

Chilkat Indian Village - 2019 IMLS NA/NH Library Services Enhancement Grant
Documenting and Preserving Chilkat Tlingit Protocols

The Chilkat Indian Village of Klukwan (CIV), located on the banks of the Chilkat River in southeast Alaska, is a federally recognized tribe enjoying a cultural history preserved through Tlingit language, oral histories, and subsistence activities. The Klukwan Community and School Library is an inviting community gathering place. Programming offered by elders and other expert presenters addresses community needs and interests identified in our surveys. Partnerships are important for long-term sustainability. On this project we will partner with Jilkaat Kwaan Heritage Center (JKHC) nonprofit. Patrons: 271; Collection: 8,500; Circulation: 2,770 items

The project purpose of *Documenting and Preserving Chilkat Tlingit Protocols* is to gather and record our elders' knowledge of Chilkat Tlingit protocols in order to document, preserve, and offer increased access to this information. The project will increase knowledge about our heritage and protocols, revitalizing their use by clan leaders, in clan houses, and ceremonies, thereby, meeting the tribe's and library's missions. The audio or video interviews with elders and clan leaders will be available on CD and DVD and compiled into books to be checked out at the library or requested through interlibrary loan. Copies will also be held in the Tribal Archives and at our Heritage Center. Timeline: September 2019 – August 2021.

We have identified a pressing need to record our elders' knowledge before it is too late. Also, the mobility of our tribal members requires that we increase access to information about protocols for those living elsewhere. Tribal members agree that maintaining and preserving our cultural identity are essential to achieving goals identified in our Strategic Plan. CIV determined that building tribal self-reliance founded on traditional knowledge, cultural literacy, and developing life and/or career is our priority. Input on library services is sought by written and online surveys, house-to-house interviews, suggestion box, and conversations.

Project audience: tribal members, Klukwan and area residents, researchers, online patrons, future generations

Project goals: 1) Tribal elders and clan leaders will have increased opportunity to contribute information to document our protocols for future generations 2) Project audience will have increased access to tribal cultural information and locally created cultural resources that preserve our cultural knowledge 3) Tribal members will use the Library resources to increase their knowledge on tribal traditions and culture, in fields of interest, and to gain life skills 4) Project staff will increase their knowledge and skills through a mentoring program.

Key project activities: 1) Create 12 recordings/films and 3 books based on interviewee information 2) Present cultural and skill building programs 3) Develop collections and provide increased access to cultural resources 4) Help staff increase their knowledge and skills through mentoring and continuing education opportunities.

Some of the expected outcomes include: fulfillment of tribal responsibilities to share knowledge with others; increased access to cultural information; increased skills and knowledge related to protocols and other areas of interest; increased incorporation of protocols into the lives of tribal members. We believe these outcomes will strengthen our community culturally and help retain and pass on information to guide our leadership, clan activities, and ceremonies. Results will be measured using questionnaires, surveys and observation. The development of our library collection and addition of these new DVDs, CDs and transcribed books will be tangible products.

Our proposal aligns with IMLS's Preservation and Revitalization category. Information about our IMLS project processes, results, and lessons learned will be shared informally at national and statewide library and Native conferences; on the library's and CIV's web sites and Facebook; in the tribal newsletter, professional organization newsletters, and local newspaper, *Chilkat Valley News*. Staff will also provide widespread publicity in the village.

Funding of our IMLS grant application is of vital importance to our continued ability to offer innovative approaches to improving community engagement, generating new Tlingit cultural materials, providing needed training, and supporting tribal goals and meeting members' needs.

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INTRODUCTION AND ASSESSMENT OF NEED

Population/Organization's audience: The Chilkat Indian Village of Klukwan (CIV), located on the banks of the Chilkat River in southeast Alaska, is a federally recognized tribe. The large majority (90.5%) of Klukwan's 95 residents are Alaska Native (2010 U.S. Census). Many of CIV's 270 tribal members live in the surrounding area outside the Village's census district.

Economy: Klukwan is struggling to stop the exodus of tribal members. Culturally appropriate employment opportunities are being developed so that tribal members can return to their homes. 2015 American Community Survey (ACS) statistics cite: 40 residents employed; unemployment rate 7.8%; 24% of workers not in the labor force. Per capita income is \$27,018 compared with \$33,413 for Alaska; 10.6% of all residents had incomes below poverty level (ACS). Fishing, tourism, and our important subsistence activities support the community.

Educational levels: Of residents over the age of 25, 6.7% have less than a 9th grade education and an additional 8% have not graduated from high school. Klukwan School serves its small student population, some of whom bus more than 46 miles a day to attend classes in the village in its culture-based, multi-grade (K-12) program. Elders and other adults visit the school every day and interact with students on various cultural/language projects. The school is dedicated to providing services to children, families, and community members. It is a member of Chatham School District, a Rural Education Attendance Area unable to raise revenue through bonds or tax initiatives, and so unable to offer library services without added funding.

Language and culture: A long-term goal reaffirmed in our ongoing strategic planning processes is to perpetuate traditional knowledge to preserve and revitalize the cultural and historic heritage of the Chilkat Tlingits. The longevity of our culture and its people is founded in the preservation of the Tlingit language (listed as endangered), a primary goal of our tribe. Tlingit is taught in Klukwan. Elders' knowledge reinforces ceremonial traditions, often relayed in the heritage language, resulting in a rich culture that is uniformly practiced and respected. As part of the cultural revitalization taking place in Klukwan, songs, stories, dances, and language are taught to youth. Celebrations such as 'Culture Days' bring together tribal members living in the village and elsewhere, children from Klukwan and neighboring schools, and residents of nearby communities to affirm the vibrancy of our living culture and the importance of sustaining traditional practices.

