

## Statement of Need

**1) This project will increase interest and knowledge about Makah culture and history.** This project will increase educational services and opportunities for Makah community members, patrons and distant learners. This project will provide access to archival/library digital video collections, content and ideas. **2) This Project will promote, preserve and protect Makah culture.** This project will promote community voices and enhance stewardship of the Makah Cultural and Research Center's (MCRC) archival collections.

This project aligns with the MCRC's Mission Statement, community needs and with IMLS project categories Educational Programing, Digital Services, and Preservation and Revitalization.

COVID-19 (Coronavirus Infectious Disease 2019) is insidious and unpredictable and will, in part, impact this project. However, the MCRC is committed to continue to provide educational programs and services to our community and distant learners and ensure staff and learners are safe at the same time. This project will support the effort to contain COVID-19 by providing eLearning (electronic learning) opportunities.

**Audience.** The Makah Indian Tribe is a Federally recognized tribe with 3,099 enrolled tribal members (Makah Enrollment Officer 2018); the Makah Indian Reservation has a population of approximately 1,600 residents of which 315 are non-tribal members. The 47 square mile reservation encompasses the tip of the rugged and isolated Olympic Peninsula and is bordered on the north by the Strait of Juan de Fuca and the west by the Pacific Ocean. Makah people are the original occupants of the Cape Flattery region, deriving food from the ocean as fishermen, seal hunters, and whale-hunters. Twenty-seven percent of those Makahs living on the Reservation are 15 years old or younger. The Neah Bay Jr/Senior High School has 188 students (84% low income), the Neah Bay Elementary School has 194 students (82% low income) and are public schools located on the Makah Indian Reservation (Washington Office of Superintendent of Public Instruction 2020). The Cape Flattery School District has two campuses; the second campus is in Clallam Bay, a town neighboring the Makah Indian Reservation. Forty one (5.7%) have less than a 9th grade education, and 250 (34.7) are high school graduates (or equivalent) (Makah Planning Department). Approximately 33% of the Makahs living on the reservation are below the national poverty level. The unemployment rate fluctuates between 40 and 60 percent. Approximately 70% of the Makah Tribal population depends on fishing for its income, either in whole or in part. The Makah Tribal Council (MTC), our local government, employs approximately 200 people. Makah is part of the Southern Wakashan language family, which has become a second language with English being the first. The MCRC's Makah Language Program is focused on revitalization efforts with support from the Archives/Library Department's extensive recordings and oral historical documentation.

**Specific need.** The audience's needs have been identified from formal surveys, reports, community mapping, meetings and oral interviews among others. Diverse community members were surveyed which includes professionals, community leaders, stay-at-home parents, business owners, students, elders among others. The data was gathered, compiled, and analyzed by the MCRC Director and Archivist/Librarian. The data revealed and identified problems, desires, priorities and determinations were made how to best meet needs.

**This project will increase interest and knowledge about Makah culture and history.** A community survey of 55 community members indicated that 53% of the respondents answered that Makah History was 'Extremely Important' to them. If COVID-19 is still prevalent, this project will fund 4 virtual bilingual lectures via Zoom Meeting. If it is not prevalent, lectures will be conducted traditionally with in-person communal learning. This project will also make over 70 hours of videos accessible through on-line learning opportunities.

**This Project will promote, preserve and protect Makah culture.** This project will promote community voices by video recording Makah Elders. Twelve Makah Elders will be recorded to capture and transfer their stories, knowledge and wisdom to others. These 12 born digital recordings will also be added resources to the Archives/Library Department collections.

The MCRC Archives moving images collection contains a variety of legacy video formats recorded between 1980's – present (40 years old) which include vhs (video home system), 8mm cassettes, Betamax and

digital formats. The MCRC recognized the urgency to capture and preserve stories, events, language in the 1980's to present. As a result of creating and gathering video resources, the MCRC has raw and unedited video recordings that have largely never been viewed by learners. Technological advances and funding from IMLS will increase access to these collections. A majority of elders that were earlier recorded are no longer with us and this project will preserve the content of these important recordings and make them available to family, friends and other learners.

