

2017 IMLS Native American Library Services Enhancement Grant

Applicant: Stockbridge-Munsee Community, Arvid E. Miller Memorial Library & Museum

“Help Save Our Languages”

ABSTRACT

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Project: Help Save Our Languages **Project Period:** October 1, 2017 – September 30, 2019

Community Need for Project: The Help Save Our Languages Project will address several needs of the community and the Library:

- To further the preservation of the Mohican and Munsee Languages.
- To make the Mohican and Munsee Languages easily accessible to anyone wishing to learn.
- To protect and make the Languages part of our daily lives again.
- To designate our community government buildings and community areas with our own languages.

Intended Audience: The project is intended for all tribal members, community members, visitors, and researchers. The general public will also benefit because of the increase in archival resource material for research that is produced during the project.

Project Goals:

Goal#1 To create a Web-based Mohican Talking Dictionary that will further the preservation of the Mohican Language and be accessible to anyone wishing to learn or research the language.

Goal#2 To create four Language Session DVD of the Mohican and Munsee Languages that will be an added resource to the Library’s Language Collections.

Goal#3 To create a Mohican and Munsee Language Calendar that can also be updated and used year after year. This will be a valuable item to the community and is part of the language re-introduction learning outcome for this project.

Goal#4 To design and install Mohican and Munsee Signage that designates the Tribal Government Buildings.

Project Activities

Goal#1 A Linguist will be hired under contract to develop a Web based Mohican Language Talking Dictionary.

Goal#2 Community members and other interested people will participate in a series of thirteen Calendar & Cultural Teaching workshops to learning about the Mohican and Munsee Languages and how they relate to each month of the year.

Goal#3 The community will also be invited to participate in four teleconferencing sessions with the Linguist, and be provided teachings of the Mohican Language.

Goal#4 Designing and installation of Mohican and Munsee Languages Signage at the Tribal Government Buildings.

Project Results/ Outcomes

Have a working web-based Talking Dictionary of the Mohican Language that will be accessible to everyone that wants to learn the Mohican Language.

Have recorded language sessions available for view via DVD that will build on the language collections at the library.

Have a Mohican and Munsee Calendar that can be updated easily for use within the community and area schools. Community members will be able to have this in their homes to look at each day.

Have our own languages designating the buildings that serve the community by purchasing signage in the Mohican and Munsee Languages for them.

Project Tangible Products

A Mohican-Munsee Calendar, a Web-based Mohican Talking Dictionary, four Language Teaching Session DVDs and Mohican and Munsee Language Signage will be the tangible products of this grant.

NARRATIVE

Statement of Need

The Community: The Stockbridge-Munsee Community, Band of Mohican Indians is a federally recognized Indian Tribe occupying the reservation established for it by the Treaty of 1856. The Tribal government operates pursuant to a Constitution promulgated under the Indian Reorganization Act of 1934. The reservation is located in a rural, wooded area of north central Wisconsin in the Townships of Bartelme and Red Springs in Shawano County. Approximately 17,000 acres are held in trust for the Tribe. The Tribe owns approximately 6,000 additional acres of land. The Tribe’s Enrollment Office reports that there are 1,434 enrolled members. Of these, 1,215 live in the state of Wisconsin (79%) and 770 tribal members live on the reservation or elsewhere within Shawano County (Stockbridge-Munsee Enrollment Office, 2017). According to the 2010 U.S. Census, there are 1,744 residents within reservation boundaries (2010). About 61% of them are Native American; the remaining are non-native. Many of them are descendants of tribal members (first through third generation descendants). Non-native community members are part of blended families or spouses of tribal members.

Major cities, located within about an hour’s drive, are Wausau, Green Bay, Appleton, and Stevens Point. Smaller cities include Shawano, Clintonville and Antigo, all within about one-half hour’s drive. Wisconsin’s largest city, Milwaukee, and state capitol, Madison, are approximately 170 miles south. The villages closest to the Reservation are Bowler, population 302, located at the Southwest corner, and Gresham, population 586, located at the Southeast corner (2010 U.S. Census).

The Tribe’s original homelands are in what is known today as the states of New York, Vermont, Connecticut and Massachusetts. After the Revolutionary War, the Tribe suffered a series of forced removals and resettlements that continued up until the signing of the 1856 Treaty. The people survived through colonization, Christianization, and modernization. The Tribes languages and culture are in danger of being lost because through these moves and the different influences forced upon the Tribe the native language and cultural practices became a taboo punishable by severe beatings. Tribal history is found all along the trail of our removals: in New York, Massachusetts, Indiana, several locations in Wisconsin and as far west as Kansas territory. Tribal families had many different experiences through these journeys; yet the Tribal Nation has stayed together. Tribal members have been working concertedly for the last eighty years to collect the stories and artifacts that can be found all along our many trails.

