



NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS

Sample Application NAE-260920-OLS-26

Ketchikan Indian Corporation

Amount awarded by IMLS: \$127,050

The Ketchikan Indian Community's Cultural Resources Department serves as the Ketchikan Indian Community's primary archival and library function for approximately 6,500 Tribal members. The project will provide access to and preservation of information by upgrading their digitization equipment and Southeast Alaska community accessible only by air and sea. Project funds will support purchasing a professional large-format flatbed scanner, a wide-format archival plotter, a color printer, a dedicated digitization workstation, a camera system with lighting for artifact documentation, 55-inch display monitors for shared consultation sessions, archival-grade work tables, and archival flat file storage furniture. These items were identified as needs by Cultural Resources Department staff and Tribal members who have engaged with the Center. As a result, irreplaceable cultural materials will be preserved and maintained for the benefit of Tribal members and the surrounding community.

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.

Ketchikan Indian Community

TRIBAL PROFILE

Ketchikan Indian Community (KIC) is a federally recognized Tribe located in Ketchikan, Alaska — a remote coastal community in Southeast Alaska accessible only by air and sea. KIC provides governmental, social, health, housing, and cultural services to approximately 6,500 enrolled tribal members, the majority of whom reside in or near the Ketchikan area, under the direction of an elected Tribal Council.

KIC's Cultural Resources Department serves as the Tribe's primary archival and library function, providing tribal members access to cultural and historical materials, supporting language revitalization programming, facilitating repatriation activities under NAGPRA, and producing educational and ceremonial materials for the community. The department functions as KIC's institutional memory — maintaining and providing access to historic photographs, handwritten and printed documents in Tlingit and English, original artwork by tribal artists, family tree and genealogical records, and repatriation documentation. Staff also work directly with cultural practitioners, language scholars, and families tracing their histories.

Ketchikan's geographic remoteness, extreme annual rainfall, and persistent high humidity place KIC's physical collections at elevated risk of deterioration. The community lacks access to nearby professional conservation or archival services. Building durable local equipment capacity within the Cultural Resources Department is the Tribe's primary long-term strategy for safeguarding its irreplaceable cultural holdings and expanding its ability to serve tribal members.

Ketchikan Indian Community

PROJECT NARRATIVE

Project Justification

The Need. KIC's Cultural Resources Department maintains an irreplaceable body of tribal historical and cultural materials, yet lacks the foundational equipment needed to carry out its preservation and community access mission at a professional level. The department has no archival-grade digitization equipment capable of producing preservation-quality scans of photographs, documents, oversized artwork, or large-format genealogical records. It has no large-format printing or plotting capability to reproduce cultural materials for community programming, language revitalization, or repatriation documentation. It lacks large-screen display equipment to allow multiple tribal members to simultaneously review documents and images during family history or repatriation consultations. It lacks adequate archival storage furniture — flat files and cabinets — for safely housing oversized and fragile physical materials. It has no dedicated high-performance workstation configured for digitization and archival cataloguing workflows. And it lacks a professional camera system for documenting three-dimensional artifacts and objects associated with repatriation and cultural collections work. Together, these gaps constitute a fundamental infrastructure deficit that limits everything the department can do for tribal members.

How the Need Was Identified. The equipment needs addressed by this project were identified through input from Cultural Resources Department staff in the course of their daily work and through conversations with tribal members who have sought access to family history materials, participated in repatriation consultations, or engaged with cultural programming. Repatriation staff have identified the absence of a camera system for artifact documentation and the lack of a functional group consultation workspace — including shared-view monitors and appropriate work surfaces — as the most immediate operational constraints on active NAGPRA proceedings. Community members engaged in genealogy work have noted the inability to receive quality reproductions of family records. The absence of archival flat files has resulted in oversized materials being stored in conditions that accelerate physical deterioration. The absence of a dedicated digitization workstation requires staff to use general office computers not configured for color-managed archival workflows.

Primary Audience. The primary audience for this project is KIC's Cultural Resources Department staff, who will use the equipment as core operational tools. The direct secondary audience is enrolled tribal members — particularly elders, families engaged in genealogy and repatriation work, and participants in cultural and language programming — who will benefit from improved access to their cultural heritage and a workspace designed for meaningful community engagement. NAGPRA repatriation partners and collaborating agencies will benefit from KIC's improved documentation and consultation capabilities.

Alignment with NAE Objective 3. This project aligns directly with NAE Objective 3 — providing access to and preservation of information and collections — through investments in digital preservation infrastructure, collections stewardship, community memory documentation, and language and culture preservation. The equipment suite acquired through this project will serve as the physical foundation for KIC's long-term archival and cultural production program, enabling work that is currently impossible with existing resources.

Project Work Plan

The project will procure, deliver, install, and place into active operational use a comprehensive suite of equipment addressing all identified infrastructure gaps in KIC's Cultural Resources Department. Procurement and installation will be completed within the first quarter of the project period, with active digitization, production, and community engagement activities underway by Month 3 and continuing through the end of the 12-month period of performance and beyond as permanent departmental assets.

Activity 1: Equipment Procurement and Delivery (Months 1–3)

The Project Director will coordinate competitive procurement of all equipment consistent with KIC's procurement policies and 2 C.F.R. Part 200 requirements. Vendor quotes obtained during application planning will be re-confirmed at award. Equipment selection will prioritize archival suitability, compatibility with existing departmental computers, manufacturer support availability for remote Alaska communities, and long-term durability. Given Ketchikan's remoteness — accessible only by air and sea barge — freight logistics will be coordinated with vendors in advance to ensure timely delivery, and freight costs are specifically budgeted.

