu will help assure that our staff has professionals to guide them through future decision-making processes. Regular review will assure that collection policies, our digital plan, and system documentation remain up-to-date.



# DIGITAL PRODUCT FORM

## Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products can be challenging. 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

You must provide answers to the questions in Part I. In addition, you must also complete at least one of the subsequent sections. If you intend to create or collect digital content, resources, or assets, complete Part II. If you intend to develop software, complete Part III. If you intend to create a dataset, complete Part IV.

## PART I: Intellectual Property Rights and Permissions

**A.1** What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

Huna Heritage Foundation will hold copyright unless otherwise indicated in the deed of gift. If donor wishes to maintain or hold joint copy right it will be listed and shared. HHF uses the Creative Commons license Attribution-Non-Commercial No Derivatives 4.0 International or Attribution NonCommercial Sharealike 4.0 International. This will be determined through dialogue and decisions made by the Advisory Committee of the project for materials that HHF owns the rights to, or has created.

Traditional Knowledge (TK) Labels represent an additional mechanism that HHF utilizes on the Mukurtu site to educate users on the appropriate cultural, ethical and legal uses of digitized materials. TK Labels support our local cultural protocols and help to address concerns with circulation of materials as well as Hoonah community specific restrictions for access and use.

Material shared on the HHF Digital Archives is also be accompanied by a Rights Statement: For permission to use, reproduce, circulate or publish please contact the site administrator at amelia.wilson@hunaheritage.com or (907) 789-8582.

**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.

As a steward of historical and cultural record, HHF takes seriously their commitment to complying with and adhering to all legal, ethical and cultural rights, permissions, protocols and restrictions while making these historical and cultural materials available for cultural knowledge development, learning and educational purposes. Information on access and use is available on our web portal.

HHF makes digital collections accessible in the following situations:

- They are in the public domain
- The rights are owned by HHF
- HHF has permission to make them accessible
- We make them accessible for educational purposes as a legal fair use, or
- There are no known restrictions on use

**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.

STATEMENT ON MATERIALS OF UNKNOWN PROVENANCE

Owing to disrupted histories around the documentation of these collections, we may not always have the full information about the copyright holder of works in our collection. We want to be able to share these valuable materials responsibly as they are important connectors to our history and cultural heritage. The Huna Heritage Foundation policy is to make these materials available to the extent possible. If you have more information about an item, or can identify a copyright holder, please contact the HHF Library and Archives.

It is our intention to seek clear permission from donors for use of the materials we will display on our web portal. We will not be creating materials that involve privacy concerns or raise cultural sensitivities. Donor rights will be clearly established from the onset of creation. Should any concerns arise, the collection committee will address each issue on a case by case basis to determine the best course of action, including removal of any materials deemed a privacy concern. Interviewees will be asked to sign a release form.

## Part II: Projects Creating or Collecting Digital Content, Resources, or Assets

### A. Creating or Collecting New 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 format you will use.

Video content will consist of six short films using CARLI Digitization best practices for moving images. We will strive to create an uncompressed, high quality archival master when possible, uncompressed YCbCr or JPEG2000 lossless encoding (codec), 640 x 480 resolution (assuming 4:3 original aspect ratio), 30 bit sample size, progressive scanning, 30 MiB/s data rate, MXF (.mxf) file format. AVI (.avi) or QuickTime (.mov) file formats for access copies. Twenty audio recordings of veteran stories will be created. Based on recommendations we will strive for the following specs: wav; 24-bit; 96KHz and use mp3 file format for accessing the resources. An unknown number of photos provided by veterans will also be digitized. Detailed specs are included in our Digital Media Plan.

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

Dell desktop computer, Adobe Premier software. Services will be handled in house by staff.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).