Specific need: A Bureau of Indian Affairs school and a Presbyterian Church were both constructed in Klukwan in 1902. These institutions had a profound effect on the community as newcomers made it clear that our languages, cultural arts, and practices were not acceptable to their society. Laws against potlatches and other Tlingit customs were passed forcing Tlingits to abandon tribal ways. Our traditions have suffered from the decline in Tlingit speakers and also from this history of discouragement from engaging in traditional practices. The Tribal Council selected this project based on the needs assessments (see below), tribal member requests for information on protocols, and observations at ceremonies and clan activities that protocols are being lost, leading to conflict in the village. We are losing elders and tradition bearers making it urgent to collect and preserve information. Tribal member mobility requires increased access to knowledge about protocols so those living elsewhere can find information on traditional practices. Therefore we need to give voice to the elders and clan leaders who have kept our vibrant customs, ceremonies and rituals alive, recording their knowledge of traditional protocols before it is too late, and increase access to this information so that we can **preserve and revitalize our cultural heritage, our IMLS project category**. Project goals (see page 4) are designed to meet this need. No other project has dealt specifically with Chilkat Tlingit protocols; there is a need to document these for tribal members. The Council and community have identified 3 protocol categories with 12 individual topics essential to document.

Building on past work: This project builds on past CIV cultural preservation and revitalization projects motivated by the consensus voiced in community meetings and strategic planning sessions about the importance of this work, including the IMLS-funded project of recording personal histories related to tribal members' lives and village history. Project staff has gained the necessary skills for audio and film recording and editing, and the creation of

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books, through past work on IMLS and National Parks grants along with mentoring opportunities. This project will strengthen the ties between tribal members and ensure tribal identity is preserved, meeting documented need.

Mission: *The Library serves as a resource for all tribal and community members bringing the power of information, imagination, and inspiration to the people while promoting and preserving the Tlingit culture.*

CIV works diligently to improve library and archival services, to increase library use, and foster lifelong learning, and to preserve our culture, a goal in the tribe's strategic plan. In our remote village with few other resources, the library is where people of all ages go for information, learning, and recreational opportunities. According to the Memorandum of Agreement (renewed every two years), the school district provides space and utilities. The tribe supports staff, collection development, IT support, and programming costs. Tribal Council approved policies and procedures are in place and are reviewed regularly. **Hours:** 45 hours per week year-round: M - F: 8:30–5:00; Sat 9–11:30. **Staff:** 2 part-time Tlingit Co-Directors who participate in training, conferences, and mentoring sessions provided by our Library Consultant during regular site visits to improve their skills. Council believes this mentoring model is very effective. **Patrons:** 271 registered village residents; tribal members living elsewhere; students; Native/non-Native individuals who live nearby. <http://klukwanlibrary.org/>

Collection/Archives: More than 8,500 books, magazines, government documents, films, and audio materials. Previous IMLS Enhancement projects helped fund creation of Traditional Chilkat Songs books, Tlingit Story Sacks containing materials on Tlingit language and culture, a bilingual *Klukwan History Book Series*, and films on the history of the Chilkat Tlingit lands. Updated annually, a 3-year Collection Development Plan guides selection of new materials. Transcriptions of the Whale House court case recordings have been added to the growing Tribal Archive Collection. **Circulation:** 2,776 last year. **Programming** offered by volunteers, elders, and paid presenters addresses community needs and interests identified in our surveys. In 2018, 51 programs, some in partnerships with Southeast Alaska Regional Health Consortium (SEARHC) and Jilkaat Kwaan Heritage Center (JKHC), drew a total attendance of more than 601. Class visits occur on a weekly basis. A Summer Reading Program is offered to encourage reading throughout the summer. **Technology; access:** 4 public access stations; 1.5Mb via T1 line.

Project purpose: The purpose of this project is to gather and record our elders' knowledge of Chilkat Tlingit protocols in order to preserve and provide easy access to these practices. The project will increase knowledge about and interest in our heritage and protocols, meeting the tribe's and library's missions. Responding to needs assessments conducted, CIV designed the project to focus on audio/film interviews with elders, clan leaders, and tribal members to pass on and preserve their knowledge. We will increase access by making the information available on CD and DVD and in books that will be catalogued in our online public access catalog and held in the Library's general and Archive collection and at our Cultural Heritage Center.

Audiences: 1) Village residents of all ages with diverse cultural and socioeconomic backgrounds in an isolated rural area, some with disabilities or limited technological literacy; 2) Tribal members of all ages regardless of where they live; 3) Non-tribal patrons: school students, area residents, online researchers, and future generations.

Assessment methods and results: A 5-question survey was administered door-to-door in the village, on the shuttle bus to the nearest community, at the CIV administrative offices, at the school, and online using Survey Monkey to gauge interest in the proposed project. 100% of the community survey respondents thought it was valuable to follow traditional protocols in our ceremonies, clan leadership, and clan practices and activities: (86% Strongly Agree (SA); 14% Agree (A.)) 100% thought it important to preserve Chilkat Tlingit protocols so they can be passed on to young people now and in future generations (84% SA; 16% A) and 100% thought it would be useful to have easy access to information at the Library about our traditional protocols and how to follow them (81% SA; 19% A.) 97% of respondents felt that cultural workshops are important to our community (72% SA; 25% A), one respondent neither agreed nor disagreed, and 100% agreed that it is important for the

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Library to collect and preserve cultural materials in our Tribal Archives (60% SA; 40% A.) The Tribal Council and Library staff reviewed input, requests, and need and developed the project outline during Council meetings.

