



Native American/Native Hawaiian Museum Services Program

Sample Application MN-00-17-0032-17

Saginaw Chippewa Indian Tribe

Amount awarded by IMLS:	\$37,200
Amount of cost share:	\$0

Attached are the following components excerpted from the original application.

- Abstract
- Narrative
- Schedule of Completion

Please note that the instructions for preparing applications for the FY2018 Native American/Native Hawaiian Museum Services grant program differ from those that guided the preparation of FY2017 applications. This year, the maximum that may be requested from IMLS is \$75,000. Be sure to use the instructions in the FY2018 Notice of Funding Opportunity for the grant program and project category to which you are applying.

Abstract: Ziibiwing Center's Archival Conservation Planning Project

The Saginaw Chippewa Indian Tribe of Michigan, a distinct, federally-recognized Indian Tribe located in central Michigan's Isabella County near the City of Mt. Pleasant, and its cultural center and museum, the Ziibiwing Center of Anishinabe Culture & Lifeways, submit a proposal for funding consideration to the Institute of Museum and Library Services' Native American/Native Hawaiian Museum Services Program for the Ziibiwing Center's *Archival Conservation Planning Project*.

The Ziibiwing Center houses an extensive archival collection managed by the Nindakenjigewinoong (the place where you find things out at) Research Center. The research center receives an average of 2,500 patrons annually who utilize a collection that focuses primarily on the three bands (Black River, Saginaw, Swan Creek) now identified as the Saginaw Chippewa Indian Tribe of Michigan. The majority of the community history is held within a hard copy collection indexed by the "Calendar of Research." This material was compiled under contract by Dr. James McClurken, an ethnohistorian specializing in Great Lakes Anishinabe history. The Calendar of Research collection was valued in 1996 to be worth over \$600,000. Over the course of the last five years, the Nindakenjigewinoong Research Center staff has been diligently harvesting documentation and photographs related to the Mt. Pleasant Indian Industrial Boarding School. The majority of this collection is held within a hard copy format only. The *Archival Conservation Planning Project* will allow the Ziibiwing Center's Nindakenjigewinoong Research Center staff to research digitization best practice and policies, perform a collection evaluation, participate in archival (digitization) training(s) and site visits, and develop a multi-year Strategic Plan to facilitate the creation of an archival conservation plan.

Ziibiwing will be responsible to emerge at the conclusion of the 1-year funding cycle with these central objectives and questions addressed:

1. Priority list development by provenance, condition, end use (web, documentation, migration, online exhibition) for digitization.
2. Identify and consult with professionals and/or peer institutions to assist in our research to develop a digitization plan.
 - a. Who has digitization staff, process, plan, equipment standards for small museums/cultural centers?
3. What software and equipment do we have and/or do we need?
4. Begin developing an access policy considering copyright, donor privacy, and intellectual property rights.
5. Create outlines for protocols/Standard Operating Procedures/best practice for digitization.

The Ziibiwing Center contracted formal Conservation Assessment Program (CAP) and Museum Assessment Program (MAP) reports that were completed on March 6, 2006 and May 15, 2007, respectively. The CAP study was completed by Ruth E. Norton and focused on collections conservation, while the MAP report was completed by Peter Tirrell, with a focus on accreditation and facility structures. One of the mid-term goals outlined in the CAP report was to "*Produce digital text and image catalog of collection.*" Additionally, Peter Tirrell's MAP report stated, "*The Center appears to have an active and important research program. I think that use of the collection and archives will increase as the collection and archives grow and become more widely known as a resource. I suggest that the Center develop partnerships with colleges and universities such as Central Michigan University, Michigan State University, and the University of Michigan.*"

In completing the initiatives set forth by the scope of this project, the Ziibiwing Center will address formal CAP and MAP recommendations from the reports. However, more importantly the *Archival Conservation Planning Project* will provide the assurance that the Ziibiwing Center's archival collections will eventually be digitally conserved making them more accessible to the Saginaw Chippewa people and a growing research visitorship for many more generations to come. By fully implementing the project goals, the Ziibiwing Center will gather essential research on digitization best practice and policies, perform an archival collection evaluation, participate in archival (digitization) training(s) and site visits, and develop a multi-year Strategic Plan to guide the creation of an archival conservation plan.