The Library in the Community: The Stockbridge-Munsee Tribe owns and operates the Arvid E. Miller Memorial Library/ Museum. It opened in 1977 and became the repository for tribal language, papers, photographs, artifacts, historical papers, and other cultural expressions. The library’s mission is to gather and preserve materials relating to the history, culture, socio-economic and genealogy of the Stockbridge-Munsee Community and to make these materials available for display and research to tribal members, the community and the general public. Community members gather at the library for conversation, visiting, sharing, cultural and historical research, workshops, and to see exhibits. It is also used by tribal employees who need historical/cultural information for their work. Scholars and students from schools and universities around the world have visited the library to study and learn more about the history and culture of the Mohican people. The library also receives and responds to numerous electronic requests for research assistance with language. The library is a non-circulating, research library open 40 hours per week from 8 to 4:30. There are two full time staff positions: The Manager and the Librarian Specialist.

The Historical Committee guides the activities of the library. It approves and provides input into all projects undertaken and reviews scholarly materials written about the Mohican Nation and recommends corrections and/or clarifications to the authors. As a body, the committee decides what is important enough to be included as part of the archives. It is made up of mostly tribal members who vary in age from teenagers to

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tribal elders. Members come from a variety of professional backgrounds, education levels, income levels, family groups, etc. The core group has been consistently involved with library activities since it opened.

Committee membership is open, meaning that anyone who attends is a member and may contribute and review scholarly findings and research, project ideas, pose questions, evaluate project ideas, etc. The Historical Committee is voluntary; no stipends are offered. This is a passionate group with a wealth of knowledge about tribal history and the archived materials. Community members (non-tribal members) are also welcome to attend and share at the meetings. Community and other tribal members who seek knowledge or expert direction concerning cultural and historical matters will often seek the input of the committee by attending meetings and raising their questions and concerns. Tribal Council also relies on the committee to provide valuable input concerning important tribal matters.

Project Purpose/Identified Need: The purpose of the “Help Save Our Languages” project is to involve tribal members in preserving our languages and culture, and to develop the capacity needed to meet the changing learning and information needs of the American Public. Ultimately, our languages tell our tribal history, and we love to share this history with the American Public. Each word or phrase was developed by our ancestors from the things they saw and experienced. It’s like seeing something through their eyes. Often, tribal members stop at the library with language questions to find how to say something or what a word they know means. Some are excited to learn the language contributions that their relatives made to the community, and take pride in discovering their important roles in perpetuating the survival of the Nation. These discoveries build pride in heritage and culture for all tribal members.

The Library holds a collection of words, phrases, and audio recordings of the Mohican and the Munsee Languages. Fortunately, there are a relatively large number of texts in Mohican at the Library that our elders have collected over the years. There is a dictionary, with lots of phrases and verb paradigms, written sometimes around 1755 by a Moravian Missionary at Gnadhutten, Pennsylvania named Johann Jacob Schmick. Schmick also translated a number of Psalms. Additionally, we have in our collection a complete catechism in Mohican. There are some stories, a number of lexical items, Hymns and miscellaneous word lists and other brief texts.

The “Help Save Our Languages” Project is an extension of the language research that has been performed at the Arvid E. Miller Memorial Library/Museum over the past five decades. There are extensive collections of the Mohican and Munsee languages that have been saved, but we are still in danger of losing our Native Languages. The Library Staff also has encountered some difficulties in sharing the data that has been collected into the two different languages that have been recognized by the Stockbridge-Munsee Governing Body as the recognized languages. We have applied for the ANA Language Grants in the past, but because we are trying to preserve, we didn’t fit the criteria of the grants. If given this grant opportunity, we will hire a Linguist and a Language Project Manager to further preserve the collection and make it more available to those interested individuals and researchers. The extent of interest in the Mohican Language travels beyond the borders of the reservation, and we continue to receive requests for information from around the country. Through this funding, we will be able to take the information and resources we currently have and develop them into a format that will fit the new age of learners, extend our reach to people through web resources, and enable our people to see the language on a regular basis to encourage the day to day usage.