Input on library services is regularly sought through short written surveys, house-to-house interviews, online surveys, a library suggestion box, and informal conversations. Twice a year staff provides an update on library services and requests input at community meetings. Each year feedback is collected about use of library services, suggestions for programs and collections, needed skills, and outcomes for current programs. This information is used by the staff and Tribal leaders to plan future programs, collection purchases, and training opportunities.

Baseline data is gathered with program questionnaires on specific skills, knowledge, and training needs of attendees. We also track: circulation statistics; collection holdings, programs and attendance, library visits.

Project approach is best solution: Noted Tlingit scholar Dr. Walter Soboleff wrote, “Well-defined codes of Tlingit ceremonial protocols and practices are dictated by ancient customs, traditions, and oral tradition. These protocols have historically been taught by Tlingit parents, elders, uncles, grandparents, and clan leaders.” However, today it is difficult, if not impossible, for protocols and practices to be preserved accurately by oral tradition alone. It is extremely important to document and record this information so it will be preserved, and to make it accessible to tribal members and other interested parties through the Klukwan Library regardless of where they live. To be kept alive, protocols must be regularly practiced and learned within our community and transmitted from one generation to another. Safeguarding our cultural heritage is about transferring knowledge, skills and meaning. Digital storage can play an important role in the preservation and sharing of heritage.

CIV has found that weaving subjects that have meaning in our daily lives into learning opportunities is the best approach for tribal members to feel engaged and to retain information. The Library’s location in the school, a community hub, offers easy access for students and adults throughout the school day as well as after school hours to attend cultural and life skills programs, access materials, and search the internet. By expanding the Library’s cultural and educational activities, creating recorded interviews documenting tribal members’ knowledge of traditional protocols, mentoring staff, and evaluating impacts of library services, the Library will enhance its role as strong community anchor. Preserving information on traditional protocols through recordings, films and books and giving the public access to them at the Library and Cultural Heritage Center or through interlibrary loan will meet the IMLS goal of increasing access to information and ideas, and help sustain and revitalize our culture as tribal members learn our customs. Building on partnerships and resource sharing will expand our capacity.

PROJECT DESIGN

The established relationships between the Tribal Council, Library Co-Directors and consultant, Tribal Administrator and bookkeeper, and partner staff form a solid base for library services and have resulted in success in the past. The Key Staff List, Consultant letters, and Résumés demonstrate that the project team is a capable group who will bring the needed skills and experience to ensure the success of the project and allow the tribe to address its priorities for library services. (Doc 2) Resources needed are listed in budget justification.

Specific project questions: How can we help elders and clan leaders meet their responsibilities to share their knowledge? What is the best way to preserve cultural knowledge on protocols and other topics for today and future generations? How can we make the recorded cultural knowledge accessible to support tribal members and others in their desire to gain knowledge or skills? How can we build the capacity of our Library staff?

Conceptual design: We will build on previous methodology, interview techniques, and our relationships with tribal members for the proposed project. The following 3 categories and 12 topics were identified as priorities for documentation:

Leadership: Clan leaders – selection process, responsibilities; Caretakers – selection process, responsibilities
Clans and their structure - Raven, Eagle, Whale, Killer Whale, Thunderbird, Killer Whale Dorsal Fin, Eagle, Wolf, Salmon Hole, Brown Bear, Frog: Traditional Longhouse – layout, placement of families inside, activities that went

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on inside; Meetings – when clans meet, when it is appropriate to have a member of the opposite clan attend, etc.; Clan Crests: why clans have their crests; what they mean; how to display and use them

Ceremonies: Formal Tlingit introductions; Adoptions and Tlingit naming; *Ku.eex'* ceremonies; 40-day party; Funeral, meal, burial process; Meal after burial; Repatriation

Other activities: Cultural programming workshops in partnership with JKHC – one on making crest/regalia, second topic to be identified; Annual Culture Days program; Collection development; Staff mentoring; Evaluation

Processes: This project is informed by the Reference and User Services Association (RUSA) Guidelines for Establishing Local Histories Collection. Our Digital Resource Plan provides a framework for digitization projects by addressing project concepts, documentation methods, equipment, supplies, storage, use, ownership, and access to final products and specifications. We follow a holistic approach to creating, managing, checking integrity and storing materials for the long term. Past experience and mentoring on documenting culture and collecting stories will benefit this project as well. Strong community and clan leader support and a solid plan to engage our community will assure that information will be documented and shared in a culturally appropriate way. We have found that Project Team meetings result in a strong management plan and trusting relationships, therefore the Team will meet quarterly, or as needed, to discuss plans and to review progress, and budget. (Doc 4, 5)

Partner: Our long-term partner, JKHC is critical to our success. JKHC's Executive Director will help identify the individuals to interview, assist in planning and hosting the Native Arts workshops, and, along with clan leaders, review the draft products to check content and assure cultural concerns are addressed. (Doc 2)

The Library Consultant will align training with staff development plans to help increase proficiencies and build self-confidence. Self-directed learning aimed at each staff member's personal goals will be encouraged and the Consultant will provide guidance in identifying resources and learning opportunities.