I. PROJECT JUSTIFICATION

The Saginaw Chippewa Indian Tribe of Michigan (SCIT) cultural center and museum, the Ziibiwing Center of Anishinabe Culture & Lifeway's, respectfully submit our proposal for funding consideration to the Institute of Museum and Library Services' Native American/Native Hawaiian Museum Services Program in support of the Ziibiwing Center's *Archival Conservation Planning Project*. Ziibiwing will create a Strategic Plan to initiate the development of an archival conservation plan by the conclusion of funding year 1. The Strategic Plan will be informed by archival evaluation, knowledge of best practice methodologies, digitization access policy research and development, information technology consultation and professional development training to begin a digitization process for ultimate archival conservation.

The Saginaw Chippewa Indian Tribe of Michigan is a distinct, federally-recognized Indian Tribe located in central Michigan's Isabella County near the city of Mt. Pleasant. The Tribe is most widely and contemporarily known for operating the Soaring Eagle Casino & Resort entertainment complex. By providence of its working relationships, the Saginaw Chippewa Indian Tribe of Michigan continues to enjoy a diverse range of social, economic, and educational interrelationships with its neighbors and visitors.

The City of Mt. Pleasant has a population of approximately 25,946, while Isabella County's population is around 65,061 persons residing in an area of 575 square miles. Included in this population are over 17,000 students enrolled during the fall and winter semesters at Central Michigan University and over 4,000 students attending Mid Michigan Community College yearly. Members of the Saginaw Chippewa Indian Tribe who live in Isabella County number approximately 1,600, less than 3% of the community. The Caucasian members of the community number 59,004 (over 90%). The Tribe employs between 5,000 to 6,000 people, making SCIT the largest employer in Isabella County.

In order to foster these growing relationships by means of offering a place for cultural exchange, the Saginaw Chippewa Indian Tribe of Michigan provided the countenance and initial investment necessary to realize a 34,349SF state-of-the-art cultural center and museum facility,



the Ziibiwing Center of Anishinabe Culture & Lifeways. Opening to the public in May 2004, the Ziibiwing Center is considered not only a cultural learning center and Tribal museum and archival repository, but also an extension of the Saginaw Chippewa Tribal Government itself, specifically charged with the preservation and perpetuation of a living culture.

The Ziibiwing Center houses an extensive archival collection managed by the Nindakenjigewinoong (*the place where you find things out at*) Research Center. The research center receives an average of 2,500 patrons annually who utilize a collection that focuses primarily on the three bands of Ojibwa (Black River, Saginaw, Swan

Creek) now identified as the Saginaw Chippewa Indian Tribe of Michigan. The majority of the community history is held within a hard copy collection indexed by the “Calendar of Research.” This material was compiled under contract by Dr. James McClurken, an ethno-historian specializing in Great Lakes Anishinabe history. The Calendar of Research collection was valued in 1996 to be worth over \$600,000. Additionally, over the course of the last five years, the Nindakenjigewinoong Research Center staff has been diligently harvesting documentation and photographs related to the Mt. Pleasant Indian Industrial Boarding School. The majority of this collection is held within a hard copy format only.

The physical archival collections, which includes photographs, rare & special books, public documents, audio tapes, videos (DVD & VHS), maps, microfilm and electronic disks, is approximately 238 cubic feet and is stored by an Equipto Mobile shelving system encompassing twenty 3-section shelves. The design of the system includes two fixed shelving units on the ends and eight mobile units between them on a manual mechanical carriage system. Many oversized items are held in three map cabinets. There are also thirteen Fire King fireproof cabinets and two stacked vertical file cabinets. All are housed within a secured collections storage room with a separate HVAC system that maintains an optimal environment with onsite and offsite 24-hour computer controls and surveillance.



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As visitor and community interest in the Ziibiwing Center have grown, so too have the demands upon its exhibits-content, services, educational outreach, public programs, research facilities, artifact collections and archives. During Fiscal Year 2016 (Oct. 2015-Sept. 2016), Ziibiwing served 33,719 visitors. Included in this number were 4,157 patrons for 189 tours: 44 K-12 tours and 145 adult tours. The Ziibiwing Center also offered 182 special events and cultural programs to the Tribal community and general public, as well as providing 20 offsite experiences for 7,635 people.

In maintaining congruence with our growth and increased patronage, Ziibiwing was invited and agreed to participate in a 1-year Mellon Foundation planning grant project, administered by Washington State University during Fiscal Year 2016. The project supported “*Mukurtu CMS Shared—an open source content management system built to address the specific needs of indigenous communities—as a portal model for aggregating, curating, and sharing Native American library and archive collections online by connecting tribal and national repositories. Designed for this purpose, Mukurtu CMS has the potential to provide a model for sharing collections, and metadata, through a set of trusted workflows and tools that maintain and promote a collaborative curation processes and ethical parameters for exchange that set it apart from other open source or commercial content management systems.*” (Dr. Kim Christen Withey, 2015) The potential for Ziibiwing’s Nindakenjigewinoong Research Center to offer digital collections through the Mukurtu platform was explored during the course of the project. Further, the experience of participating on the Mellon Foundation grant has informed the design of this proposed project to include the Mukurtu/Washington State University team’s assistance with onsite Mukurtu training for key staff, digital policy development and a pilot implementation of Mukurtu in Ziibiwing’s Nindakenjigewinoong Research Center.

The *Archival Conservation Planning Project* will allow the Ziibiwing Center’s Nindakenjigewinoong Research Center staff to research digitization best practice and policies, perform a collection evaluation, participate in archival (digitization) training(s) and site visits and develop a multi-year Strategic Plan to facilitate the creation of an archival conservation plan. To this end, the Ziibiwing Center will be responsible to address these central objectives and questions:

1. Priority list development by provenance, condition, end use (web, documentation, migration, online exhibition) for digitization.
2. Identify and consult with professionals and/or peer institutions to assist in our research to develop a digitization plan.
 - a. Who has digitization staff, process, plan, equipment standards for small museums/cultural centers?
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II. PROJECT WORK PLAN

The primary aim of the Ziibiwing Center’s *Archival Conservation Planning Project* will be to emerge at the conclusion of the 1-year funding cycle with a Strategic Plan to initiate the development of an archival conservation plan. The Strategic Plan will be informed by archival evaluation, knowledge of best practice methodologies, digitization access policy research and development, information technology consultation and professional development training to begin a digitization process for ultimate archival conservation. The project goals will be achieved by completing these three (3) primary objectives and actions steps:

Objective 1: Perform an archival (re)inventory and (re)organization in preparation to secure the assistance from a professional archival evaluator(s). (*Oct 2017-Feb 2018*)

1.1 *Action Step:* Purchase laptop computer & rolling cart.

1.2 *Action Step:* Begin inventory & mapping of archival physical collections.

1.3 *Action Step:* Develop/post a RFQ & contract a professional archival evaluator(s) to assist project team with the development of a priority list by provenance, condition, end use (web, documentation, migration, online exhibition) for digitization.

Objective 1: In preparation of completion of Objective 1, Ziibiwing has already identified initial equipment costs and sources. Our project team also compiled a list of potential archival evaluators through existing relationships with Central Michigan University and the University of Michigan. Ziibiwing is well-equipped to ensure a proper and comprehensive contractual agreement by providence of its relationship with the larger Tribal government, which does employ a number of legal advisors expert in contract law.

Objective 2: In support of Objective 2, Ziibiwing will initiate key staff trainings and site visits to assist in the development of our digitization plan and access policies for increased staff professional development/knowledge. (*Mar 2018 – Jul 2018*)

2.1 *Action Step:* Site visits to one Tribal repository & one national repository.

2.2 *Action Step:* Implement three onsite trainings (and virtual trainings, as necessary) from the Mukurtu/Washington State University project team on the application of the Mukurtu CMS platform, as well as training our project team on protocols/Standard Operating Procedures/best practice for digitization.

2.3 *Action Step:* Evaluate the potential use of Mukurtu CMS with the Saginaw Chippewa Information & Technology Department, Tribal Administration & Tribal Council.

In completing **Objective 2**, Ziibiwing has an extensive professional network that can be utilized to identify the site visit locations. With this grant proposal, the Project Director of Mukurtu CMS, Dr. Kim Christen Withey, has already committed her expertise and that of her team to participate on this project (see letter of commitment as a supporting document).

Objective 3: Create a Strategic Plan to begin the development of an archival conservation plan & evaluate final project objectives. (*Jul 2018 – Sep 2018*)

3.1 *Action Step:* Ziibiwing project team to review progress & draft Strategic Plan.

3.2 *Action Step:* Review the Strategic Plan with archival evaluator(s), Mukurtu/Washington State University project team, and professional(s) from Tribal & national sites.

3.3 *Action Step:* Final evaluation of project completion.

Objective 3: For completion of Objective 3, the Ziibiwing project team, with technical assistance from the project's external professionals, will expertly outline a multi-year strategic archival conservation plan. Ziibiwing is fortunate to have on staff a number of skilled individuals that will prove indispensable to successfully completing all project goals and objectives. These key individuals will include:

- Anita Heard – Research Center Coordinator, Ziibiwing Center (*Grant Project Director*)
- Robin Spencer – Research Center Specialist, Ziibiwing Center
- William Johnson – Curator/Cultural Resource Management Manager, Ziibiwing Center
- Shannon Martin – Director, Ziibiwing Center (*Grant Project Administrator*)
- Amanda Lewis, Funding & Development Specialist, Ziibiwing Center

That this grant initiative surfaces from within the organization, both by means of strategic comprehensive long-term planning as well as other formal assessments from which a high level of internal participation has been requisite, is auspicious. This emergence ensures that key staff members have little to worry about in terms of balancing new and ongoing duties; these *are* the duties for which they have long been preparing. In serving as Project Director and Grant Project Administrator for this grant initiative, Anita Heard and Shannon Martin bring with them a wealth of experience. Both will be assisted by the entire Ziibiwing project team, support staff, Ziibiwing Board of Directors, and interns. Fiscal management of the project will be provided by the Saginaw Chippewa Indian Tribal Accounting Department through quarterly reviews. The Tribal Accounting Department currently performs this duty with respect to the Ziibiwing Center's existing budgets/programs.

III. PROJECT RESULTS

In completing the initiatives set forth by the scope of this project, the Ziibiwing Center will address the Performance Goal of Content and Collections, by achieving organizational success to ***Improve preservation, conservation, and care of a Nation's content and collections***. Not only does the completion of the project provides for the long-term preservation of the Ziibiwing Center's archival collection via initiating the implementation of goals identified in the *Archival Conservation Planning Project*, but also assures that comes with knowing the unique Anishinabe culture, heritage, and history contained within the priceless collection will be more accessible. Conservation digitization also ensures an inheritance of a Nation of people. The project's process, success, and challenges will be utilized extensively to design the Ziibiwing Center's Fiscal Year 2019 budget proposal to the Saginaw Chippewa Tribal Government. Further, the plan will direct Ziibiwing's Administration team in identifying future grant-making and underwriting pursuits.

By fully implementing all that the *Archival Conservation Planning Project* calls for, the Ziibiwing Center should realize a two-fold success. Primarily, Ziibiwing will create a tangible Strategic Plan to begin the development of a sustainable archival conservation plan, and working documents that will outline new Nindakenjigewinoong Research Center policies. Additionally, the intangible achievements will include increased staff professional development, confidence, and knowledge as well as an expanded professional network. The long-term impact of this project's goals and outcomes will be evaluated on an ongoing basis over the course of 2-4 years; and products and lessons learned will positively impact the Ziibiwing Center's current 5-year strategic plan.

The following outcomes will be tracked and evaluated:

- Creation of a Strategic Plan to begin the development of an archival conservation plan.
- Inventory and reorganization of the archival collection.
- Research and outlines for new policies and Standard Operating Procedures documents.
- Sustained professional relationships with archival and digitization experts.
- Increased staff professional development knowledge and skills.

The *Archival Conservation Planning Project* is only as good as an organization's ability to fully execute it; the Project Director shall make provisions for weekly evaluation meetings for key staff and provide quarterly updates to Ziibiwing's Board of Directors. The project will be assessed and evaluated monthly by the entire Project Team, and recommendations for modifications, as well as recognizing accomplishments, will be charted on a continual basis.

Saginaw Chippewa Indian Tribe of Michigan

Ziibiwing Center of Anishinabe Culture & Lifeways
Schedule of Completion for the Archival Conservation Planning Project

The primary aim of the Ziibiwing Center's Archival Conservation Planning Project will be to emerge at the conclusion of the 1-year funding cycle with a Strategic Plan to initiate the development of an archival conservation plan. The Strategic Plan will be informed by archival evaluation, knowledge of best practice methodologies, digitization access policy research and development, information technology consultation, and professional development training to begin a digitization process for ultimate archival conservation.