



NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS

Sample Application NAE-260896-OLS-26

Sault Sainte Marie Tribe of Chippewa Indians

Amount awarded by IMLS: \$106,902

The Sault Tribe Ojibwe Learning Center and Library will bolster their library services and promote access to Anishinaabeg resources. Project funds will support the library's transition into a lending library, the addition of a Collections Assistant position, expanding library operating hours, and digitizing its library collections. The library will purchase software, barcode scanners, and catalog cards to become a lending library. Additionally, project funds will support work with Anishinaabeg language consultants to create signage for artifact displays such as ceremonial pipe display, projectile points and other stone tools, dreamcatchers, and cradleboards. Photos of the displays and collection items will be available online as well. Digitizing their collections will allow for Tribal membership not living within Chippewa County, Michigan to access resources. As a result of this project, Tribal members and the broader community can interact with Anishinaabe culture in a more impactful way.

Attached are the following components excerpted from the original application.

- Tribal profile
- Proposal narrative
- Schedule of completion

When preparing an application for the next deadline, be sure to follow the instructions in the most recent Notice of Funding Opportunity for the grant program to which you are applying.

Tribal Profile

The Ojibwe Learning Center and Library's (OLCL) mission: OLCL seeks to provide meaningful educational materials to promote the learning and preservation of Anishinaabe Bimaadiziwin (Native way of life). The OLCL is a part of the Sault Ste. Marie Tribe of Chippewa Indians (Sault Tribe) Language and Culture Division under the Repatriation and Historic Preservation Office (RHPO). The OLCL mission was developed by staff and dedicated community members, who developed a larger Ojibwe Interpretive Center. The Operational Plan was published in 2006. The OLCL was established program to satisfy the needs of a research library and learning facility.

The OLCL was created after an extensive search by a committee of elders and community members to develop an Interpretive Center to house all of the cultural activities for the tribe. The facility was designed to include an interpretation space (an indigenized museum), learning spaces (the library and classrooms), collections management, language programing, lodge space, and an amphitheater. The library was established to start the process of building spaces where community members could gather and learn from available resources. The library also houses a collection of artifacts donated by community members.

The OLCL is under the Repatriation and Historic Preservation Office, in the Language and Culture Division. Language and Culture is a Division within the Membership Services branch which is overseen the Chief Executive Officer of the Sault Tribe. The Sault Tribe is governed by an 13 member Board of Directors representing 5 Tribal Units. Tribal members residing within a Unit vote for their Unit Board Director(s). The Tribal Chairman is elected at large by tribal membership. The OLCL is housed under Membership Services as cultural preservation and learning are essential to a thriving Anishinaabek community.

Our facility is currently located in Bahweting, known colloquially as Sault Ste. Marie, MI. Historically, Bahweting was a community spread along the St. Mary's River on both shores. Sault Tribe has a seven-county service area across the Eastern and Central Upper Peninsula within the ceded land boundaries of the 1836 Treaty of Washington. We are available to every Sault Tribe member, all other Anishinaabek communities throughout the region, including our First Nations relations and non-Native populations. We encourage the learning of Anishinaabek culture and history to all learners. The Sault Tribe has the largest enrolled population east of the Mississippi. Over 50,000 citizens spread across seven Upper Peninsula counties and other counties and cities through Michigan, across the United States, and worldwide.

Narrative

Project Justification

Our goal is always to maintain the library as a learning space, accessible and open to the community. This initiative will allow for the creation of a new position in our division, the Collections Assistant. This position will play a key role in transforming the library from a non-lending library to a lending library, including helping to digitize library and archived materials, aiding in the development of library displays and helping to expand the library's hours of operation. This initiative stems from the underlying goal to help improve our library's accessibility, and to allow for both tribal members and the community at large to interact with our Anishinaabe culture in a more meaningful and impactful way.