Activities for all goals: The Project Team will:

- Contract with consultants – Tribal Council – Qtr 1
- Order supplies for project – Co-Directors – Qtr 1
- Review project plans and work assignments, develop promotional materials – Ongoing
- Meet with the Tribal Administrator and Library Consultant to review progress – Quarterly

Goals/Work Plan/Activities

Goal 1: Document and Preserve: Tribal elders and clan members will have increased opportunity to contribute information to document Chilkat Tlingit protocols for future generations.

Objective 1: Record and document Chilkat Tlingit protocols

- Finalize distribution expectations, copyright decision, other details – Co-Directors, Council – Qtr 1
- Meet with partners and Council to identify potential interviewees – Project Team, JKHC ED – Ongoing
- Contact potential interviewees, determine their willingness to participate – Coordinator – Qtrs 2 – 7
- Plan/schedule pre-interviews/interviews, develop questions, arrange location – Coordinator – Qtrs 2 – 7
- Collect recorded knowledge; participants sign Personal Appearance Release Form – Coordinator, Qtrs 2 – 7
- Organize, promote, host events & displays – Co-Directors – Ongoing

Goal 2: Increase Access: Tribal and community members will have increased access to tribal cultural information and locally created cultural resources that preserve our elders' and other tribal members' knowledge.

Objective 1: Expand the Tribal Archive Collection and increase locally created cultural holdings on protocols

- Review best method to create digital books for printing – Co-Directors/Consultant – Qtrs 1-2
- Combine and edit information into 12 recordings/films – Coordinator – Qtrs 3 – 7

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- Transcribe information – Co-Directors/Coordinator – Qtrs 2 - 7
- Compile protocol information into 3 digital books; print 4 copies – Co-Director/Coordinator – Qtrs 4 – 8
- Review draft products for accuracy – JKHC ED/Clan leaders – Quarters 4 – 8
- Catalog *Chilkat Tlingit Protocols* products; process for circulating collection & Archives – Co-Director – Ongoing
- Create copies of recordings: 3 master copies, 4 copies in CD/DVD format. Burn CDs/DVDs for tribal office, Library, Archives, JKHC. Assure continual backup. – Coordinator, IT Tech – ASAP after completion/ongoing
- Publicize availability of information on website, Facebook, at community meetings, newsletters–Co-Director– Ongoing

Goal 3: Increase knowledge and skills: Tribal members will use the Library to increase their knowledge in fields of interest, to enhance their base of information on tribal traditions and culture, and to gain life skills.

Objective 1: *Initiate and provide increased life-long learning programs that focus on culture, history, and life skills*

- Contact partner organizations to discuss programs that would best meet current needs – Co-Directors – Biannually
- Identify/recruit presenters; host Culture Day events and 1 Native Arts workshop – Co-Directors/JKHC – Annually
- Organize 30 school class visits including cultural activities – Co-Directors – Annually, school year
- Organize/host 10 children’s programming activities – Co-Directors – Annually
- Present displays of materials at biannual meetings, Culture Days, etc. – Co-Directors – Ongoing

Goal 4: Increase knowledge and skills of staff: Project staff will increase their knowledge and skills through a mentoring program and continuing education opportunities.

Objective 1: *Support staff members as they strive to improve career related skills and knowledge*

- Draft individual plans for career development; hold monthly mentoring sessions– Co-Directors, Consultant – Ongoing
- Attend Alaska Library Association Conference and ATALM – Co-Directors – Annually
- Identify and participate in online classes and other self-directed learning – Co-Directors – Ongoing

Preliminary planning: The community shared input during the planning process. Council, Library and JKHC staff, and clan leaders worked to address best methods to document and increase understanding of our protocols, support lifelong learning, improve the quality and access to library resources, and enhance the skills of Library staff. The project was discussed at Council meetings, community meetings, and mentoring sessions with the Library Consultant to assure it addresses needs, CIV’s Strategic Plan, and the Library’s Long-Range Plan. (Doc 1, 2, 6)

Closely related projects: Our team has successfully coordinated three previous CIV film projects funded by IMLS and/or the National Park Service – the *Traditional Practices* 6-film series and *2.6 Million Acres: The story of the Chilkat Tlingit’s Lands* (IMLS funded) and *History of Tlingit Clans and their role in the Village* (NPS funded.) All met their established goals. These previous projects have important long-term benefits. An elder who was filmed showing how to prepare dry fish passed away unexpectedly shortly after sharing his knowledge on film. Without the *Traditional Practices* project his knowledge and expertise would be gone forever; now it will live on in future generations. The films are available through the Klukwan Library and the *Traditional Practices* films are available for sale at the local Heritage Center gift shop, increasing access to this information and providing a small revenue stream for the Library. Detailed information on these projects is included in our Digital Resources Plan as allowed by the NOFO. (Doc 5)

Procedures: We do not anticipate using procedures that deviate from accepted practice. We will rely on our leaders to assure that we are honoring our cultural practices as well.

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Digital content: Final products will include an unknown number of initial interview recordings/films, 12 compiled films/audio recordings on the identified protocol topics, and 3 digital and printed books that summarize the protocols in each of the three main categories. A Digital Product Form is attached.

IMPACT

The four goals identified above will guide the development and implementation of this project.

Outcomes: The Performance Measure Statements below reflect the projected outcomes for each goal’s target audiences. Targets have been set.