Audio: Preservation: wav; 24-bit; 96KHz  
Access: mp3; 192 kbps; 44.1 KHz  
Image: Preservation:TIFF; 16-bit Grayscale, 1200 dpi, Uncompressed  
Access: JPEG, 300 dpi, 8 bit depth, Baseline ("Standard")  
Preservation:TIFF; Color, 1200 dpi, 24 bit depth, Uncompressed  
Access: JPEG, 300 dpi, 8 bit depth, Baseline ("Standard")  
Video: Motion JPEG 2000, 720x486 pixels at 30 frames per second

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

**B.1** Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

A HHF staff member, other than the one creating digital content, will check quality control, including technical specifications, meta data, file integrity, and audio sample inspection.

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

The following steps will be taken for preserving and maintaining digital assets created: Items will be stored on the organization's network drive; computer; and external hard drives. Metadata will be preserved on spreadsheets, in addition on the HHF Mukurtu CMS site. Huna Totem Corporation is committed to the Library and Archives supporting it financially while seeking additional federal, private, and state funding.

## **C. Metadata**

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

Metadata produced will use Dublin Core standards - descriptive, administrative, and preservation by documenting on a spreadsheet, external hard drive and on Mukurtu CMS site.

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

Metadata collected will be preserved by 1) documenting metadata in a spreadsheet that will be stored in three secure locations; 2) on the HHF Library and Archives Mukurtu CMS site

**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).

Digital content created will be shared, in accordance with the HHF Digitization Policy, on the HHF Library and Archives Mukurtu CMS site. Metadata for each digital heritage item created will utilize the metadata fields via Mukurtu CMS.

## D. 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).

Discovery and access to the digital collection is available through the Huna Heritage Foundation (HHF) website or directly using the address [archives.hunaheritage.org](http://archives.hunaheritage.org). A computer is available at the HHF Juneau office for visitor use to access the Digital Collection in the Permanent Collections room and may be used during normal business hours, dependent upon staff availability. HHF strives to provide maximum access to digital collections while protecting the cultural integrity of the Hoonah people. As such, our Digital Collections may have legal, institutional, family or clan imposed restrictions to access some or parts of the collections. Most of the digital collection is available to the general public, however due to the possible stated restrictions, some content may require access determined through a registered account. Our collection committee and Board of Trustees helps HHF determine restrictions on access. Anyone can request an account and an administrator will respond to the request with instructions. The HHF Digital Archive uses the Mukurtu Content Management System (CMS). Mukurtu (MOOK-oo-too) CMS is a grassroots, indigenous, community-driven and customizable site development system that allows for us to draw upon our own cultural protocols to direct the site and set our own access levels. For more information on Mukurtu CMS please visit [www.mukurtu.org](http://www.mukurtu.org).

**D.2** Provide the name(s) and URL(s) (Uniform Resource Locator) for any examples of previous digital content, resources, or assets your organization has created.

[archives.hunaheritage.org](http://archives.hunaheritage.org)

## Part III. Projects Developing Software

### A. General Information

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

N/A

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

N/A

### B. Technical Information

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

N/A

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

N/A

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

N/A

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

N/A

**B.5** Provide the name(s) and URL(s) for examples of any previous software your organization has created.

N/A

### **C. Access and Use**

**C.1** We expect applicants seeking federal funds for software to develop and release these products under open-source licenses to maximize access and promote reuse. What ownership rights will your organization assert over the software you intend to create, and what conditions will you impose on its access and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GNU, or MIT software licenses). 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.

N/A

**C.2** Describe how you will make the software and source code available to the public and/or its intended users.

N/A

**C.3** Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository: N/A

URL: N/A

### **Part IV: Projects Creating Datasets**

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

N/A

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

N/A

**A.3** Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g., data anonymization, data suppression PII, or synthetic data).

N/A

**A.4** If you will collect additional documentation, such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

N/A

**A.5** What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

N/A

**A.6** What documentation (e.g., data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

N/A

**A.7** What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

N/A

**A.8** Identify where you will deposit the dataset(s):

Name of repository: N/A

URL: N/A

**A.9** When and how frequently will you review this data management plan? How will the implementation be monitored?

N/A