Impact

The Stockbridge-Munsee Tribe, especially the youth and elders will benefit from the “Help Save our Languages” project by having the opportunity to access information to increase their knowledge of both the Mohican and Munsee languages. Our language is part of our history, and part of who we are. It is a missing piece to a puzzle that has been scattered along a trail from the Delaware Basin to Wisconsin, but the members

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of this nation have survived, and have the resources to start using their native languages again. This grant will be another line of support to achieve our goal.

This project will strengthen library services because it will diversify the learning opportunities for visitors within the library. It will also be a depository for sustaining and building a Language and Culture program for the Stockbridge-Munsee Community.

The intended performance goals of the project can be separated into the four main goals: Creation of a Web-based Mohican Talking Dictionary, Creation of four (60-Minute) Mohican Language DVDs, Creation of a Mohican and Munsee Calendar, and Creation of Mohican and Munsee Signage for the Tribal Government Buildings including the library.

Goal#1: Through our research of the variety of language education and learning approaches, we have found that a technology driven effort through other talking dictionaries online has increased a learners’ capacity for a given language and increase the retention of information. Successful dictionaries like those available on the Living Tongues Language Dictionary Web Page (<http://livingtongues.org/contact-us/>) will be the blue print for the creation of a Web-based Mohican Talking Dictionary. The first activity that must be done for this goal is to hire a Language Project Manager. They will with the assistance of the library staff hire a Linguist and a Senior Language Teacher under contract, and begin to collaborate with the Living Tongue Organization. The Linguist will be responsible for the greatest amount of data entered a dictionary database software over their contract period. The Linguist will also need to work with the library staff, community, Language & Culture Committee, Historical Committee, and Senior Language Teacher for information. **Result:** Have a working web-based Talking Dictionary of the Mohican Language that will be accessible to everyone that wants to learn the Mohican Language. The talking dictionary will be accessible through the internet, a link will be placed on our tribal web page.

Goal#2: The creation of the four (sixty-minute) recorded Mohican Language Sessions on DVD will be conducted by the Language Project Manager, the Linguist and the Senior Language Teacher. Together the three positions will work collaboratively to set up the four recorded teleconferencing sessions that will be open to the public and recorded. The session topics for the DVDs are: DVD1: Animate and Inanimate Colors, DVD2: Numbers, Days, & Months, Animate and Inanimate Nouns & Plurals, DVD3: Verbs and Verb Usage, and DVD4: Conjugating Verbs (Daily Conversation)

Result: Have four recorded Mohican Language Sessions available to the public that cover lessons into the daily conversations in Mohican via DVD that will build on the language collections at the library.

Goal#3: The creation of the Mohican and Munsee Calendar will require the hiring of the Language Project Manager, Linguist and contracting the Senior Language Teacher. The two positions will work together to set up thirteen calendar & cultural teaching workshops. They will also work together to enter the information into a calendar software. **Result:** Have a Mohican and Munsee Calendar that can be updated easily for use within the community and area schools. Community members will be able to have this in their homes to look at each day.

Goal#4: The Language Project Manager will work with the Linguist, Senior Language Teacher, Language & Culture Committee, Historical Committee, Public Works Director and the Community to design signs for the Tribal Government Buildings. The Language Project Manager will also be responsible for contracting a sign company for the creation and installation of the signage. **Result:** Have our own languages designating the buildings that serve the Stockbridge-Munsee Community by purchasing signage in the Mohican and Munsee Languages.

Project Design

Goal#1 Objective 1: Set up and input vocal and written data of the Mohican Language into the Web-based Talking Dictionary Software: Language Project Manager (LPM) will review and purchase the talking dictionary software program with the assistance of the library staff. The Linguist will be responsible for inputting the oral and written data into the software. They will also need to network with local speakers, Elders of the community, the Senior Language Teacher, and the Language & Culture Committee for input and feedback.

The LPM will set up a central location in the library where all the language information we have can be accessed. The language collections are very significant to our library and community.

Goal#2 Objective 1: Set up four teleconferencing sessions that will be open to the public and recorded in the Mohican Language: The LPM will work collaboratively with the Linguist and Senior Language Teacher to conduct four teleconferencing sessions at the library in the Mohican Language for the specific topics listed in the Measurable Outcomes/Outputs section for Goal #2. The LPM will contact the Mohican News and post flyers at all the community posting boards to advertise the session. The LPM will record the language sessions onto a DVD and make it available on DVD.

