1. **Statement of Need**

- *Who is your organization's audience? Include information about population profiles, location, economy, educational levels, languages, culture, and other characteristics that you consider important.*

The **Chippewa Cree Tribe (CCT)** of the Rocky Boy's Indian Reservation was organized in accordance with the Indian Reorganization Act of June 18, 1934 (34 Stat. P. 984) as amended by the Act of June 15, 1935 (74th Congress, Pub. No.147). The **CCT** has been a Self-Governance Tribe since 1992. The Rocky Boy's Indian Reservation land base is approximately 130,000 acres. Nearly all the land, with very few exceptions, is held in trust for the full membership of the Tribe. The center of reservation activity is currently around the Rocky Boy's Agency. There is no town center on the Reservation and the community is rural.

The most recent enrollment figures indicate that the current resident enrollment is 6,862. An estimated 2,831 Tribal members live off the reservation. The population is divided relatively evenly among men and women. The resident population of the Tribe is growing rapidly. English is our primary language. However, although in rapid decline, Rocky Boy's Indian Reservation is the only reservation in the United States that speaks Cree. This language makes our people a unique group with a distinctive set of cultural traditions and beliefs.

Educational attainment levels on the Rocky Boy's Indian Reservation are low; this is an unfortunate trend seen across the country among Native Americans as a whole. Bachelor's Degree achievement rates for Rocky Boy community members is 11.4%, as compared to 42.3% for the nation and 39.6% for the State of Montana (2018: ACS 5-Year Estimates).

The Reservation's rural location and geographic, topographic, and climatic conditions create physical and social isolation. Furthermore, the condition and availability of basic physical and educational/social infrastructures are insufficient to meet our current and future needs. The Rocky Boy's Indian Reservation has an unemployment rate of 11.3%, as compared to 4.1% for the state of Montana and 4.4% for the United States (Montana Department of Labor and Industry, March 2020).

In recent years, the **CCT** underwent formal strategic planning. The collaborative planning sessions included the identification and engagement of appropriate stakeholders including Tribal council, Tribal departments, youth, elders, community leaders, community-based organizations, faith-based organizations, educational institutions, and local businesses. These efforts provided organization in the development of the strategic plans, including the identification of core community needs. The community needs, as related to this project, are community awareness, cultural competence, and formal education.

Stone Child College (**SCC**), the local tribal college, was created to address issues related to the aforementioned needs. It was chartered by the Chippewa Cree Business Committee (Tribal Council) on May 17, 1984 to deliver post-secondary education in our community. With the vision of making our dreams happen with academic excellence, culture, and commitment, **SCC**'s mission is *"to deliver post-secondary educational opportunities through degrees, certificates and continuing education. **SCC** stresses the importance of preserving the Chippewa Cree language, culture and history. **SCC** will promote transfer students, professionally prepared and career-ready individuals."* The campus is centrally located between Rocky Boy Agency and Box Elder, the two major communities on the reservation. **SCC** houses the Stone Child College/Rocky Boy Community Library, our only public library. The establishment of this library was necessary for the preservation and maintenance of the Chippewa Cree language, culture, and history, and for educational training of our community. **SCC** was chosen as the most viable host institution for the Rocky Boy Community Library, because of its location and administrators' commitment to literacy. This library will serve as the **Community Library Project (CLP)** site.

The Community Library was expanded to accommodate more students and community members. The additional space provided through the expansion project is essential in providing a higher quality of service to our patrons. Building the addition was the first phase of the expansion project and was completed on schedule. The next phase of the project was furnishing and equipping the addition with appropriate technology, shelving, and furniture. We completed this process in 2014. The library has seen growth in community members who visit the library. We have a long-term goal of building a new library building for the purpose of facilitating growth.

- *What specific need will be addressed through your project? Do other projects exist that help to answer their needs? How is what you are proposing different or building upon other work and best answering your audience's needs?*

The project will address a need for a central community gathering place that has a focus on literacy and education. The library is the only place on the reservation that offers evening activities on a regular basis. Additionally, the community library is the only library on the Reservation. Many community members don't have the resources to travel to the next closest library in Havre, approximately 60 miles round trip. This programming is different than what we have previously offered, because in the past, we haven't had the resources to offer expanded community programming or the archiving software. We will focus on **educational programming** as our project category.

- *What is the current role of the organization in the community and what library services does it provide (e.g., mission, goals, hours and days of operations, staffing, size and content of collection, number of registered patrons, circulation statistics, computer technology, internet connectivity and access, public programs offered, etc.)?*

The library is open to all community members and is centrally located on the Reservation. Specifically, it is seven miles from Box Elder, MT and six miles from the Rocky Boy Agency (the two population centers on the reservation). As a public library, it provides our community members with information related to the Chippewa Cree culture, history, customs, and the Chippewa and Cree languages, as well as containing general holdings and information. We are also an academic library which provides learning resources and services to fulfill the information needs associated with the research and academic endeavors of students and faculty.

The library's mission is to function as an academic library for the College and as a public library for the Chippewa Cree Tribe's community members. As an academic library, it provides learning resources and services to support the mission of the College by fulfilling the information needs of students and faculty. As a public library, it meets the needs of the residents of the Rocky Boy's Indian Reservation relating to information, knowledge, education, cultural resources, and recreation. Furthermore, the library is developing archives to preserve materials relating to the history, heritage, language, and culture of the Chippewa Cree Tribe. The archives serve as a repository of important documents and publications and a source of inspiration and pride to the members of the Tribe both now and in the future.

The library has the following goals: 1) To encourage library use by providing a friendly environment and easy access to resources; 2) To improve library services by providing instruction in library and information use, expanding and renovating the library building, and expanding the collection of information, academic resources, and materials of general interest to meet the library service needs of Rocky Boy's Indian Reservation; 3) To continue providing computerized library operations and online databases that benefit the patrons; 4) To develop an extensive Native American Collection with a strong emphasis on the history and culture of the Chippewa Cree Tribe; 5) To provide reference and research materials for students and faculty that support the curriculum and educational programs at Stone Child College; 6) To assist the students of the college in developing and applying college level research skills; 7) To promote resource sharing with other libraries in the northwestern part of the country and tribal college libraries in Montana: the interlibrary loan system is extensively utilized; 8) To develop a collection of audio/visual media and materials which will be available for instructional use in the college, area schools, and for educational proposes in tribal institutions; 9) To encourage and support the library staff in professional development and training; and 10) To make materials available representing a wide range of viewpoints in conformity with the American Library Association Bill of Rights.

The library hours and days of operation are 8:00 a.m. to 4:30 p.m. Monday through Thursday, and 8:00 a.m. through 3:00 p.m. on Friday. The week of midterms and finals, the library is open from 8:00 a.m. to 8:00 p.m. The staff includes one full time librarian and one full time library assistant. The average number of patrons that visit each month is 1,643 Additionally, the library holds community events which, in the last year, have drawn as

few as 36 community members and as many as 404. It should be noted that the average number of patrons has is down dramatically due to the current pandemic.

Our circulation statistics include the following: a) a membership in Treasure State Academic Information and Library Services (TRAILS) Consortium, which provides ten (10) EBSCO databases, forty ProQuest databases, and ScienceDirect; b) an additional database which includes: NewsBank (America's Historical Newspapers and America's News); Ancestry.com; Heritage Quest; and MontanaLibrary2Go; and c) the Chippewa Cree cultural archives, which contain historically relevant documents and is available for community viewing and use. In addition to standard circulations, the library, in cooperation with a local language revitalization project, stores the DSI Language Pal programs. These programs are available to the public for checkout for those community members interested in learning the Cree language. The library currently has twenty (20) DSI Language Pal programs and fifty (50) language cartridges for use in the community.

Programs currently available to the community include storytelling, book clubs, and tutoring in both Cree and English. There is also a computer lab with internet access, equipped with ten (10) workstations with computers, eight (8) laptops, ten (10) iPads, ten (10) kindles, ten (10) nooks, two (2) Surface Windows 8 Pro and Window RT Tablets, two (2) AWE Digital Learning Solutions Computers (for children's use), and one (1) printer. Community members are encouraged to use the computers for schoolwork, research, word processing, job applications, creating or updating resumes, access to a Cree language application, and other needs as they arise.

- *What is the purpose of the proposed Native American Enhancement grant project as it relates to the specific need that you have identified? What specific need that you have identified? What specific audience(s) will the organization serve with this project (e.g. particular age groups, underserved community members, other types of target audience)?*

The project-specific community needs, as set forth by the above profile and further identified through strategic planning, include community awareness, cultural competence, and education. First, our poor economic conditions have heightened our need to share critical information efficiently. The **CLP** addresses this need by providing a more accessible community gathering space with current technology and access to cultural archival materials. Second, we are at risk for losing the Cree language (a 2018 survey indicated over 90% are not fluent in Cree) and much of our cultural knowledge. The **CLP** addresses this need by providing a physical place for cultural programing and archives. Third, educated community members are needed to fill professional tribal positions and to improve economic development in our community. However, low college completion rates significantly reduce the number of qualified candidates. The **CLP** addresses this issue by providing access to and support of reading, research, studying, and social support for those interested in and/or are attending school.

The **CLP** purpose is to create measurable changes in knowledge, skills, attitudes, and behaviors of community members, as related to community awareness, computer competencies, and increased library visits. To accomplish this, the **CLP** will: 1) Expand services for learning and access to information and educational resources in a variety of formats for individuals of all ages in order to support individuals' needs for education, lifelong learning, workforce development, and digital literacy skills and 2) Continue to provide library services that give all users access to information through local, state, regional, national, and international collaborations and networks.

The **CLP** will provide library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds; to individuals with disabilities; and to individuals with limited functional literacy or information gathering skills on Rocky Boy's Indian Reservation. Specifically, library and information services will be provided to persons having difficulty using a library and to underserved rural communities. This includes children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42). There will be a specific focus on youth and elders concerning language and culture-based resources and young adults concerning labor force educational services. All groups will be supported by the proposed programming advancements.

- *What type of assessment was conducted to identify this need as a priority for the organization? Describe the results of the assessment, including baseline data that can be used to compare with final results to*

determine the project's success. Why do you consider your approach to be best solution to meet the needs of the targeted audience?

In the winter of 2018, the library staff conducted a survey to prioritize needs for the library. The survey was distributed to 112 community members, *SCC* students, and/or faculty. Survey respondents were asked how the library could be improved. The top responses were longer hours, more cultural activities, book clubs, more community events, and more cultural materials. We are designing this program in direct response to these needs. Additionally, respondents were asked what types of community events they would like to see at the library. The top responses were more cultural events (drum making, painting, dreamcatchers, storytelling) and family nights. Please see all results in the attached survey report.

We have designed a project which we believe to be the most effective approach in meeting these identified needs. We will enhance archive collections, purchase technology to expand our offerings to the community, and offer monthly community events for families, with an emphasis on cultural activities. These actions are directly responsive to the community self-identified needs and will make the library more useful for community members.

To measure this project's progress, these needs assessment results will serve as baseline indicators. Each year the same or comparable needs assessment will be administered to compare the change in results. Items of assessment will include: a) How often people visit the library; b) Their purpose for visiting the library; c) How many computers people used while in the library; d) How often cell phones are used for library purposes; e) Awareness of information resources which are available and important to individuals; and f) What library enhancements are most desirable?

This data will be used by project staff to determine the impact the project is having on the community. During the project period program staff will meet to discuss and determine the scope of work for the evaluation, the results of which will be used for real time improvement.

2. **Project Design**
- *What is your proposed work plan? What are your performance goals and objectives; specific project questions; conceptual design and processes for your project (framed within the context of Section A1)?*

The *CLP* is designed to improve community awareness, cultural competence, and education on the Rocky Boy's Indian Reservation. The learning outcomes enhanced by the project include: 1) increase in cultural knowledge as measured by an increase in the number of people visiting the library for cultural or language purposes; 2) increase in number of guest speakers and authors as measured by lectures and community events; and 3) increase in cultural archival material available to community members as measured by the archival holdings and records accessed by Lyrasis Islandora (an online archival software platform).

The project goal is *to enhance the available library services to all Rocky Boy community members.*

Objective One: *During the project period of September 1, 2019 through August 31, 2020, the **CLP** will increase public access to cultural archival materials, community records, and databases and research material.* The achievement of this objective will be evidenced by increasing access to archived materials, educational, and research materials.

We plan to hold twelve community events. Six of these events will have a cultural focus, such as typing and writing in Cree, storytelling, native plants of Rocky Boy, and other culturally significant topics. The remaining six events will have more of a general focus which focus on book themes and holidays. Additionally, we will hold three one -day workshops with local artists/craftsmen/craftswomen. This is an activity the library has never done but based on community feedback learned there was a large area of interest. The workshops will focus on moccasin making, ribbon skirts and shirts, and native foods and their history. Finally, we will host one large event – Rocky Boy's Got Talent. This will be a community wide talent show with all ages and talents welcome.

Objective Two: *During the same project period the **CLP** will increase community programming and cultural events and attract more community members into the library.* The achievement of this objective will be evidenced by participant sign-in sheets, increased library use, project records, participant evaluations, and internal evaluation results.

These goals and objectives have been designed to be efficient, effective, and reasonable. They will achieve clearly envisioned project results and will improve our community members' knowledge, skills, attitudes, or behaviors. Impacts will include but are not limited to: changes in library visits and use, interest in and access to cultural/language knowledge, increased community awareness of important issues, and increased satisfaction with library facilities. These impacts will directly address the community's most pressing needs, as identified in the library needs assessment.

- *What are the activities required to implement the project? What are the roles and commitments of partnering organizations, if applicable?*

The first objective of the **CLP** is to *increase public access to cultural archival materials and community records, and databases and research materials*. The two proposed staff and student volunteers will accomplish this objective. The first activity in achieving this goal is to purchase the required supplies for the project. Next, we will update memberships to all our databases and periodicals. and launch a community education campaign to teach community members about our newest offerings.

Key activities to complete objective one are:
- ✓ Purchase Lyrasis Islandora software;
- ✓ Work with Lyrasis Islandora technical support to migrate scanned archive materials;
- ✓ Identify databases and periodicals which will be useful for the community to use;
- ✓ Sign up for and renew databases and periodicals;
- ✓ Project staff to categorize and identify archival materials;
- ✓ Scan (digitize) archival collections (that have not already been scanned);
- ✓ Disseminate information to inform community members of archive collections and draw interest in what the community library has to offer.

The second objective of the **CLP** is *to increase community programming and cultural events and attract more community members into the library*. All staff will be involved in accomplishing this objective. The **CLP** will host twelve (12) Library Community Event Nights. If funded, we have tentatively planned the following events: typing and writing in Cree, storytelling, native plants of Rocky Boy, holiday events, game nights, and literature themed nights. These nights will be open to all community members and will be a time to showcase the library and make sure all members know what the library has to offer. We will also hold three day-long workshops with local artist/craftsmen. These workshops will be more in depth than our community nights and will be open to up to 20 people (first to sign up). The last major community event is "Rocky Boy's Got Talent". A talent show, open to all community members to take part in. Information about these events will be advertised at local schools and workplaces, as well as local media outlets such as the **SCC** Newsletter, social networking sites (including the library's, **SCC**'s, and the Tribe's Facebook pages), and the local radio station (KHEW). The intent of these events is to increase awareness of and frequency of access to the library and its vast resources. We have done community event nights in the past and they are always very popular with our patrons and get new community members into the library. During the summer, we will focus on children's programming and have one summer reading program.