Organizational needs were identified by using the SWOT (Strength, Weakness, Opportunity and Threat) tool. The assessment identified how to mutually meet the needs of the audience, IMLS goals and the MCRC Archives/Library. COVID-19 is a newly identified threat, but a Risk Management Registration (Appendix A) was developed. It was determined by the Director and Archivist/Librarian that COVID-19 would have a High Probability of effecting at least during part of this project, but the Impact will be low due to the development of a contingency plan.

To meet the community's education needs, this 2-year project will provide at least 4 interactive bilingual lectures which will be made available through virtual Zoom based-meetings. This project will also edit at least 96 video recordings in less than 5 minute segments for the viewer's convenience. This project will digitize and edit at least 40 analog videos, edit at least 40 earlier recorded digital videos and create at least 16 new digital videos (96 total). At least 70 hours of the 96 hours edited videos will be made available for video-based eLearning which can be used with a variety of electronic devices. This project can be successfully completed by working remotely or in the office. This project appears to be overly ambitious, but the project staff are skilled and will have two working stations equipped with essential equipment and software. The staff can also multitask some of the components such as digitizing while doing other work.

This project will meet organizational needs by funding staff salaries for continued stewardship of the MCRC's collection and increase access by the utilization and development of tools. This project will also advance delivery of approved digital resources to community members and learners for increased, efficient and effective learning.

This project will meet community, IMLS and organizational needs by providing funding to preserve the tapes and contents on the tapes and increase access to these video assets.

**Do other projects exist that help to answer their needs?** The MCRC Archives/Library has the most comprehensive Makah collection of video recordings. The MCRC has always endeavored to use highly qualified speakers, presenters, elders and recognized cultural leaders to help provide educational services. The collective group of people that the MCRC uses are uniquely qualified and are experts in their field. Each of their presentations have been video recorded as they share their knowledge, thoughts, ideas and history. This project will increase access to these important video programs which will advance and preserve knowledge about Makah history and culture.

**How is what you are proposing different or building upon other work?** With the advent of COVID-19, the lecture platform where groups of people come together is not conducive with containment or keeping people healthy. However, this project has a contingency plan and will use the web-based Zoom Meeting application. This is a new application for the MCRC and will afford an opportunity for staff development.

In part, this project will build upon other projects, with some being funded by IMLS. The moving image collection contains both analog and digital videos. These previously recorded videos contain interviews, lectures, workshops, meetings, tutorials, etc. This project will convert and edit these videos which will allow learners to, in some instances, view for the first time. Some video content includes information about gathering, processing and cooking traditional Makah foods. Some videos are about traditional whaling, sealing, fishing, terrestrial hunting and plant utilization. Other videos are Elders telling traditional stories and legends. Videos also contain songs, dances, basketry and carving instructions and history. This project will create 12 new digital videos from lectures and Elder interviews that will also be edited. This project will provide eLearning

(electronic learning) opportunities to view these edited digital videos at the learner's convenience and schedule. Digital videos will be edited, according to subject, into less than 5 minute segments/chapters to increase access through electronic devices such as computers, phones, tablets etc. and also provide flexible and portable learning.

This project is timely and will help make approved videos accessible for Makahs, community-based and long distant learners.

**Current role.** In response to containment of COVID-19, the Makah Tribal Council closed non-essential tribal business on March 16, 2020 until further notice which includes the MCRC's Makah Museum. However, the archives/library and other MCRC Departments and Programs are working remotely from home. The MCRC Archives/Library is currently serving learner needs by electronic dissemination. The archives staff has been diligently and systematically digitizing its collections over a number of years, making them portable, in part from funding received from IMLS.