Goal#3 Objective 1: Organize, and Facilitate Thirteen Calendar & Cultural Teaching Workshops with Language Students: The LPM will set up and organize thirteen Calendar & Cultural Teaching Workshops that will be taught by the Senior Language Teacher. The workshops will be held once a month for thirteen months. During the Calendar & Cultural Teaching Workshops, attendees will learn how to say and write words that pertain to the month and the moon cycle. Instruction will also include numbers, moon phases and the name of the month. Upon completion of the thirteen workshops the attendees will have developed an updateable calendar that can be use each year.

Goal#3 Objective 2: Edit and Publish a 2019 Mohican and Munsee Language Calendar: Each workshop that the LPM will facilitate will have a topic month. As the students learn a word pertaining to the month, it will be added to a month template along with the days of the month and moon phases. At the end of each workshop there will be a completed month template. The LPM will refine the page and collect each one until after the last workshop an entire calendar has been created. The LPM will then edit the calendar, and work with a printing company to have the calendars published, and then it can be distributed to the students of the workshops, area schools and to the community. The completed template will be retained for future calendar production and to be used to continue the language calendar workshops in the future.

Goal#4 Objective 1: Production and Installation of Signage in Mohican and Munsee at the Arvid E. Miller Memorial Library/Museum and other Tribal Government Buildings: The LPM will work with a professional sign company to produce and install Signage in the Munsee and Mohican Languages. The Languages are very important to our people, and having them visible reinforces the pride we feel for our languages and our culture. The signage will primarily identify common areas such as bathrooms, meeting rooms and building names.

Project Results

Goal#1 Evaluation/Project Success: This project will be deemed successful if at its conclusion at least 500 words/ phrases are added to the online dictionary. There will be an online survey available on the Mohican Talking Dictionary site that will also be used to make alterations to the software based on the survey results. It is our hope to make the Mohican Talking Dictionary very user friendly and exciting to use. The site will

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permanently be maintained by the Arvid E. Miller Memorial Library/Museum staff and the Stockbridge-Munsee IT Department and the website traffic will be recorded by a view counter on the site.

Measurable outcomes/outputs:

- A minimum of 500 words added to the online dictionary
- Approximately 850 views of the Mohican Talking Dictionary on the library web page.

Goal#2 Evaluation/Project Success: The measure of success for the project will be the creation of four Language Teaching Session DVDs that will be added to the library’s language collection. It is anticipated that there will be at least fifty participants during each Mohican Language Teaching Session, and participation will be tracked.

Measurable outcomes/outputs:

- Four (Sixty- minute) Mohican Language DVDs will be produced on each level of learning.
 - Basic: Animate and Inanimate Colors, Numbers, Days, & Months
 - Basic: Animate and Inanimate Nouns & Plurals
 - Basic: Verbs and Verb Usage
 - Basic: Conjugating Verbs (Daily Conversation)
- These DVD’s will be preserved in the Library’s collection.

Goal#3 Evaluation/Project Success: Project participants will be surveyed at the outset to determine what they know about the languages. They will be surveyed at project’s end to assess what they have learned. This project will be deemed successful if at its conclusion at least 50% of the participants express an increase in their knowledge and understanding of tribal language by the project’s end. This change in knowledge will be reflected in the evaluation surveys. A final measure of success for the project will be the publication of the 2019 Mohican and Munsee Language Calendar.

Measurable outcomes/outputs:

- Anticipated 10-12 the number of participants and the completion of the topic month calendar page. Maximum participant 30.
- 10-12 of the surveyed participants will have an increase in their knowledge of the Mohican and Munsee Calendar Language Information.

Goal#4 Evaluation/Project Success: A survey will be conduct of community members including non-natives to find out if the signage in the community has sparked an interest in the language for them. A post-project report will summarize the survey results. A final measure of success for the project will be the complete installation of all signage.

Measurable outcomes/outputs:

- A total of thirty signs will be produced and installed for the exterior of the building.
- A total of fifty signs will be produced and installed for the common areas.
- Survey Results of the project participants of language knowledge increase and results from the community signage survey will be distributed via email to 400+ employees. The survey will be on survey monkey.

Dissemination: Publication about the project will reach tribal members through Mohican News, Facebook, the tribal newspaper that is mailed to all tribal members. Library staff and the LPM will periodically update the tribal membership through the newspaper about the project’s progress and workshop information. Any questions that come up that might be answered by tribal members not attending the workshops can be asked through the newspaper. