

Abstract

The Citizen Potawatomi Nation Cultural Heritage Center (CPNCHC), working in collaboration with the Oklahoma Historical Society (OHS), is applying for an Institute of Museum and Library Services Native American Enhancement grant to begin in the fall of 2019 centered on Preservation and Revitalization. The objective of this project is to continue digitization of documents and other materials associated with allotted land given to Potawatomi in 1872 and 1887.

CPN is headquartered in Shawnee, Oklahoma and OHS lies about 40 miles west in Oklahoma City. OHS possesses 14 boxes of documents belonging to Potawatomi individuals. Each person is associated with a box, which OHS received from the National Archives. In this collaboration, an OHS staff member would assess, scan, and digitize documents of these Potawatomi members to send to the CPNCHC Library. A Library staff member would then perform a formal assessment of the documents to ensure everything was in the desired format of the CHC. The CPN IT Department would migrate the scanned data to allotment and genealogical databases. Data testing by IT, the CHC Family History Specialist and the Archives & Librarian Manager would then take place to ensure what the community receives is a high quality and easily accessible product. Once CHC Library staff approves of the final product, the CHC would then publish the databases to the public.

Within the CPN constituency, several Tribal members lack ready access to cultural materials, especially those specific to the CPNCHC. Many of these roughly 34,414 members simply live too far away to make regular trips to visit either the CHC or OHS. Other reasons for the lack of accessibility include lack of internet connectivity or no reliable mode of transportation, often stemming from poverty. Numerous Tribal members would be unwilling or unable to pay for copies of the documents from OHS to be sent to them. Schools and libraries serve as a hub for access to the Internet and even basic computer usage. These facilities help provide access for community members to already digitized materials and virtual displays. By creating a digital portal through which CPN members can access the materials within the 14 boxes at OHS, an ability to understand culture, heritage, identity, ancestry, and history will be permitted.

The CPNCHC has the ability to track users on its databases, which will allow for the impact of the project to be measured. The CPN IT Department has also begun to build pre- and post-visit digital questionnaires to gauge visitor knowledge. These can be accessible on-site and via the CPN website when the databases are published. The project will allow users nationally and globally to access resources via the CPN webpage. Through these activities conducted over a two-year time period, the CPNCHC Library and Archives will address a variety of community needs centered on the preservation and revitalization of Potawatomi ancestry and identity. These specific desires maintain important cultural traits and historical events that might otherwise be lost without digital preservation. The intended outcomes for audience members include greater access to cultural resources and a greater appreciation of Potawatomi ancestors across the United States measured through increased usage of digitized materials via the CPNCHC and virtual displays.

Statement of Need

The Potawatomi are among the Algonquian-speaking people who occupied the Great Lakes region from prehistoric times through the early 1800s. During the Removal Period of the 1830s, the Mission Band, today known as the Citizen Potawatomi Nation (CPN), were forced to leave their homelands in the Great Lakes region. They came to reside in Kansas, but after the Treaty of 1867, a group of Citizen Potawatomi relocated to what is today all of Pottawatomie County, half of Cleveland County, and a portion of Oklahoma County, Oklahoma. These Tribal members were granted exclusive access to these areas in the late 1800s. Allotment to individual Potawatomi in 1890 placed 275,000 acres into the federal domain, and the area was opened to non-Indian settlement in 1891. Since the original reservation purchase, land runs and other pressures dispersed tribal members throughout the United States. As of 2019, approximately 38% (13,131) of the Tribe's members reside in Oklahoma. Therefore, most of the Tribal members (21,283) live outside of the state. The unfortunate relocation and resulting diaspora of Potawatomi peoples crippled the cultural and familial ties the Citizen Potawatomi had with their Great Lakes ancestors, causing severe loss of artifacts and ceremonial practices. Throughout the past decade, CPN tribal leadership has been working diligently to recover from these damages while still cultivating the Nation in the 21st century by modernizing the governmental system that unites Tribal members regardless of location. Still, the losses have been profound.