Performance Measure Statements for Project Outcomes	
IMLS Agency-Level Goal – Increase Public Access; Category – Preservation & Revitalization	
Goal 1: Document and preserve cultural knowledge	
Target audiences to be surveyed as appropriate: Tribal elders, clan leaders and other participants in documentation process, project partner	
Tlingit protocols were successfully documented in the recordings/films and the books on leadership, clan houses, and ceremonies. Target 100%	
My traditional responsibilities were fulfilled by sharing my knowledge on protocols. Target 100%	
The tribe has been strengthened through the documentation and preservation of cultural information created by the Protocols Project. Target 80%	
Tribal and cultural information is well-preserved and will remain accessible when added to the Library’s Tribal Archive collection. Target 80%	
Goal 2: Increase access to cultural and other resources	
Target audiences to be surveyed as appropriate Tribal members, area residents, online researchers	
The availability of the protocol information in recorded/films interviews and the 12 recordings/films and 3 books increases access to Chilkat Tlingit cultural information today and for future generations. Target 90%	
I know where to find Tlingit protocol information in the future. Target 80%	
The clans have been strengthened through the increased access to Chilkat Tlingit protocols. Target 80%	
Goals 3 & 4: Increase skills and/or knowledge of tribal members and Library staff	
Target audiences to be surveyed: Tribal members, area residents, online researchers	
The Protocols Project increased my knowledge, awareness, understanding of Tlingit protocols. Target 70%	
I will incorporate traditional protocols into my life when appropriate. Target 70%	
I gained or improved skills and/or knowledge by attending the Native culture programming. Target 100%	
Target audiences to be surveyed: Library staff – Target for all statements is 100%	
My skills related to improving access to cultural information have improved.	
My skills related to gathering, editing and producing recorded/filmed interviews has improved.	
My knowledge related to best practices for managing digitized resources has improved.	
Responses for Performance Measure Statements	Information to Report/Data to Collect
Strongly Agree/Agree/Neither Agree, nor Disagree/Disagree/Strongly Disagree/Not applicable	Number of total participants Number of total responses Number of responses per answer option Number of non-responses

Intended Results: *Documenting and Preserving Tlingit Protocols* helps our tribal members preserve their identity and our cultural heritage, keeping alive our integrity as a people. Cultural knowledge will be preserved. Locally created resources documenting protocols for public access will be completed. Access to these materials will be increased through our OPAC and they will be available for check-out, interlibrary loan, and in-library use. The project will strengthen connection amongst our people, and deepen knowledge of these ancient protocols.

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Through the documentation and sharing process this information will become better engrained in the knowledge base of our community helping to ensure that these practices remain part of our living culture and honoring our tradition of transferring knowledge and meaning from one generation to the next.

Outputs include 12 recordings/films that compile information on the identified protocol topics, 3 books that summarize protocols related to leadership, clan activities, and ceremonies, and a number of recordings/films of initial interviews. Programs include: 2 Culture Day events and 2 Native Arts workshops; 60 school class visits including library skill development activities; 10 additional children's programs; an article submitted to professional newsletters; posters, flyers, and other promotional materials.

Benefits to individuals and groups: Current and future generations, Chilkat Indian Village tribal members and the clans, community members as well as interested public and researchers will benefit from our proposed project through: fulfillment of tribal responsibilities to share knowledge with others; increased access to cultural information; increased skills and knowledge related to protocols; increased skills and knowledge through use of the Library's collection. Tribal members and clans will benefit as individuals incorporate protocols into their lives. The Tribal Council, JKHC Board and staff, and the Library staff believe this project will strengthen our community culturally and help retain and pass on information to guide our leadership, clan activities, and ceremonies.

Measuring progress: Evaluating how the services we offer make a difference in tribal members' lives is very important. Success depends on the anticipated outcomes being reached and on the unexpected outcomes that arise. Online surveys, paper surveys, and one-on-one interactions will gather evaluation information. Evaluation activities will be conducted using tools and methods described in proposal Section 1. The Long-Range Plan and Evaluation document includes additional measures, audiences, tools, and targets. (Doc 4)

Risks: We may discover differing perspectives on protocols as information is collected. Enlisting clan leaders and the JKHC Executive Director to review and approve the compiled information for the recordings/films and books will mitigate this risk. To avoid unnecessary stress for staff taking on this new project, we developed the project timeline to span 2 years, taking into account timing of community subsistence activities. Since success also depends on partner support, this can be seen as a risk. Based on past experiences, we are confident that partner support is strong. We believe the projected benefits are worth the risks involved in this project.

COMMUNICATIONS PLAN

Audiences: As listed above, project audiences are: village residents of all ages; tribal members of all ages regardless of where they live; non-tribal patrons, researchers, and online individuals. Other audiences include our library peers around the nation.

Communication tools: A variety of tools will be used to reach the local, regional, and national audiences identified in this proposal. Displays, word-of-mouth and flyers will be important to Village residents and others living nearby. Reports at the tribe's biannual meetings; news briefs in CIV newsletter; posts on Library and CIV websites and Facebook will reach residents, tribal members and others living outside of the Village. To communicate processes, lessons learned, and results to the library world, we will: 1) informally share information at ATALM (poster session and one-on-one) and at Alaska Library Association's Native American Roundtable, and 2) write and submit a short article to the Alaska Library Association highlighting the project and the accessibility and availability of the new resources.

Sharing products: We believe in the American Library Association's Preservation Policy's goal of "promoting the preservation of cultural heritage and ensuring access to information in a usable and trustworthy form." *Chilkat Tlingit Protocols* materials will be catalogued and available for local check-out, in-library use, and interlibrary loan. Copies of final versions will be given to JKHC for their collection and use in cultural ceremonies held in the Center. We will share availability information online through CIV's and the Library's websites and Facebook.

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Community involvement: Tribal Council, partner staff, and clan leaders were involved in project planning. During the project we will: 1) Collaborate with clan leaders and elders (planning, interviews, review of versions of project products); 2) Offer educational Native culture workshops, displays and programs sharing protocol information gathered; 3) Work with Tribal Council members and partner staff to assure their engagement.

Feedback: 1) Request feedback on final draft versions of recordings/films/books from interviewees, clan leaders, Council members, JKHC Executive Director; 2) Engage village residents and partner staff in evaluation activities per impact section and evaluation plan (Doc 3) 3) Present progress/evaluation results to Council, at biannual community meetings, and in IMLS Final Report; solicit feedback.

Project members responsible: The Co-Directors and consultant will work together to implement our communications plan and Evaluation/Performance Measures plan. They will share results as outlined above.

Documentation: Maintain recording/filming documentation and technical specs in Archives per adopted CIV Digital Resources Plan procedures. (Doc 4) Update CIV Digital Resources Plan to reflect any newly developed processes. Transcribe audio/film information; create books; catalog all materials; add unique Tlingit culture key words to local subject heading list for cataloguing purposes; create meta data sheet for each tape/film.

SUSTAINABILITY

We recognize that the best way to preserve our cultural heritage is to share it with current and future generations. Sustainability for the preservation of cultural heritage is found through education, through access to information, and through revitalization of the use of protocols that give order and meaning to our social, political, economic, aesthetic and religious practices; the totality of the way of life evolved by our people. We believe that preserving protocols should not be seen as a return to the customs of the past. This project embodies the attitude of our people to the future of our traditional values faced with the demands of modern life, using new technology to support our oral tradition - an essential adaptation to progress. CIV's established policies, procedures and partnerships will help assure sustainability.

Institutional and community support: Our mentorship program builds staff capacity and creates a strong foundation for excellent library service. Staff will work with JKHC and other partners to combine resources to implement programs. The OPAC will provide information about the films/recordings/books developed that will be available at the Library. As potential funders learn about the work of cultural preservation and revitalization being done at the Library, future support becomes more likely. Staff applies for the State Library's non-competitive Public Library Assistance and Continuing Education grants annually. Rasmuson Foundation offers grants for collection development, the Alaska Council on the Arts for programs. Our Community Foundation accepts local requests. We will pursue available grant programs.

Stakeholder buy-in: This project is supported by: Tribal Council, clan leaders, village members (feedback in community meetings/surveys), JKHC, other community institutions and the Alaska State Library (Doc 2)

Systemic change: Project products will be repeatedly put into active use in our community as we rely on the knowledge recorded to inform our leadership, clan houses, and ceremonies. The Heritage Center operated by JKHC will provide the venue and *at.oow* (prized sacred treasures) for some of these proceedings. Staff will share project information with peers at ATALM and AkLA, encouraging them to embark on projects that build partnerships and engage community members in sharing, preserving and increasing access to cultural knowledge. The project follows CIV's approach throughout the Village that has proven to cause systemic change.

Digital resources will be preserved through our backup system and by monitoring technological changes that impact format as laid out in our Digital Resources Plan. CIV's IT Specialist will help with this aspect of the project.

	Y E A R	Q u a r t e r	Q u a r t e r	Q u a r t e r	Q u a r t e r
Chilkat Indian Village--Enhancement Grant 2019	1	1	2	3	4
Administrative					
Contract with consultants – Tribal Council					
Review project plans/work assignments, create promotional materials					
Quarterly Project Team meetings with Tribal Administrator & Consultant; meetings with JKHC ED					
Purchase supplies for programs and project - as needed					
Finalize distribution expectations, copyright decision, other details					
Publicize availability of resources and programs					
Present displays of materials at biannual meetings, Culture Days, programs					
Maintain stats and collect patron feedback and analyze					
Disseminate information on project - conferences, articles, website, etc.					
Library Programs - Library staff and partners					
Contact partners to discuss programs-biannually					
Finalize program topics; identify/recruit presenters - Staff/Partners					
Implement Culture Days programs and one traditional arts workshop - Staff/Partners			Workshop	Culture Days	
30 school class visits - school year					
Organize/host 10 children's programs					
Tribal Archive Collection					
Identify and gather photos that correlate to protocols for potential use in books - Co-Directors					
Catalog new resources; create meta data sheets, process - Co-Directors					
Promote archival holdings on website, Facebook, at community meetings, newsletters, etc. - Co-Directors					
Documenting and Preserving Chilkat Tlingit Protocols					
Team meets to review project and roles of members - Project Team					
Review, update, approve release form - Coordinator/Council					
Meet with partner, clan leaders, and Council to identify potential interviewees - Project Team					
Contact potential interviewees, determine their willingness to participate – Coordinator					
Review interview best practices, develop interview questions - Coordinator/Partners					
Plan/schedule pre-interviews, interviews - Coordinator					
Collect recorded knowledge - audio/film; sign Personal Appearance Release Form – Coordinator					
Combine and edit information into 12 recordings/films - Coordinator					
Review draft products for accuracy - Project Team, JKHC ED, Clan leaders, elders					
Transcribe protocol information - Co-Director, Coordinator, Consultant					
Review best method to create digital books for printing – Co-Directors/Consultant					
Compile protocol information into 3 digital books; print 4 copies - Co-Director, Coordinator, Consultant					
Continuing Education for Library staff					
Draft individual development plans - Co-Directors, Consultant					
Mentoring, training sessions, conference attendance - Co-Directors, Library Consultant			AkLA		ATALM
Identify and participate in online classes and self-directed learning - Co-Directors					
Evaluation - Library Staff and Library Consultant					
Review, revise, implement Evaluation Plan - Co-Directors, Consultant					
Design evaluation tools and implement; share as appropriate - Co-Directors, Consultant					