Key activities to complete objective two are:
- ✓ Contact artists to visit the library for community nights;
- ✓ Schedule cultural community events to be held at the library;
- ✓ Disseminate information about community events to the community;
- ✓ Host twelve library community events, with at least six having a cultural education focus;
- ✓ Host Native American authors/artists/speakers for the community;
- ✓ Host three one-day long workshops with local craftsmen;
- ✓ Host Rocky Boy's Got Talent;
- ✓ Host summer reading program.

Please refer to the attached Schedule of Completion for a summary of the timeframe, activity to be completed, and person responsible for completing each activity. The Schedule of Completion details each of the two

objectives listed above. The design, methods, and schedule of completion have been carefully constructed to appropriately match the scope of this project. Therefore, project goals and objectives will be successfully met on time and within budget. Furthermore, project personnel have the relevant expertise and will be able to commit adequate time to carry out the project activities and achieve project goals.

The **CLP** won't formally partner with any other organizations; however, we have strong ties in the community and have informal partnerships with many tribal departments and organizations.

The following staff will work together to achieve the goals of the project: 1) **Mrs. Cory Sangrey-Billy, *SCC* President:** Ms. Sangrey-Billy is the *SCC* President and strongly supports all efforts of expanding the technological capacity of the college and the community. As technology continually changes, Mrs. Sangrey-Billy supports new and innovative ideas to stay current in society, including the use of iPads in classrooms, offering online classes, and providing more computer lab-based learning classes. She will contribute 5% of her time in-kind to the project to help with administrative duties. As President of the College, she administers many programs of similar size and scope and is well-prepared to administratively oversee the *CLP*. For a full overview of Ms. Sangrey-Billy's relevant experience, please see her attached resume. 2) **Joy Bridwell, Stone Child College/Rocky Boy Community Librarian:** Ms. Bridwell will contribute 25% of her time as Head Librarian to this project as an in-kind contribution. Her duties include: planning the acquisition, organization, maintenance, utilization and retention of materials and equipment in the library; supervising the library staff; developing work schedules, authorizing time sheets, leave and assignments; planning and implementing programs relating to the automation of the library operations; being responsible for resource sharing with the member libraries of Western Library Network; working closely with the Dean of Academics, Faculty/Advisors and Student Services Director; and documenting the circulation and inventories which are kept with an integrated library management system. Ms. Bridwell has served as the Librarian for six years. For the five years prior, she served as the Library Assistant, a role that has adequately prepared her for her role as Head Librarian. For further detail on her experience, please see her attached resume. 3) **Samantha Courchane, Library Assistant:** Samantha Courchane will contribute 50% of her time as Library Assistant to the project. Her duties will include: cataloging, labeling and shelving books; ordering library supplies; supervising student worker(s); answering the phone; cataloging magazines and newspapers; helping patrons to find the materials they need; and serving as a mentor to library patrons. She will work closely with the Librarian to implement the proposed program.

- *Did you engage in any preliminary work or planning? If the project or one closely related to it has been supported by ILMS or other funding agencies, what has been accomplished and to what degree has the project met its established goals? List any print or electronic publications produced so far, with web addresses, information about or statistics on use, and other relevant information. Submit this list as a Supporting Document if necessary).*

Preliminary planning was conducted by the librarian and library assistant, with assistance from the College President as needed. This project is closely related to past projects that have been supported by IMLS. All of our previous projects have fully met the established goals. Through past funding, we have been able to enhance library holdings, purchase eBooks, increase security, build the library cultural archives, and host community events. There have not been any print or electronic publications produced by the library.

- *If applicable, what is your rationale for using any procedures that deviate from accepted practice? Will results be compatible with other resources that follow existing standards?* -Not Applicable.
- *Does your project include any digital content, resources, assets, software, or datasets? If so, be sure to fill out the Digital Project Form. Examples of digital products include any data visualizations that are informing the project work, online materials (such as webpages about the project), digital content products, or images?*

Our project will scan culturally significant materials for our archive collection. These materials will be available to community members via Lyrasis Islandora. Please see the attached Digital Project Form for more details.