The MCRC was founded in 1979 as a center for renewing and preserving material culture as well as cultural traditions. The MCRC has a strong mission statement to ensure that the Makah community's long-range goals stay the course. The MCRC fills a number of roles for the Makah community. It is a Museum, with world-class exhibits of the Ozette Archaeological Collection that will continue to educate an international audience after forty years; a Language Program that works toward preserving and restoring the Makah Language; a Collections Department that curates more than 60,000 artifacts; an Archive and Library that documents, protects and preserves Makah culture through computer-based digital archives, textual records, audio, moving images, and still images; an Education Department that provides outreach to the general public and the Makah community; a Tribal Historic Preservation Office that manages cultural resources on the Makah Reservation, and an Administrative Department that administers the various tribal, federal, state and privately funded programs. The Archives/Library was formerly open, before COVID-19, 30 hours per week from 10:00 a.m. – 4:00 p.m. Monday-Friday and is staffed by one full-time and one-part time (grant funded) employee. The MCRC Archives/Library develops and preserves specialized collections which document the recorded and written history of Makah people and Makah territory. The Archives/Library Department acquires, organizes, maintains, provides access to, preserves and protects the collections. The MCRC archives/library provides research services to the MCRC departments, and Makah Tribal Council's departments and research support to individuals. The MCRC Archives/Library also provides digitization services for community members. The library has wireless internet connectivity with an average 12.9 megabytes per second for uploads and downloads average 18.6 megabytes per second. The archives/library provides genealogical services to Makah tribal members researching family history, hereditary names and relationships. The genealogy database currently has over 30,000 people recorded in it.

**The purpose.** The project design will accommodate the unpredictability of COVID-19. This project will continue to provide services to community members, other learners and patrons while social distancing. This project is designed to be portable and can be successfully done by either working or learning remotely or in the office.

This project will provide educational services to community members and distant learners of all ages and genders through eLearning which will increase knowledge about Makah culture and history. It will also promote stewardship of the MCRC's collections and contents. This project will ensure there is sufficient staff, supplies and equipment to efficiently and effectively manage archival assets, provide proper physical storage, and develop tools to increase access to archival collections.

Digital recordings will be 'chunked' and edited into 5 minute segments and will include video, audio and text to appeal to visual and audio learners. Chunking long streams of uninterrupted videos into shorter 5 minute increments will help learners focus on complex topics, and appeal to learners with busy schedules.

The videos will be segmented based on subject matter. Example: A lecture on Makah Fishing would be segmented into segments/chapters such as fish species, technology, processing, procurement etc. These short videos can be easily uploaded on the web-based Makah Tribal Council's Portal for learners to view.

The MCRC's Archival Collection Advisory Committee will review videos to ensure proper access protocols are met responsibly and respectfully and follow criteria according to the MCRC's Access and Research Policies before they are posted on-line or burned on dvds (digital video disc).

This proposed project will meet organizational needs by ensuring and enhancing stewardship of the MCRC's archival assets. The MCRC has a comprehensive collection policy, digital preservation policy, digitization plan, IMLS Digital Product Plan tool, including other policies and plans which will all be revisited during this project to ensure they are up to date. This project will fund project staff that are skilled in video, audio and digital still image editing.

**Types and results of assessments.** To help identify what the Neah Bay Community needs are, the MCRC used both primary and secondary data. Needs Assessment tools included reports; surveys; a 5-year strategic plan; talking/meeting with groups and individual community members (teenagers, adults, senior citizens) and community leaders (religious, medical, cultural and political etc.). A community mapping exercise helped identify what specific skills people had, what services they provided along with their interests and experience. The proposed Project Director, Manager, and others, have analyzed and compiled data and are in process of reviewing and updating the old MCRC's 5 Year Strategic Plan 2010-2015 and replacing it with a new 2020-2025 Plan. Both written and oral surveys documented that community members overwhelmingly want increased services and education opportunities. The MCRC performed a SWOT analysis to help identify archival/library needs and noted that the video collection was being underutilized and that the contents needed to be preserved.

This project fits audiences' needs because it will enable them to view important video content about Makah history that they probably have not seen before. There is precious content of Makahs that are no longer with us.

## **2. Project Design**

**This project will increase interest and knowledge about Makah culture and history by increasing educational services and opportunities for Makahs, community, patrons and distant learners.** Traditional communal learning, such as groups of learners, will be a challenge due to COVID-19. This project will meet that challenge by providing 4 virtual bilingual lectures which will use the web-based Zoom meetings application. Learners will be encouraged to connect and interact with each other and the Makah Historian, who will be moderating the meeting. It is anticipated that at least 25 learners will use Zoom for lecture meetings to share their ideas and thoughts. Zoom was chosen because of feasibility and limited technology in Neah Bay and because it also has the ability to record sessions if desired. Zoom is a new application for the proposed project staff, but it also affords staff development opportunities. The IT (Information Technology) Consultant is well-versed in this application and will train the staff. The lectures will also be accompanied with PowerPoint Presentations to help visualization (Proj Man, Asst.).

**This project will increase access to archival/library digital video collections, content and ideas.** IMLS will provide funding to digitize and edit at least 40 analog vhs (video home system), Betamax and 8mm video recordings (Proj Man, Asst). It will also fund the editing of at least 40 previously recorded digital videos (Proj Man, Asst).

This project will build upon other projects, some of which were funded by IMLS, which created video recordings of lectures, workshops, stories, legends, tutorials, Makah Language lessons and other important events. The analog videos will use Best Practices to digitize Preservation Masters using the .wav format and compressed Access videos will use the .mp4 format. At least 70 hours of 5-minute recordings will be available for eLearning opportunities. Separate segments can then be electronically uploaded and then downloaded on a variety of electronic devices such as computers, tablets, cell phones, etc. Multiple segments can be uploaded on Dropbox™ and/or put on dvds. Segments/chapters will also be uploaded free of cost on the Makah Tribal

Council's Portal, which is an on-line open source that uses Drupal Content Manager. Technology is changing at a rapid rate and is increasing efficiency, but some learners prefer to have digital content on dvds because they don't have computers at home (personal conversations 2020) and this project will accommodate their needs (dvd duplicator already owned by MCRC). For learners that prefer dvds, a dvd menu will be included so learners can efficiently and conveniently go to chapters/subjects they are searching for.

Edited videos, either the uploaded or dvd format, will also have added audio, text and still images that will be inserted to further create interest and to meet both audio and visual learning styles (Proj Man, Asst). The video's navigation buttons will be convenient and allow learners to pause, fast forward, rewind and enable users to learn at their own pace on a variety of electronic devices wherever they are.

This project will provide funding to purchase a desktop computer, a networked attached storage (NAS), software, Betamax player, and preservation storage supplies to efficiently and effectively manage archival assets. It will also provide funding for the development of tools to increase access to collections. This project will develop a video inventory, index, create metadata and workflows. This project will have time-based goals that are documented on the Schedule of Completion to ensure the project is done in a timely manner.

### **Goals, Objectives and Activities**

#### **Goal 1) This project will increase interest and knowledge about Makah culture and history.**

*A) This project will increase educational services and opportunities for Makahs, community, patrons and distant learners.*

A.1 The Makah Historian will provide at least 4 virtual bilingual lectures accompanied with PowerPoint Presentations (Jan 2021, July 2021, Jan 2022, July 2022)

- o If COVID-19 is a factor, lectures will be conducted on-line using Zoom Meeting. Each lecture will be recorded to preserve content and add additional archival resources.

*B) This project will increase access to archival/library digital video collections, content and ideas.*

B.1 Digitize and edit at least 40 analog vhs (video home system), Betamax and 8mm video recordings videos (Proj Man, Asst)

B.2 Edit at least 40 digital videos (Proj Man, Asst)

C) Disseminate at least 70 hours of approved digital videos electronically or by dvd (Proj Man, Asst, Ed Coord)

#### **Goal 2) This Project will promote, preserve and protect Makah culture.**

*A) This project will promote community voices and enhance stewardship of the MCRC's archival collections.*

A.1 Video record (already owns recorder) 12 Elders to capture their knowledge and ideas. (Proj Man).

B) Enhance stewardship of the MCRC's archival assets.

B.1. Revisit policies and plans to ensure they are up to date (Proj Dir, Proj Man).

B.1.1 Develop tools to increase access (Proj Man, Asst)

This project will provide funding to purchase a desktop computer (2020 Dell Vostro \$1,200), software (adobe premiere pro \$249, Movavi \$100), Synology 6 Bay Network Attached Storage DS1618+ \$2,000 plus drives \$510), Betamax player (used \$150), blank dvds (\$250), and preservation storage supplies (\$425) to efficiently and effectively manage archival assets.

**Preliminary work or planning.** The Proposed Project Manager and Assistant were members of the Washington State University's *Tribal Stewardship Cohort Program: Digital Heritage Management, Archiving and Mukurtu CMS Training* project. Their digitization skills were enhanced and they also received training in developing and increasing digital stewardship and preservation. The project staff stays informed of new technology, preservation and stewardship by attending the Annual Association of Tribal Archives, Libraries and Museum Association (ATALM) Conferences and networking with other organizations. The new and enhanced skills and training perfectly aligns with this proposed project.

**Rationale that deviate from accepted practice.** If COVID-19 is a continued factor, this project will be successfully completed either remotely or in the office by both staff and learners. Deviation from traditional communal gatherings for lectures might be impacted by COVID-19, but this project will be flexible and has a contingency plan. If COVID-19 is still prevalent and social distancing is still advised for containment, the learners will still have an opportunity to connect and learn from each other using Zoom Meeting. The Makah Historian will be available for questions and the Program Manager, Assistant and IT Consultant will be available to help with technology. If COVID-19 is not a factor, 4 lectures will be held in a traditional setting.

This project will ensure future access to digital recordings by following Best Practices for digitization and digital preservation so it will not deviate from accepted practices. The Digital Product Plan developed for this project will be adhered to.

In part, this project will use older technology to increase access. More technological advanced communities and individuals have adequate computer capabilities, abundant IT Technicians, fast internet speed and wi-fi. Neah Bay is isolated and has a high rate of seasonal unemployment so some Neah Bay individuals do not own computers, do not have up-to-date computers (still using Windows 95), do not have internet access, some only have dial-up internet and some members are technology-challenged. For these reasons, the MCRC will also make videos available on dvds because most households still use dvd players (personal communication with community members and IT consultant).

**Does your project include any digital content, resources, assets, software, or datasets?** This project will include digital content, develop resources and increase digital assets. To ensure digital video assets can be accessed in the future, this project will capture and preserve assets according to the MCRC Digital Policies and Procedures and the IMLS Digital Product Form tool developed for this project. The following 3 elements will ensure future access: 1) File Access Plan, 2) File Integrity Plan and 3) File Storage Plan that will preserve historic knowledge for present and future generations.

To increase efficient access to the digital content, the digital assets will include modified Dublin Core metadata. The metadata will be entered on Excel™ Spreadsheets and some metadata will be embedded. Approved Access videos will be uploaded on the Makah Tribal Council's Portal which is web-based.

### **3. IMPACT**

**What are the intended goals of the project that will guide your project to completion?**

Goal 1) increase interest and knowledge about Makah culture and history.

Goal 2) promote, preserve and protect Makah culture.

**End results.** There will be an increased interest or confidence in particular areas among learners. The lectures and digital resources made available by this project will provide participants with opportunities to learn specifics of Makah traditions and history. The born-digital component of this project will empower and promote Makah community voices and their knowledge will be documented. Their perspectives and experiences will be recorded to formally document and sustain their historical knowledge for present and future generations.

Project success includes the MCRC Archives/Library moving image collection being utilized more along with other collections. Learners and staff will have increased on-line digital skills. Videos will be efficiently located, preserved and protected.

**Intended outcomes.** The 4 bilingual lectures will stimulate collaboration, interest and share knowledge about Makah history and culture and improve Makah language learning opportunities and skills. Increased access to digital videos will enhance and increase interest, knowledge and skills concerning Makah history, culture and language. 12 Makah Elder's knowledge, through video-recordings, will provide short-term and long-term benefits for all ages and genders. Participants will be armed with cultural knowledge, comfortable teaching others in their family or Tribe, and sharing what is appropriate with others. ELearning opportunities will increase technology skills for the community and staff and inspire them to use it more often because of its efficiency.

**Project benefits.** The education programs, services and increased access will create and enhance new understandings of Makah culture and history. Many Makahs have general knowledge of the selected subjects, and the learners will be empowered when they gain deeper understanding. Makah learners can watch and hear their family, friends and acquaintances on videos for possibly the first time.