	Y E A R	Q u a r t e r	Q u a r t e r	Q u a r t e r	Q u a r t e r
	2	1	2	3	4
Administrative					
Review evaluation information & project plans make changes if needed; create promotional materials					
Quarterly Project Team meetings with Tribal Administrator & Consultant; meetings with JKHC ED					
Purchase supplies for programs & project - as needed					
Apply for and secure copyrights					
Publicize availability of resources and programs					
Present displays of materials at biannual meetings, Culture Days, programs					
Maintain stats and collect patron feedback and analyze					
Disseminate information on project - conferences, articles, website, etc.					
Library Programs - Library staff and partners					
Contact partners to discuss programs-biannually					
Finalize program topics; identify/recruit presenters - 2 events/year - Staff/Partners					
Implement Culture Days programs and one traditional arts workshop - Staff/Partners			Workshop	Culture Days	
Host 30 school class visits - school year					
Organize/host 10 children's programs					
One-on-one technology training sessions on use of recording equipment					
Tribal Archive Collection					
Identify and gather photos that correlate to protocols for potential use in books - Co-Directors					
Catalog new resources; create meta data sheets, process - Co-Directors					
Promote archival holdings on website, Facebook, at community meetings, newsletters, etc - Co-Directors					
Documenting and Preserving Chilkat Tlingit Protocols					
Team meets to review project progress and make any necessary adjustments - Project Team					
Coordinator gets signatures from interviewees					
Contact potential interviewees, determine their willingness to participate – Coordinator					
Plan/schedule pre-interviews/interviews, develop questions, arrange location – Coordinator					
Collect recorded knowledge - sound and/or film - Coordinator					
Combine and edit information into 12 recordings/films - Coordinator					
Review draft products for accuracy - Coordinator, JKHC ED, Clan leaders, elders - Co-Directors					
Create CDs, DVDs, and assure all master copies and backups are properly implemented					
Transcribe protocol information - Co-Director, Coordinator, Consultant					
Compile protocol information into 3 digital books; print 4 copies - Co-Director, Coordinator, Consultant					
Continuing Education for Co-Directors					
Draft individual development plans - Co-Directors, Consultant					
Mentoring, training sessions, conference attendance - Co-Directors, Library Consultant			AkLA		ATALM
Identify and participate in online classes and self-directed learning - Co-Directors					
Evaluation - Co-Directors and Library Consultant					
Review, revise, implement Evaluation Plan - Co-Directors, Library Consultant					
Design evaluation tools and implement; share as appropriate - Co-Directors, Library Consultant					



DIGITAL PRODUCT FORM

Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (e.g., 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. 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

All applications must include a Digital Product Form.

- Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because this Digital Product Form is a Required Document.

If you ARE creating digital products, 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.

The Tribal Council will retain final approval of the recordings and films and will hold the copyrights. CIV will own the recordings and films generated through this project and will copyright them as the Council deems appropriate. The recorded/filmed protocols will be available for use by the public through our library and archives and the protocols will also be transcribed and made into three books that will be available at our Library and at the Jilkaat Kwaan Cultural Heritage Center.

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.

CIV will own the recordings and the digitized resources acquired through this project. We envision that all resources will be fully accessible to the public. Tribal Archive Policies will guide any restrictions. Collection materials are also available through interlibrary loan.

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.

We do not anticipate any sensitive or privacy concerns in this project, but something could come up during the documentation process. We will follow CIV's established procedures which require each interviewee for the Chilkat Protocol Project series to complete our approved Permission/Release form. The Coordinator will explain

the form to the interviewees during a pre-recording meeting and secure signatures from all those to be recorded/filmed. Forms will be retained by library staff. Should a privacy concern arise during the project the Project Coordinator will work with the individual(s) to identify and clearly document the concern. Tlingit protocols will also be considered. The Tribal Council will be consulted as needed. Our goal is to honor our traditions and the knowledge of our elders as we document the Chilkat Tlingit protocols and clan information.

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 the format(s) you will use.

An unknown number of interviews will be recorded/filmed. Information from these will be compiled into 12 audio recordings and/or films that contain the information gathered from various interviewees on the identified topics related to the three categories of protocols as described in the grant proposal narrative; 3 digital books, one on each category of protocols, will be created and then printed. The books will summarize the information gathered on the twelve protocol topics.

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.