Our primary goal is to have a Collections Assistant who focuses on turning the Ojibwe Learning Center and Library (OLCL) into a functioning lending library. These funds provide the Collections Assistant with up to 29 hours per week in salary and wages and cover the fringe benefits associated with the position. We will consider this portion of our project effective when the Collections Assistant is successfully employed for 3,016 hours within the 2-year fiscal time frame, along with providing crucial information regarding library operations data and patron engagement figures to the Project Director.

The Collections Assistant will work with the Library Aide and be responsible for supervising student workers and summer interns when necessary. The Library Aide is required to record daily visitor numbers as part of our visitor usage assessment and is also expected to note general requests and interests of visitors. Analyzing the visitor's purpose can enhance their overall experience and provide valuable information. This information will help us better serve our community by identifying interests, needs, and patterns of visitation (seasonal, monthly, weekly, and daily trends).

Other internal monitoring includes the Project Director reporting monthly activities to the Language and Culture Director, Executive Office and Board of Directors, along with overall reporting on goal progress.

We have identified a significant need for a Lending Library through documenting questions and comments from visitors over the last several years. We have found that a commonly asked question is if visitors are able to check out books from the OLCL. The Collections Assistant will work primarily through the work week (Monday-Friday, 9AM-5PM) while the Library Aide will work weekends and evenings so that we can expand our operating hours.

We have identified strengths and weaknesses in the current library services and would like to enhance our services for our membership. While we have the existing software, PastPerfect, for cataloging our museum collections, it does not allow our membership to check out library materials. As part of this proposal, we have budgeted the purchase of Surpass Software, which will allow us to operate a lending library.

A continued goal of the OLCL is to increase community usage of Anishnaabemowin. Implementing signage in our language will encourage usage and strengthen our shared Cultural Identity as Anishinaabeg.

As stated in the Tribal Profile, the Sault Tribe has a membership that spans spread across seven Upper Peninsula counties and other counties and cities through Michigan, across the United States, and worldwide. Unfortunately, a large portion of our membership will not be able to easily access the OLCL. Digitizing our collections, i.e., providing photographs and short descriptions of our collections, as well as a list of library collections will allow for our membership not living within Chippewa County the ability to strengthen their connection to their culture.

Currently, tribal members and community members are able to access the OLCL during operational hours and view library materials but are unable to take materials home. When going through the visitor records, one of the most common recurring questions was if our collections were available to check out. The OLCL materials are currently unavailable to be checked out by tribal members.

To allow tribal members to be able to check out library materials, they would only need to show their Tribal ID card. Tribal Membership, and the general public will be able to access the digitized collections, and the list of available library materials on the Sault Tribe's existing website. With the increase in operational hours the Collections Assistant, along with the Library Aide, will be able to carry out a plan to turn the OLCL into a lending library, as well as digitize our collections, and create displays in both English and Anishinaabemowin.

The target audience for this initiative will be both our local and at large tribal members. More specifically we anticipate that families with school age children, college and graduate students, and elders will be most impacted by the creation of a lending library. A risk that we have identified with the project is the loss of library materials due to tribal members not returning them. The plan to offset this loss is to have two categories of library materials identified. The first category would include books that we have identified as "easily replaceable", meaning we are able to repurchase the books for less than \$50.00. Tribal Members would be able to check out this category of library materials. The second category would include library materials that are not as easily replaced or could only be replaced at \$50.00 or more.

Prior to checking out library materials we will have members complete a rental profile, consisting of their name, tribal enrollment number, and a phone number and email address that we will save on Surpass Software. To further encourage tribal members to return library materials promptly Surpass Software sends out a "Return Date" email upon checking out, and furthermore we will send a reminder email and text message, both one day before the "Return Date", and on the "Return Date" itself.

The loss of library materials is inevitable. However, in the event of loss we will have a fund established in our operating costs budget of \$1,500.00 per year to replace library materials and to acquire new materials. After the grant has been completed, we will continue to set aside funding to replace library materials and to acquire new materials.

The OLCL program currently consists of two employees under the supervision of the Language and Culture Division. OLCL programing development, implementation and management is the responsibility of the Repatriation and Historic Preservation Specialist, who will be overseeing the project. In addition, the OLCL employs a Library Aide to implement and execute tasks given as part of any library project. Summer interns will be given an opportunity to work on the Project and contribute when appropriate.