The Citizen Potawatomi Nation is headquartered in Shawnee, Oklahoma – approximately 40 miles east of Oklahoma City (OKC) – in Oklahoma's 5th congressional district. The Nation's reservation boundaries encompass a 900 square mile area in Pottawatomie, Cleveland, Lincoln, and Oklahoma counties within the State of Oklahoma. As the largest group of Potawatomi descendants from the Great Lakes region, CPN has roughly 34,414 tribal members total, also making it the ninth-largest American Indian tribe in the United States. Almost every state of the Union and some foreign countries are represented. This IMLS Preservation and Revitalization Enhancement grant will allow for the proposed project to be developed in Shawnee at the CPN Cultural Heritage Center (CHC) Library. It will be completed with the help of the Oklahoma Historical Society (OHS), located in Oklahoma City, OK. The project will ultimately impact the Tribal community throughout Oklahoma and the greater United States.

The Archives and Research Division and the Ethnology Division work cohesively with the Mezodan Research Library under the CHC's structure. The Library offers more than 7,000 mixed-media resources, giving tribal members access to one of the most diverse collections of Eastern Woodland American Indian ethnology, language and ethno-history in both the region and among tribal libraries nationwide. The Library provides print, digital, audiovisual and online resources to stakeholders including CPN community members and residents of Shawnee. To provide a broad range of exploration, the Library also holds a quantity of resources about other tribes of the United States, though the primary focus is on *Neshnabek* (Ojibwe; Odawa; Potawatomi) culture and history. The Library is open from 8:00 AM to 5:00 PM Monday thru Friday and 10:00 AM to 3:00 PM on Saturday throughout the year, with hours differing slightly around the CPN Family Reunion Festival held in June every year. The current CPN Mezodan Library and Archives staff includes a Library Manager, Archival Lab Technician, Family History Specialist, and an Ethnology Collections Manager. Emphasizing Potawatomi, *Neshnabek*, and Algonquin cultures, the archival collections include but are not limited to historical and cultural documents, manuscripts, maps, photographic and genealogical material, and various forms of multimedia. These are irreplaceable items that document a wide array of cultural practices,

historical events, and community gatherings detailing the culture and history of the Potawatomi well before the reservation era.

The CPNCHC assists Tribal members with education about their history and culture in an attempt to provide for current and future generations. The facility offers access to the library to help research family history specific of individual members and the allotments their families received when they came to Oklahoma. These notable families include Anderson, Bertrand, Beaubien, Bourassa, Bourbonnais, Burnett, Clardy, Crumbo, Frapp, Kahdot, Johnson, Juneau, Lafromboise, LaReau, LeClair, Melot, Melott, Muller, Navarre, Ogee, Pappan, Peltier, Pettifer, Rhodd, Tescier, Toupin, Vieux, Wamego, Wano, Willmet, Yott, Weld, and Young. *Neshnabek* beliefs, heritage, and teachings stand as a foundation from which the Nation builds. This opens the door to community connection opportunities provided by the CHC such as language classes, regalia-making, dance classes, and CPN Community Garden involvement. The CPNCHC Library/Archives' mission and goals include providing access to desired informational resources, enhancement and refinement of Library assets, helping the community understand what is available to them, and adding and improving materials complementary to and supportive of the current collections.

On March 31, 2014, the CPNCHC suffered severe water damage due to a break originating at a City of Shawnee water main. Just a few months prior to the devastating event, library staff were working diligently to transfer the Tribe's cultural and historical collection catalogs and digital content into a new content management system. The Archives and Research Division are engaged with preserving and protecting the Nation's priceless heritage collections. Providing digital access while limiting physical contact with many of the sensitive and irreplaceable materials enhances conservation and security measures. January 20, 2018 marked the reopening of the CHC to the public after nearly four years of rebuilding. The CPNCHC's Research Library is currently undergoing renovations to expand its physical holdings. It has added over 500 new resources including books, journals and special collections focused on Potawatomi-woodland culture and history. There will be a new interactive station in the library that displays traditional stories, lessons, as well as online exhibitions via the CHC's website. No formal assessment of need for the preservation and revitalization project has been administered, but the CHC's genealogical records are top priority. The facility has a dedicated staff member specifically as the Family History Specialist. She has honed her skills in the last 15 years, as she is a tribal member who grew up in the tribal community around Shawnee and has been actively engaged in that community throughout her life. Her duties are integral to the CPN Library's operations. The **purpose** of the proposed IMLS Preservation and Revitalization Enhancement project is to continue the Mezodan Library's efforts to provide community members with the best resources possible to learn about their history and culture.

Through the removal and assimilation process, much has been lost. Many people are connected to each other and the Tribe as a whole through the land that was allotted to their ancestors in 1872 and 1887. Records belonging to 14 Citizen Potawatomi individuals are currently in possession of the Oklahoma Historical Society (OHS). Individual boxes were obtained by OHS from the National Archives as a result of paternalistic behavior by the Bureau of Indian Affairs. Beginning in the mid-to-late 1880s, leasing of a person's allotment was an effort to create income for tribal members while the individual was receiving instruction in farming activities. Most of the lease records in this series begin around 1900 and, in some cases, continue to 1933. The Individual Indian Files vary in size and are not an exhaustive record for every tribal member within a particular agency. It is supposed that only those with one half

degree or more blood quantum have records included in these files. The files pertain only to four agencies: Cheyenne and Arapaho; Sac and Fox and Shawnee; Kiowa; and Pawnee. The Citizen Potawatomi collection of roughly 7,000 pages is associated with the Sac and Fox and Shawnee Agency. People can visit the OHS Research Center to view these materials for free or order copies of the files for a charge. The CPN Library desires to have these resources available to community members who cannot make the journey to Oklahoma City or who cannot pay a fee to access the materials.

There have been other projects in the past which have brought together different types of scholarly materials in a similar way to this project. The proposed project, *Bridging the Gap*, will have similar objectives to other projects, such as allowing the descendants of prominent Potawatomi individuals to be able to perform in-depth research of their relatives. However, there will be notable differences from past projects. The distinction will be the emphasis on allotments and the allotted, understanding that one of the pillars for the Potawatomi community in Oklahoma is specifically based on the allotment structure of the past. There are two main bodies of individuals who comprise the basis for Oklahoma Citizen Potawatomi: those who took certificates in 1872 and those who were patented in 1887. The CHC Library would focus on more of an individual biographical aspect than what has been provided by previous projects, which highlighted the overarching importance of Tribal ancestors. Individual records the Library obtains from OHS would play a major role in the development of individual biographical profiles for each of the allotted. The basis for the collection at OHS is that these individuals were allotted Oklahoma land, thus making it part of Oklahoma history. It works hand-in-hand with the enhancement project, *Bridging the Gap*, as the collection for the Mezodan Library would highlight that these allotted individuals were not only some of the first citizens to receive land in Oklahoma, but also that they were unequivocally Citizen Potawatomi.

Project Design

Bridging the Gap responds directly to shareholder and community needs and desires that reveal a growing interest in personal stories, ethnology, and culture of those who lived before the generations of today. The project endeavors to assure Potawatomi cultural history is not neglected and forgotten merely because people do not have adequate access to the information, ideas, and networks which could possibly lie within the OHS collection.

Objective 1

The CHC places an order with OHS for records (14 boxes, 7000 records) to be scanned.

Although there is a small fee for each scan, it is essential they be done in the desired resolution and file format (600dpi TIFF) of the CHC. OHS conducts projects like these regularly, so there would be no problem with completing this step for the first stages of the project. This should take about a week to receive as an invoice to the CHC.

Objective 2

The archivist for the American Indian Collections at OHS digitizes the individual records.

An assessment of the records held within the OHS Research Library would need to be completed before anything was transferred to the CPNCHC. OHS's American Indian Collections

Archivist would scan the records at OHS and send copies to the CHC. The Archivist for the American Indian Collection at OHS would be the sole staff member working with the CPN Library. This portion of the project is estimated to last about five months. The CHC Library will receive the records as they are digitized to enable the Family History Specialist to begin processing the material as soon as possible.

Objective 3

The CHC Family History Specialist processes the records.

CPN Library staff will already have a clear indication of what is in the collection because OHS's archivist has overseen formal processing and digitization of the documents. However, CPN would like for its staff to be able to dig deeper, revealing tribal characteristics that would not be apparent to OHS. An informal assessment would be done to discover what is contained in each of these 14 boxes. Then, the Family History Specialist will digitally process the records received by the CHC. That entails organizing the records into discernable groups, collecting and recording details about each record, and then entering that metadata into the CHC collections management database. Because there are so many documents within the individual boxes, this step will take about ten of the total 24 months of the project. Once the records have all been properly scanned, CPN Library staff would decide how they want utilize the collection for this project.

Objective 4

The CPN IT Department migrates the scanned data to allotment and genealogical databases.

With the assistance of IT, the CPN Family History Specialist will add the metadata to the CHC's allotment and genealogical databases. The majority of this data can be migrated via automation from the collections management database into the allotment and genealogical databases. IT will help facilitate the process. The estimated time for this step is three months.

Objective 5

Data testing by IT, the CHC Family History Specialist and the Archives & Librarian Manager.

There would be various methods of testing between Library and IT staff. The last section of the project would form from the capabilities of the IT Department. Their mission would be to create a user-friendly but aesthetic portal from which these documents could be easily accessed. *Bridging the Gap* is to be not only a collection of library materials, but also a digital exhibition with interactive maps and biographical profiles. This could also include a photograph collection when the collection will support it, as the ultimate goal of the project is to humanize the individuals who received allotted land in the past. This second-to-last goal of the project plan would take the remaining six months of the project.

Objective 6

Publish databases to the public.

The final step allows the CPN community to experience the new project's end result. A visually pleasing and easily accessible portal will allow community members to search for their family members and be able to see pictures, deeds, lists, and other documents associated with their family names from the source materials scanned and transferred by OHS. It will connect allotted individuals to more personal documents that have not previously been available to the CPN community in this capacity. This portal would be available via a link on the CHC's webpage. The constituency would be notified of the portal by *Hownikan*, community presentations, workshops, Facebook, and more.

Impact

a. Goals

1. Work collaboratively with the Oklahoma Historical Society to create accessible materials relevant to Citizen Potawatomi and their allotted land. CPNCHC Library staff are confident that the CHC's strong position in the community, its dedication to serving its constituency, involvement of community members and the assured commitment of partners will lead to success. They will build on previous work projects and collections, existing policies and procedures, and established relationships. This project seeks to address the issue that numerous members of the Citizen Potawatomi Nation have been separated from their ancestry. The CPN Library wishes to reunite Tribal members with artifacts and documents which belonged to their family members during a time when land was being allotted to Potawatomi peoples. Members of the community could then become more culturally aware and feel a greater connection to the Tribe than what they might already experience.

2. Allow members of the community to feel a greater connection to ancestors with whom they have not been able to previously identify. Over the years since the allotment period, there has been a disconnection from Native Americans being seen as individual people. Not only because they were Native, but also because it is difficult to connect to elders and ancestors who have passed away; much of what is maintained of them are only the stories that have been passed down through the years. Although the oral tradition is very important to CPN, deciphering deeds, reading letters, and being able to put a face to a name can have an irreplaceable impact on the connection community members feel to those who came before them. Tribal members understand that those who were allotted land in Oklahoma had to endure a lot of animosity and had work extremely hard to provide for the future generations. The materials provided by OHS would help emphasize the depth of this history of the CPN, but also help members understand the daily lives of their relatives from three and four generations ago.

3. Digitize the Indian files pertaining to Potawatomi individuals housed at the OHS Research Library. Once the files from OHS have been translated into a digital format, this allow for many doors to be opened. The main goal is the specific portal for this project, but once these files are no longer only in their paper form, there is no limit to their educational and research purposes.

4. Create an aesthetic digital portal from which individual's profiles and documents can be easily accessed. Not all members of the CPN are local to Oklahoma, let alone the Shawnee area. Therefore, the CHC Library would undertake this project to allow for a sort of homecoming away from CPN Headquarters. The CPN Family Reunion Festival happens only

once per year for three days, which does not allow for members out of state to be exposed to their heritage and culture on a regular basis. Although there are district meetings and other avenues for unification, there is a limited amount of time to provide all the necessary and desired materials for research and education. If non-local Tribal members were able to more easily and enthusiastically access materials about their ancestors, they would also become more passionate about their place as Citizen Potawatomi.

5. Bridge the gap between the old and the new generations. CPN is starting to see more of a generational change in that there is a want and hunger to be more active and proactive in the community. The Tribe has experienced people coming back to Oklahoma to be mentors and leaders. This can likely be attributed to the growth of information which has become available to them over the years. If members do not know who they are and how they are connected, then they do not truly know themselves. To see one's ancestors' names in Potawatomi, to know they spoke Potawatomi, they were writing in Potawatomi, they were denoted as a Potawatomi individual makes an individual of today more real and more whole. Community members are able to realize their true value as Potawatomi and be confident in that knowledge, despite what they may or may not know. It opens up so many doors for them to start learning more. At that point, they would be learning more about the Tribe, its culture, and the history that brought it to where it is today.

6. Measure progress of community impact. This piece of the project extends beyond the initial two year design and implementation, as it would take time to build a reliable amount of data to track community impact. The CPNCHC has the ability to track users on its databases. IT has also begun to build pre- and post-visit digital questionnaires to gauge visitor knowledge. These can be accessible on-site and via the CPN website when the databases are published. The CHC also plans to have community workshops and talking circles dedicated to family histories and genealogical research. These will allow the facility's staff to gain an intimate understanding of community members' knowledge and needs.

The risks involved in creating this project lie in the mutual scheduling, since it is a collaborative project with various CPN departments. However, this also shows CPN's dedication. They have multiple departments working on this and the desire is to keep the project in house. Being able to provide something for Tribal members by those so intimately connected to CPN emphasizes the care for and belief in *Bridging the Gap*.

b. Results

Through the implementation of the goals and activities outlined above, the primary results will be the preservation at the industry level of current holdings in the Archives and the conservation of the newly added materials from OHS. All digital materials will be uploaded to the Internet, on CPN's webpage, where Tribal members will have complete access to the files. The CHC will ensure the release of the collection is properly advertised, as the goal is to reach those who may not have been otherwise able to access these individualized records. This will include those in more isolated areas of Oklahoma and the greater United States. Through collaboration with individuals, educators, and enterprises in outlying districts, the materials will help CPN to experience a process of local repatriation. CPNCHC will strive to inform individuals local and non-local to Oklahoma of the content and processes used in creating the collections and their meaning from a Potawatomi perspective. Evaluation will be completed in

way that respects privacy and culture. This process will allow for increased access and meaning for culture, heritage, identity, and understanding for those within and outside the reservation borders.

Communication Plan

The primary audience for the project is members of the Citizen Potawatomi community. Others interested in Potawatomi history and culture would also be more than welcome to utilize the materials for research. Whenever the CHC Library unveils a new collection, it goes through all of the proper avenues necessary to notify the community. Public Information – located within CPN Headquarters – controls the news feeds that come out of CPN. The Director of Public Information and the Director of Cultural Development ultimately have the authority to release information involving the Cultural Heritage Center and the Tribe as a whole. The Library has a partnership with multiple departments, so anything a department creates for the community will receive the press it deserves. Some of the outlets include the Tribal newspaper, the *Hownikan*, which is sent out monthly to CPN members; the CPN Facebook page; and the CPN Instagram. This allows for both open and CPN specific platforms to provide the information about the results, benefits, impact, and lessons learned from the project. Members of the community would be encouraged to provide feedback about the collection and how it impacts them; these personal contributions would also be distributed through the many outlets of communication.

Sustainability

The sustainability of the project is centered on CPN's continued commitment to the perpetuation of Potawatomi – and ultimately *Neshnabek* – history and culture. The Mezodan Library holds a strong commitment to maintain cultural materials for current and future generations. At the core is the Seven Fires Prophecy, which begins in prehistoric times and spans to present-day. It is believed that the Tribe is currently in the Seventh Fire, a revival of traditional culture, language and teachings. To fulfill the prophecy, the Potawatomi must embrace the knowledge, experience, and mutual past of their *Neshnabek* ancestors. It is through the people of today that the heritage lives on. *Bridging the Gap* follows CPN's reputable approach to cultural projects that has proven to cause systemic change within the community. The sustainability of current projects and collections continues to make a difference for CPN constituents, and this project will undeniably have a similar if not a greater impact. Past outcomes created strong connections that continue to transform how community members view themselves and the world around them. This is a model for success. Because of these great accomplishments, there is overarching support within the CHC, CPN, and the Potawatomi community for maintaining the project after the grant's conclusion.

This project is a digital exhibition with interactive maps, biographical profiles, pictures, letters, deeds, lists, and other personal artifacts which connect people to the allotted land and humanize these individuals and their place in history. The Library could add photograph collections to the individualized allotment files, working with CPN members to submit new and old family photographs to further humanize and identify with the ancestors who have passed on. This would allow members in the community connect with distant relatives and learn more about fellow Potawatomi. Sustainability is not merely focused within the boundaries of the CPN. The longevity of this project opens the door to other materials from OHS and to records held in other institutions that could be added to the Mezodan Library collection over time.