3. **Impact**
- *What are the intended goals of the project that will guide your project to completion? (Goals are broad statements that should guide your design of programs, choice of projects, and management decisions.) What results do you want to see at the end of the project period?*

As described above, the goal for the program is to enhance the available library services to all community members. This project will specifically benefit our community members by: a) promoting and strengthening community member's knowledge and appreciation of traditional heritage and culture; b) enhancing learning though innovative technology; c) awakening interest in libraries and their resources in our youngest community members; and d) supporting personal growth. Overall, these efforts will directly address the unique social, economic, cultural, and educational needs of our Native community members.

- *What are the intended outcomes for the participants? (As noted previously, outcomes can include increased understanding, interest, and confidence among participants). How will the project specifically benefit the individuals or groups that you serve?*

The **CLP** will address the need to improve community awareness, cultural competence, and education on Rocky Boy's Indian Reservation. Based on these needs and directly aligned with this program's baseline measures, **CLP** will achieve the following outcomes:
- ✓ Increase how often people visit the library by at least 10%
- ✓ Increase the number of people visiting the library for cultural and/or language purposes by at least 15%
- ✓ Increase the awareness of information resources that are available to individuals by at least 20%
- ✓ Reduce the perceived lack of resources by at least 20%.

The proposed project will benefit the community members. First, the basic services the library provides will increase education and literacy. It also provides a safe meeting space and an area to develop and enhance the love of books. The next closest library is located 30 miles away and many community members don't have resources to travel to visit. Next, the proposed program will increase cultural awareness and competency. We plan on focusing on cultural programming, such as moccasin making, ribbon skirt and shirt crafting, storytelling, and native plants. This will provide our community members a place to increase their cultural knowledge and build a sense of pride.

- *How will you measure progress toward achieving your goals and outcomes? How do you know you will have reliable information upon which to judge impact or base actions? Are there any expected risks?*

The Librarian will measure progress towards achieving goals by compiling monthly reports and tracking all progress the grant makes with the schedule of completion. This will ensure that the project is on track to complete goals on time. We will base our actions and measure impact based on monthly reports, program records, patron counts, surveys, and library services. All of this data is objective and can be relied upon to measure impact or base actions. We don't expect any risks associated with the proposed project.

4. **Communications Plan**
- *What is your communications plan? For example, who is your audience and how do you plan to reach them? How will you share results, products, models, findings, processes, benefits, and lessons learned from the project openly and effectively?*

Our dissemination plan includes methods for sharing the feedback received during the evaluation process, including lessons learned. Specifically, we will use the **SCC** Newsletter, social networking sites (including the library's, **SCC**'s, and the Tribe's Facebook pages), and the local radio station (KHEW). We will present the lessons learned locally at Tribal council meetings and local libraries (upon request), and on a larger scale at regional and national conferences which the librarian attends.

- *What are your plans for community building and/or audience engagement via discussion, involvement, collaboration, or adoption throughout the project lifecycle? For example, how will you seek and obtain feedback from various stakeholders?*

Community building and audience engagement via discussion, involvement, and collaboration will be accomplished through our library community events, special guest artists/speakers/authors, and assisting library patrons. The community events will be conducted twelve (12) times throughout the year and will revolve around cultural significant activities. We will work with the Elders on campus to ensure cultural integrity. We will seek and obtain feedback through informal communication with community members. This feedback will be used to incorporate changes and document what is working.

Additionally, we will continue to expand and build our archive collections. For several years, we have been working on building our archive collection and with this grant, we will be able to make it available on one online platform. These collections will be open to the community and all members will be encouraged to visit these archives to learn about language, traditions, stories, and pictures with cultural significance.

Community building and audience engagement will also be done through the summer reading program, Rocky Boy's Got Talent, and community workshops. These will directly involve patrons, and all will be invited to participate in this unique community building plan.

- *Who is responsible for outreach, promotion, and dissemination?*

The Librarian and Library Assistant will be responsible for working in collaboration with community departments for outreach, promotion, and dissemination of project activities and events.

- *What are your plans for creating supporting documentation of digitized collections, software, information systems, or other technology tools, if applicable?* -Not applicable.

5. **Sustainability**

- *How will you continue to support the project, its results and/or new models that are created beyond the grant period? For example, will there be ongoing institutional and/or community support of project activities or products? Do you have demonstrated buy-in from potential stakeholders?*

Project sustainability is a primary consideration of our organization. This project's objectives are designed to be completed or self-sustaining by the end of the project period. We have created the following long-term sustainability strategies: 1) **SCC** and **CCT** will assume project responsibility beyond the funding period. This includes providing social and political support and resources so that the library can continue to contribute to and support the services offered; 2) Beyond the funding period, **SCC** and **CCT** will leverage this program's proven track record to generate funding from national, regional, and local agencies and foundations to expand and share this valuable community resource and 3) To ensure this project's quality and functionality, it includes the modification of delivery strategies based upon qualitative and quantitative evaluations, as set forth above. The project will have sustainable, on-going benefits for our community. These efforts will result in improvements in library visits and use, interest in and access to cultural/language knowledge, diversification in digital media use, increased community awareness of important issues, and increased satisfaction with library facilities. They will address our community awareness, cultural competence, and education needs – thereby, preserving the strength and integrity of our community for future generations.

The community members strongly support the library. This buy-in is reflected in the recent survey. It has taken many years to build excitement and education about what the library offers. The library staff have worked tirelessly to build this trust and commitment from the community members.

- *How will the project lead to systemic change within your community?*

The proposed project will result in systemic change in the community by providing links to education, community, cultural resources, and literacy to all community members. These provide a strong foundation to encourage change that effects all sections of the community.

- *What are your plans for sustaining any digitized collections, software, and supporting documentation information systems, and other technology tools?*

The proposed project proposes purchases archiving software. We will be able to add archive materials to this software and will be maintained by the hosting service.

SCHEDULE OF COMPLETION		Legend: College President: CP, Head Librarian: HL, Library Assistant: LA		
Timeframe	**Goal(s)**	**Activities**	**Completion**	**Responsible**
Month 1	1-2	Negotiate and finalize grant award.	Month 2	CP, HL
Month 1	1-2	Orientate all project staff to programmatic design, including purpose, goals, activities, and expected results.	Month 2	CP, HL, LA
Months 1-2	1	Purchase software, databases, and periodicals.	Month 2	HL, LA
Months 1-12	1-2	Maintain collection of memberships and consortia for community use.	Month 12	HL, LA
Month 2-12	1	Migrate archive materials to Lyrasis Islandora	Month 12	HL, LA
Month 2-12	1-2	Create print ads and radio advertisements for the community newsletter and KHEW radio station.	Month 12	HL, LA
Months 2-12	1-2	Coordinate with Native artists/speakers/authors to visit the community library for events.	Month 12	HL, LA
Months 1-12	2	Hold Library Community Event Nights for all community members, at least six will have a cultural focus.	Month 12	HL, LA
Months 8-9	2	Host Rocky Boy's Got Talent and workshops with local craftsmen.	Month 10	HL, LA
Month 1-12	1-2	Travel to IMLS Designated ATALM Conference and Montana Library Association Conference.	Month 12	HL, LA
Months 2-12	1-2	Formative internal evaluations and monitoring.	Month 12; Ongoing	CP, HL, LA
Month 2-12	1-2	All required performance and financial reports will be developed and submitted on time and in good order.	Month 12; Ongoing	CP, HL, LA
Month 1-12	1-2	All documentation required to close out the grant will be submitted on time and in good order.	Month 12	CP HL, LA

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.

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

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

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.

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.

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).

B. Workflow and Asset Maintenance/Preservation

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

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period 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).

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).

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

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

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).

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.

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

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?