The intended benefits of this project are community enrichment and appreciation of Anishinaabe Culture. With the addition of a Collections Assistant, we will be able to expand operating hours and allow for tribal members to access library materials, both in person and online.

Project Plan

We will be updating our existing digital archive and repository for artifacts and library materials. To make the collections accessible to tribal members, we will be posting the library catalog on the Sault Tribe website.

This project focuses on creating a digital platform for library materials and updating our digital archive. Materials developed with the program will be intended for tribal membership.

Working with language consultants, the Collections Assistant will be able to catalog the artifacts in Anishinaabemowin, as well as English, which will build a foundation for the creation of dual language displays. The language consultants will also work with the Collections Assistant to develop content and translations for the displays in the OLCL.

The project will start by acquiring Surpass Software, which is needed to start a lending library. We will identify any internal training needs and complete the training. The Collections Assistant and Library Aide will catalog the library materials and upload the catalog to the library software. The OLCL staff will work on creating barcodes and placing those and the catalog cards on the books themselves. To complete this part of the project, we will upload the catalog to the Sault Tribe website for tribal members to check books out using their Tribal ID.

To complete the digitization of our collection, we will input the remaining artifacts that have yet to be cataloged. The Collections Assistant will photograph the artifacts and upload them to PastPerfect. Tribal Members will be able to view them on the Sault Tribe Website.

The final portion of this project will be the creation of additional content. The Collections Assistant will work with the Project Director who has identified the display needs of the library. The Collections Assistant and the Project Director will work with language consultants to translate displays into Anishinaabemowin. Finally, the Collections Assistant will develop the displays and they will be placed in the Ojibwe Learning Center and Library.

The OLCL has an existing format for displays that we will continue to use. We have attached an example of a Black Ash Basket Display that was developed by the Project Director, Library Aide, and summer interns. Displays that will be developed for the OLCL will tend to be less comprehensive due to limited space available but will be consistent with the existing design. Our

goal is to provide a brief information about our displays, as well as include our Anishinaabe Language that will engage visitors and encourage them to seek out more information about the display as well as Anishinaabemowin.

Examples of displays we seek to create signage for in the OLCL are the Sugar Bush display, the ceremonial pipe display, projectile points and other stone tools, dreamcatchers, cradleboards, and the bandolier bag display. Pictures of these displays and collection items will be available to view on our Sault Tribe Website. To support these endeavors and provide resources and content to the community, we must build a capacity for a digital collection and virtual learning environment. Building capacity requires OLCL to acquire specific technologies, such as specialized software, equipment, and other materials.

Project Work Plan

To meet our community's library needs, we need to digitize our library catalog, and photograph our archival collections of documents and artifacts. We have identified three categories of programming that need OLCL support: a distribution point and repository, more artifacts and content. The Project Work Plan and Activities have been planned with consideration to the Collections Assistants' part time schedule at 29 hours a week. We will track the project informally through weekly check ins with the OLCL staff and more formally with Quarterly check-ins. The Project Director will include updates in the Monthly Report submitted to the Language and Culture Director.

Activity 1: Lending Library

- The hiring process for the lending library will begin as soon as we receive the award notification. The first two months of the project will focus on onboarding.
- Purchasing of library software and other materials such as barcode scanner, catalog cards, etc. can start in Month One and conclude in Month Three.
- Activities include cataloging the collection, uploading to library software, putting barcodes and catalog cards onto each book. These activities will begin in Month Three through Month Eight of Year One.
- Once the Library Project is completed in Month One of Year Two, the focus of this activity will be continuing to upkeep the Lending Library and promote it to our membership on our Facebook pages and the Sault Tribe Website. We will also document any issues we notice and feedback we receive from our membership.

Activity 2: Digitization of Collections

- Artifacts in our collection need to be photographed-especially those that cannot be on display due to their condition or limited space in OLCL. This will occur starting in Month Seven of Year One through Month Three of Year Two and will be completed by Month Four.