Sound recording equipment

- Marantz Professional Recorder Model
- 2 Audio Technica AT 875 R microphones
- 2 mic stands; cables

Headphones

- Sony MDR7506 Professional Large Diaphragm Headphone

Video equipment

- Sony Handycam HDR-FX7, Canon Elura 100; Still Camera:
- Tripods: HEWA TH-650, Sunpack 2001 UT;
- Microphones: Sennheiser EW112PG3 wireless mic
- MACbook PRO 750GB hard drive/8GB Ram
- 27 inch MAC monitor

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 FORMAT and FIELD RECORDING SPECS (per CIV's Digital Media Plan)

Bit depth and quality: 16 bits/44.1 kHz (which is CD quality audio); consider upgrading to 24 bit

Compression: None

Stereo: record two channels to allow for separation and isolation of a channel for the interviewer and the interviewee as appropriate; otherwise record mono

File format: Wave (.wav), or Broadcast Wave

Web file format: Mp3

Delivery media:

Master: 16 bits/44.1 kHz

CD: 16 bits/44.1 kHz

Internet: Mp3

FILM FORMAT

Preservation Master: .mov-AppleQuicktimeCodec:Resolution and pixel dimensions Mini DV: 720 X 480, 29.97 frames/sec

Resolution and pixel dimensions HDV: 1440x1080/60i48 bit; 29.97 frames/sec; 4:3; Size est. .47GB.min;

Sampling: 48 to 96 kHz, 16 or 24 bit (see plan)

Access: H.264/MPEG-4; H264.1.2: 320X240, 30.0 frames/sec, 4:3 aspect ratio, depth 8 bit; file size: constrained baseline profile 384 kbit/s (see plan)

Thumbnail: H.264/MPEG-4; H264.1.2 : 320X240, 30.0 frames/sec, 4:3 aspect ratio, depth 8 bit; file size: constrained baseline profile 384 kbit/s (see plan)

Delivery medium: DVD (MPEG-2 video)

Editing and Processing:

Interview Logs will be created for each interview. This will help locate and retrieve topics discussed in the interviews and assist Library staff when cataloging the resources. The Library staff will maintain these logs in the Archives along with the Masters.

B. Workflow and Asset Maintenance/Preservation

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

The Project Coordinator, Library Co-Directors, partner staff, and Library Consultant will work together to assure the project is successful. The Project Coordinator, with assistance from the Library Consultant will monitor project progress. They will discuss the workflow and monitor the timeline. When appropriate the Team will discuss potential changes and make adjustments as needed. The Project Coordinator will carefully track content to assure that the protocols are being carefully documented. The Team will confer with the Executive Director of the Jilkaat Kwaan Cultural Heritage Center to assure that protocols are being followed in the documentation and that the information being collected sufficiently covers the protocols. The Co-Directors will transcribe the protocol information and compile into book format using an online service that allows the creation of a digital book that can then be printed. They will utilize lessons learned from past projects on this process to assure the information is secure and that the final printed product is user friendly with table of contents, etc. The Team will review the process to assure efficiency. They will review the recordings/films to confirm that project goals are being met.

Evaluation tools (survey, one-on-one conversations, and/or questionnaires) will be used to gather feedback from the interviewees, Tribal Council members, clan leaders, tribal members and other library patrons who use the materials, and staff. Information will be analyzed and impacts and results shared via reports. (Doc 4)

Files will be saved on the dedicated laptop for the project. Files will be automatically backed up on CIV's server. During production an additional copy will be backed up on an external drive and stored offsite. Once completed a separate external hard drive with master copies will be catalogued and stored at the Archives, and master copies (non CD) will be stored on CIV's server in the administrative offices building. (see CIV's Digital Plan)

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).

Multiple copies will be maintained in original and CD format. The Master will be held on the CIV server, and on an external hard drive in the Tribal Archive Collection. Four copies of the CD format will be created. (2 to use), 1 to store, and 1 in case of disk error.) The Jilkaat Kwaan Cultural Heritage Center will also receive copies of the audio recordings/films to supplement their educational programs and the services they offer.

The Project Coordinator, Library Co-Directors, and CIV's IT Specialist will be responsible for maintaining the copies after the project is complete. This process is set out in CIV's Digital Plan. If the Digital Plan changes the Library staff and the IT Specialist will work to assure CIV's procedures are followed. CIV contracts with an IT Specialist and servers are maintained on a regular basis and files are migrated as needed.

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,

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PBCore, PREMIS) and metadata content (e.g., thesauri).

We will carefully curate each recording/film, including dates, information about interviewees, description of content, who created the recording, etc. We will follow AACR2 rules to create MARC 21 records for resources.

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

We will maintain our Online Public Access Catalog.

Also, following our normal procedures, the Co-Directors will develop an "information sheet" for each recording/film which will be stored with the archival copy of the recording. Information recorded on the sheet will include dates, interviewee information, interviewer information (and relationship to interviewee when appropriate), recording session location information, description of contents, a list of specific documents/events mentioned in the recording, information about those responsible for planning and gathering the recordings, etc. This information would be useful if in the future there are opportunities to share metadata.

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).

Due to the small size of our project this is not a priority. We may explore partnering with another Alaskan organization using ContentDM, perhaps Sealaska Heritage Institute.

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).

The recordings/films will be copied to CD and/or DVD as appropriate and will be catalogued on our online public access catalog. Copies will be added to the circulating collection and a copy will be retained in the Tribal Archives collection. The CDs and DVDs will be available for check-out, for listening/viewing in the library, and through interlibrary loan. As mentioned above copies of the CDs/DVDs will also be shared with the Jilkaat Kwaan Cultural Heritage Center. The digital documentation in book format will be put into print format for easy circulation and access.

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.

None available online at this time.

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.

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.

B. Technical Information

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B.1 List the programming languages, platforms, 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) and URL(s) for examples of any previous software your organization has created.

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.

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

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

Name of publicly accessible source code repository:

URL:

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.

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 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).

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.

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).

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?

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

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

Name of repository:

URL:

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