**Measuring progress.** The Project Director and Manager will measure project progress by utilizing the Schedule of Completion tool developed for this project to ensure the project will be completed in a timely manner. Outcomes will be assessed by oral and written surveys. Stimulated interest in Makah culture and history will be demonstrated by an increase in attendance at lectures. Interest in culture and language will be demonstrated by the number of visits to the Makah Tribal Council's Portal. Basic Satisfaction Surveys will be given to participants and they will be tabulated and analyzed.

**Impact and risks.** Expected risks have been documented and evaluated using the MCRC's Risk Management Plan. Risks include high potential possibility risk of COVID-19, but it also rated a low impact. It is a low impact because there is a Contingency Plan that makes the project portable and it can be remotely operated. The staff will have essential equipment and software to capture, convert, and edit videos. The lectures will use the on-line Zoom Meeting Application if COVID-19 is still an issue.

#### **4. Communications Plan**

Makah Tribal members, Makah Tribal Department employees, community members, MCRC Board approved researchers, distant learners and director approved general public will be the intended audience for this proposed project. The intended audience will be reached through traditional communication methods such as meetings (Director), flyers, phone calls (Ed Coor), reports (Proj Man) but they will also be reached through modern social media that will include Facebook™, Makah Tribal Council Portal, MCRC's web page at <http://makah.com/>, and electronic emails, text messages and newsletters (Dir, Man, Asst, Ed Coor). Special events will also be posted on the Makah Tribal Council's electronic reader board. Local newspapers will be contacted to advertise project description and funding, special events and activities during this project (Dir, Manager). Participation will be invited through promotion, communication, and making use of modern social media when possible.

To reach the intended audiences, the project staff will use the MCRC's Communication Plan Contact List which includes Names, Addresses, Phone Numbers, e-mail addresses and best contact method. These communication methods are regularly updated by the Director, Manager, Education Coordinator and Assistant. Contact information is compiled from event sign-in sheets, surveys, regular contact, other lists, etc. The contact information is kept confidential and is not shared with others unless permission is granted.

**Sharing project results and benefits.** The policies, interim and final reports will be readily shared with other organizations and interested individuals. Reports can be hand delivered, mailed or electronically transmitted to interested persons. Project results will be shared with the Neah Bay community through the Makah Tribal Council Whale Tale Newsletter, at quarterly directors' meetings and at the annual community meeting. The project staff will respond to inquiries from other Native American Libraries and organizations in a timely manner and engage in conversations that might lead to forming new partnerships and increased networking opportunities. The Project Director is frequently invited to be a speaker at conferences and she will also report project results at local, regional and national conferences and meetings.

**Obtaining feedback from stakeholders.** This project will improve future programs by being proactive about participant feedback. The MCRC seeks Makah Tribal Member's and the community's opinions, needs and goals because they are our biggest stakeholders and beneficiaries. We welcome and value their feedback and input because it helps us provide better services and programs. Basic satisfaction surveys along with intake and exit surveys will be given to the participants and will serve as assessment tools. If COVID-19 is a factor, surveys will be electronically sent or phone calls will be made. Informal verbal surveys will also be conducted

by engaging with the participants after the events to elicit general attitudes. The survey results will be tabulated and analyzed quarterly by the Project Director and Manager and changes will be made accordingly.

**Outreach, promotion and dissemination.** If awarded, a Press Release (Proj Dir, Man) will be sent to 2 local newspapers announcing the award from IMLS. This project will also utilize the MCRC's Communication Plan to announce project activities (see Appendix B for an example). The Communication Plan includes: Communication Methods (meetings, flyers, etc), Time Frame, Responsible Person, Resources Needed (tape, push pins), and Strategic Locations for posting. The Project Director, Manager, Assistant and Education Coordinator will collectively be responsible for outreach, promotion and dissemination.