- The photographs will be uploaded to PastPerfect as they are being taken, and as soon as they are completed will be uploaded to the Sault Tribe website. This will occur starting in Month Seven of Year One through Month Three of Year Two and will be completed by Month Four.
- Additional artifacts coming into the OLCL will need to be cataloged as well. This may happen at any point in the Project.

Activity 3: Additional Original Content Creation

- Working with language speakers to create accurate labels for artifacts, the Project Director and the Collections Assistant will meet with the language speakers two hours a week to discuss appropriate signage and language material development. This will begin in the Third Month of Year One and will continue through Month Six of Year Two.
- The finalization and purchasing of the signage through *Gopher Sign Company* will occur in Months Seven through Ten of Year Two.
- Implementing the signage will occur in Months Eleven and Twelve of Year Two.

Project Results

Through this project, OLCL desires to become comparable to other Anishinaabeg communities in the region in its availability of content. Across North America, tribes have been increasing their available resources with their membership. Our primary goal is to ensure the availability of library resources with our tribal membership and to promote cultural preservation within our community. Throughout this project we will be able to provide tribal membership with an increased access to their culture through book availability as well as language in practice through display creation.

The Collections Assistant will be crucial in the establishment of the Lending Library and ensuring a smooth transition from its current status as a non-lending library. Upon completion of this project the Repatriation and Historic Preservation Specialist and the Library Aide will be able to maintain the library collections and allow for our Tribal Membership to continue to have access to our materials.

Project Work Plan Year 1

Activity 1: Lending Library

Hiring the Collections Assistant and Onboarding

Purchasing of Library Software/Other Materials

Cataloging Collections and Uploading to Software

Activity 2: Digitization of Collections

Photographing Museum Collections

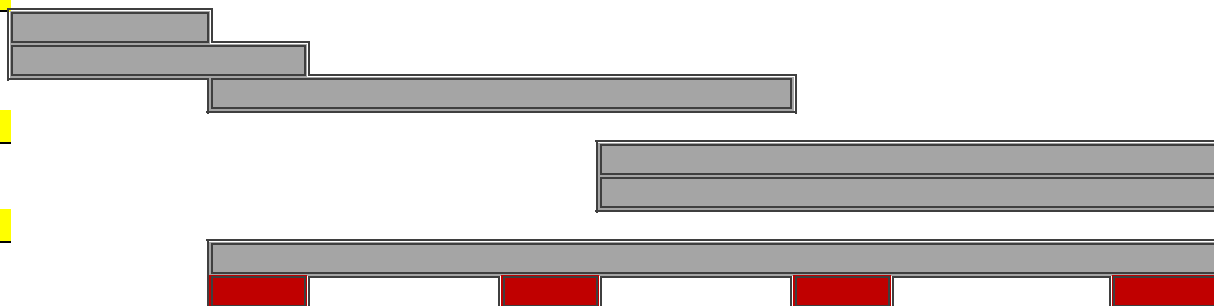
Uploading to PastPerfect and to Sault Tribe Website

Activity 3: Additional Content Creation

Planning with Project Director and Language Consultants

Quarterly Assessments

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sept 1st	Oct 1st	Nov 1st	Dec 1st	Jan 1st	Feb 1st	Mar 1st	Apr 1st	May 1st	Jun 1st	July 1st	Aug 1st



Project Work Plan Year 2

Activity 1: Lending Library

Lending Library Project Completed

Continuation of Lending Library Implementation

Activity 2: Digitization of Collections

Uploading to PastPerfect and to Sault Tribe Website

Completion of Activity 2: Digitization of Collections

Activity 3: Additional Content Creation

Development of Content

Finalization and Purchasing of Signage

Implementation of Signage

Quarterly Assessments of Progress

Completion of Activity 3: Additional Content Creation

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sept 1st	Oct 1st	Nov 1st	Dec 1st	Jan 1st	Feb 1st	Mar 1st	Apr 1st	May 1st	Jun 1st	July 1st	Aug 1st