Activity 2: Installation, Configuration, and Staff Orientation (Months 2–4)

Upon delivery, all equipment will be installed and configured. Archival flat files and storage cabinets will be positioned to create dedicated, climate-appropriate physical storage for the department's oversized and fragile materials. Work tables will be arranged to create a purpose-designed document and artifact examination area. Display monitors will be mounted for optimal shared viewing during consultation sessions. The large-format scanner, plotter, and professional color printer will be connected to the dedicated digitization workstation, software installed, and ICC color profiles calibrated using the procured spectrophotometer. The camera system will be configured with appropriate lighting for artifact photography. Cultural Resources staff will complete equipment-specific training through manufacturer resources, Society of American Archivists online modules, and Federal Agencies Digital Guidelines Initiative (FADGI) materials.

Activity 3: Digitization Policy Development (Months 2–6)

Cultural Resources staff, with input from the Alaska State Library Digital Archives resources, will update, if necessary, the written Digitization and Archival Production procedure for scanning resolution, color calibration, file format selection, metadata entry, file naming, physical handling, storage protocols, backup procedures, access and cultural sensitivity classifications, and artifact photography standards with this new equipment. KIC has an NAGPRA policy that governs all digitization work and will ensure the policy and procedures incorporate this much-needed updated equipment to continue carrying out

our duties as a Tribe and make sure the equipment is made available to other tribal cultural resources programs through ATALM's network upon completion.

Activity 4: Priority Holdings Digitization (Months 3–12)

With equipment operational and policy standards established, Cultural Resources staff will begin systematic digitization of the department's highest-priority holdings. Priority will be given to items in the most fragile physical condition, items most frequently requested by tribal members, and materials needed for active repatriation proceedings. Archival master scans will be produced in TIFF format at FADGI-compliant resolutions (minimum 400 dpi for photographs, 600 dpi for documents and artwork, 1200 dpi for small originals). Access copies in JPEG and PDF formats will be generated for community use. All items will be cataloged with descriptive metadata in the archival cataloging software. The large-format scanner's capacity for oversized materials is essential for several historic maps and large genealogical charts in the collection that cannot be safely digitized on standard equipment.

Activity 5: Artifact Photography Documentation (Months 3–12)

The dedicated camera system will be used to create photographic documentation records of three-dimensional cultural objects and artifacts in KIC's collections and those associated with active NAGPRA repatriation proceedings. High-resolution artifact photography is a standard evidentiary and documentation requirement in NAGPRA consultation processes and repatriation claims. Previously, KIC has been unable to produce this documentation in-house, requiring reliance on external resources or submission of inadequate imagery. This activity will run concurrently with flat-document digitization throughout the active project period.

Activity 6: Cultural Production and Community Access (Months 3–12)

Concurrent with digitization activities, the large-format plotter and professional printer will produce cultural materials supporting existing department programs: high-quality reproductions of traditional artwork for cultural events; printed family tree and genealogy documents for distribution to tribal members; posters and educational materials for language revitalization programming; and photographic documentation prints for NAGPRA files. The 55-inch display monitors will be used during family history consultations and repatriation sessions to allow multiple participants to view documents and images simultaneously — a direct and immediate improvement to community engagement capability. The archival-grade work tables provide the dedicated, appropriately-sized surface needed for safe examination of physical materials during these sessions.

Stakeholders, Existing Resources, and Partners

KIC's Tribal Council has endorsed this project as a Cultural Resources Department priority. Existing departmental assets supporting the project include current general-use computer workstations, the department's established community relationships, and KIC's IT infrastructure for file storage and backup. The KIC Tribal Planner and Director of Tribal Development and Planning will provide grant administration and compliance oversight. KIC will draw on consultation resources from the Alaska State Library Digital Archives program and ATALM's tribal archives professional network throughout the project period.

Project Results

Intended Results. By the close of the 12-month project period, KIC's Cultural Resources Department will have: (1) a fully operational, professionally equipped preservation and community access workspace; (2) a written Digitization and Archival Production Policy governing all ongoing and future work; (3) archival-quality digital scans of the department's highest-priority flat-document and photographic holdings; (4) a systematic artifact photography record supporting active NAGPRA repatriation proceedings; (5) an active large-format cultural production capability serving tribal members through programming, family history distribution, and repatriation documentation; and (6) archival flat files and storage furniture providing appropriate long-term physical housing for the department's most vulnerable oversized materials.

Defining and Measuring Success. Success will be measured against the three NAE performance dimensions of effectiveness, quality, and timeliness as described in the Performance Measurement Plan. Quantitative measures include the number of items digitized by category, the number of artifact photographs produced, the volume of cultural materials printed and distributed, and the number of tribal members served through consultations and material distribution. Qualitative measures include staff assessment of equipment performance relative to archival standards and community feedback on the usefulness of produced materials and the consultation workspace. The Project Director will track progress quarterly against the Schedule of Completion.

Dissemination to Primary Audience. Digitized materials will be made available to tribal members through the Cultural Resources Department on request, consistent with privacy and cultural sensitivity protocols established in KIC's NAGPRA guideline policy. Reproductions, family history documents, and cultural materials will be distributed through regular department programming. Repatriation documentation will be provided to NAGPRA process partners as needed.

Sustainability Beyond the Grant Period. All equipment acquired through this grant will become permanent assets of KIC's Cultural Resources Department, fully integrated into ongoing operations at no additional equipment cost beyond routine consumables and maintenance. The Digitization Policy will govern continued use. KIC will incorporate ongoing digitization, artifact photography, and cultural production activities into the department's regular operating budget. Staff skills developed during the project period will sustain and expand the program indefinitely. The digital archive created during this project will be maintained on KIC's server infrastructure under backup protocols established during project implementation.

SCHEDULE OF COMPLETION

[illegible]