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 Citizen Potawatomi Nation (CPN) Cultural Heritage Center (CHC), which includes the library and all archival collections, will hold the copyright for all digital products created by this project. CPN owns the intellectual property rights to all assets involved in this project.

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.

CPN will retain complete ownership rights over digital products and will provide access and allow use only for educational purposes. Any commercial use will be specifically restricted. Users will be notified of this as a part of the user agreement terms and conditions to which the user must agree in order to access digital products. There is a digitization mandate on all materials either donated or loaned to the CHC. This mandate is defined and detailed in the legal acquisition agreements between the CHC and donor/loan parties. New digital products, based upon these acquisitions, are owned and controlled by the CHC.

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.

The CHC will not create or make public any products that raise concerns involving privacy or cultural sensitivities.
*Upon document acquisition, all restrictions are reviewed, stipulated and approved by all consenting parties via legal donor acquisition forms. The CHC abides by both federal and state public information acts when providing accessibility to products. Cultural sensitivities are reviewed by the CHC curatorial and collections committees, to which necessary steps are taken to mitigate any issues that may arise.

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.

This project will provide access to roughly 7000 new pieces of CPN archival collections, which pertain to CPN tribal family history.

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.

Content yet-to-be digitized will be scanned using archival quality bed scanners. All digitized content will be imported to the library CMS alongside the catalog entries for each digital product.

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).

Text: Text will be stored in a high resolution TIFF format of at least 600dpi that works with archival OCR systems.

Video: Although unexpected for this project, if a minority portion of products to be digitized are in video format, uncompressed video files will be stored in the .AVI container in the capture resolution required for full video integrity. For all video types associated with the project, that resolution is 720x480.

Audio: Although unexpected for this project, if a minority portion of products to be digitized are in audio format, uncompressed audio files will be stored in the .WAV format after transfer. The anticipated quality standards for all project audio are a 96 kHz sample rate and a bit-depth of 24.

B. Workflow and Asset Maintenance/Preservation

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

Two sets final inspection characteristics depending on whether file is text, audio or video. The project team will review each captured hour/page of audio, video and text to verify: TEXT:1. Text is in the correct resolution;2. Text is in the correct orientation;3. Text is as at least as legible as the original; 4. Text has been assigned the correct filename and matches filesize expectations for the format. VIDEO: 1. Video is correct resolution; 2. Video is in correct orientation; 3. Video and audio quality match the original 4. Video does not include digital artifacts introduced during digitization; 5 Video has been assigned correct filename and has expected filesize for the format. AUDIO: 1. Audio same rate and bit depth is correct; 2. Runtime matches original; 3. Quality matches original; 4 Audio file size/name correct.

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).

Digital assets created for this project will be stored on the cloud system provided through the CMS, and backups of all digital assets and associated catalog entries will be stored on the CPN servers.

To maintain our digital assets, we will use storage space on our tribal server. This is an enterprise-quality 3Par 7400 with active monitoring of drive health and rolling backups of all data. In addition, our project will be supported by a Unitrends Recovery 943 system, which employs a tiered array of enterprise-quality drives to increase data redundancy and decrease the chance of data loss. The CPN IT department has paid for this hardware for tribal use, and has committed to its upkeep in perpetuity. If our server storage is upgraded in the future, CPN IT will migrate project data to the new system.

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).

The CMS system for the project will employ a combined metadata standard of all of the metadata systems in widespread use. The project team will use this system to produce detailed metadata that appropriately describes each piece of content to be accessed.

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

Protection of metadata will be supported by the server backup functions listed above. Our metadata is protected from both catastrophic failure and user error by these systems. All CMS database elements are backed up daily, and a versioned fileset exists for the previous month of work. If a serious error is discovered after multiple days, CPN IT can rollback our database to any day of the previous thirty, rather than only restoring the most recent database backup. Our tribal administration is committed to providing this level of service to our database during and after the grant period.

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).

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).

Most of the content digitized during this project will be publicly available during the business hours of our library and made available online. Two exceptions to this are ceremonial content and seasonally appropriate content, should they be present in any of the archival materials used in this project. In the case of ceremonial content, special permission will be required from our tribal leadership and the director of the Cultural Heritage Center. Seasonal content will be made available to all users during the time appropriate for viewing/listening.

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.

This project has not yet created any content, resources, or assets.

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.