**Roles and responsibilities for communication.** The Director, Manager and Coordinator will provide outreach and promotion using traditional and modern methods, while the Assistant will use social media under the supervision of the Director and Manager. Generating and approval of written communication, including reports, will be done by the Director and Manager; updating phone numbers and addresses for the Contact List (Asst, Ed Coor); transmit communication at meetings, conferences, workshops (Director)

**What are plans for creating supporting documentation of digitized collections?** The MCRC's video inventory will be updated, it will include assessments for digitization priority, will also include an adapted version of Dublin Core metadata. Metadata will be created in Excel and embedded.

## 5. Sustainability

**Continue project support.** Digital assets and other related documentation will be preserved using Best Practices. As technology advances, digital assets will be migrated and kept current and accessible. Digital assets will be stored on hard drives, a redundant NAS (Network Attached Storage) (IMLS funding) and a portable hard drive containing data will be physically separated from other copies in case of disasters.

**Stakeholders?** Makah Fisheries Department is interested in a halibut hook tutorial that was video recorded. The Makah Summer Cultural Program is interested in Makah dancing that was recorded before 1985. The Makah Language Program is interested in Makah Lessons that were recorded by Elders in the 1980's. The Makah Wellness Program is interested in traditional Makah plant utilization that was recorded. Makah families are interested in potlatches that were recorded that documented transference of names, history and traditions.

**Lead to systemic change.** Virtual lectures are relatively new to some community members. A brief telephone survey was taken in May 2020 and a focus group of community members were asked if they used Zoom and only 1 person out of 20 people had used it before. This project will demonstrate a need to the Makah Tribe concerning faster internet speed and increased technology.

**Sustaining Plan.** Video Preservation Masters and Access Copies will be created by the Project Manager and Assistant using Best Practices according to National Television System Committee (NTSC) standards and BCR CDC (Bibliographic Center for Research Colorado Digitization Program) standards. The IMLS Digital Product Plan and MCRC's Preservation Plan will also be used for this project. To ensure digital quality and consistency, the MCRC staff has adapted the Sustainable Heritage Network Digitization Workflow, which is, in part, included in the MCRC's Digital Plan and Digitization Procedures Manual. The workflow is very comprehensive and thorough and is a good model for this project.



Makah Cultural and Research Center

Year I

Year 2

	2020				2021												2022							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
A.1) 4 lectures with PowerPoint					→						→						→						→	
B.1 Digitize & edit 40 analog videos																								→
B.2 Edit 40 earlier recorded videos																								→
C) Disseminate 70 hrs. of digital videos																								→
A.1.1 Record 12 Elders			→		→				→				→				→				→			



## DIGITAL PRODUCT FORM

### INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse 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

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**. Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

#### **SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS**

Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

#### **SECTION III: SOFTWARE**

Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

## **SECTION IV: RESEARCH DATA**

Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

## **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**

**A.1** We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). 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.

The Makah Cultural and Research Center will assign a Creative Commons license to the content. The Attribution-NonCommercial-No Derivatives CC BY-NC-ND will be assigned. This will allow users to share and copy, however they must provide appropriate credit. The material will not be allowed to be used for commercial purposes without MCRC Board approval.

**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.

Users will be allowed to download and share, however must give Makah Cultural and Research Center credit. Digital content cannot be changed or used commercially without written permission. Restriction notifications will be printed on the content label and recipient of content must sign and date a Copy Request form agreeing with terms.

**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 Makah Cultural and Research Center has created an Archival Collections Cultural Advisory Committee that contains 5 respected and established Makah cultural leaders. The Cultural Advisory Committee will make access recommendations concerning culturally sensitive issues. This committee will be overseen by the governing Board of Trustees (all Makah tribal members) and Project Director (Makah). The Cultural Advisory Committee, along with the project staff,

will write a cultural protocol handbook to assist in resolving access barriers and respectfully protect culturally sensitive information.

## **SECTION II: 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.

All digital resources created and collected will contain information important to the preservation of Makah history, culture and the protection of our treaty rights. Still images will be created and collected. Photographs will be approximately 3"x5" to 13"x19" black and white, colored and positive slides. Negatives will also be collected and scanned. Audio files will also be created and collected, along with moving images. Maps will also be created and collected. Textual resources such as books, manuscripts, logs, notebooks will also be created and collected.

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

The project manager and assistant will digitize images using a flatbed Epson V600 photo scanner or Epson V500 scanner. Epson WorkForce ES-500W duplex document scanner. Digital image editing will be performed by the assistant and project manager using Adobe Photoshop, CorelDraw, Corel Photo-Paint, and GIMP. Canon MF720C duplex printer. Sony Handycam HDRCX240 9.2 megapixel. Canon EO5 Rebel T3 camera. Olympus LS-10 Linear PCM digital recorder. Lenovo ThinkPad P50.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

Digitization projects will adhere to guidelines by BCR's (Bibliographical Center for Research) CDP (Collaborative Digitization Program) Digital Imaging Best Practices. Master Textual digital images will be scanned at 300 dpi resolution, 16 bit grayscale, 48 bit color and saved as .TIFF; Access files at 8 bit grayscale or 24 bit for color and saved as .JPG or .PDF/A. Photographs: at least 8000 pixels across the long dimension and saved as a non-compressed .TIFF file at 16 bit grayscale and 48 bit color; Access will be saved as .jpeg 8 bit grayscale or 24 bit color. Audio will be recorded using 44.1 kHz sample rate, 24 bit depth and recorded using a .wav format for master files; access files will be saved as mp3 formats. Video will be encoded as MPEG-4 AVC (H.264) or DV encoding (codec), 640 x 480 resolution (4:3 aspect ration), 30 bit sample size, progressive scanning, and saved using .AVI format.

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

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

A quality control plan will be modeled after the Sustainable Heritage Network recommendations that will include the monitoring and verification of quality, accuracy and consistency of digital files. The Project Manager, Assistant and IT Department will be responsible for monthly quality control to ensure there is file integrity. The IT Department and Program Manager will monitor computer hardware, software and virus checks. Workflow charts will be made using Excel spreadsheets along with the development of Quality Review Checklists for digitizing products.

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

The legacy CDs and DVDs will be stored in archival approved Tyvek sleeves and acid free boxes within the MCRC Archives/Library. Digital files will also be stored on a computer hard drive and backed up on a 6TB Network attached server for redundancy. One hard drive, containing digital assets, will be stored off-site. As technology changes, digital files will be migrated as needed. Access digital manuscripts and books will also be saved in a .PDF format to ensure future access. Audio, photographs, manuscripts will be stored in a secure temperature and humidity controlled room at 65 degrees.

## **Metadata**

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

An adapted version of Dublin Core will be used with all descriptive metadata fields. It will include photographer, date, size, location, subjects, categories, catalog number, accession number, description, identification information, etc. Administrative metadata will include management information concerning ownership and rights. Structural metadata will display relationships between digital files and will include page information for books and diaries etc. Technical metadata will describe resolution, hardware used, and pixel/size dimensions.

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

Metadata will be embedded in the digital photograph images. Born digital metadata descriptions will be entered in MicroSoft Excel Spreadsheets. The spreadsheet will be saved as an .xlsx, .pdf

and .xml format to ensure future access. A paper/hardcopy of the Digitization Workflow Worksheet containing metadata will be maintained and preserved in acid free folders. Metadata will be updated and migrated when warranted and dictated by the Digital Preservation Policy.

**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).

## **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, delivery enabled by IIIF specifications).

Approved digital content will be made available to the public using the Makah Tribal Council's free internet platform program titled "Makah Portal". The MCRC is committed to continue to provide services to patrons. The specified audience will, in part, be determined by the recommendations and cultural protocols established by the Archival Collections Advisory Committee.

**D.2.** Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

Content.lib.washington.edu

## **SECTION III: SOFTWARE**

### **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 or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

## **Technical Information**

**B.1** List the programming languages, platforms, frameworks, 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), URL(s), and/or code repository locations for examples of any previous software your organization has created.

## **Access and Use**

**C.1** Describe how you will make the software and source code available to the public and/or its intended users.

**C.2** Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

## **SECTION IV: RESEARCH DATA**

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

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

**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 sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

**A.4** What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

**A.5** What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

**A.6** What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?



**A.7** Identify where you will deposit the data:

Name of repository:

URL:

**A.8** When and how frequently will you review this data management plan? How will the implementation be monitored?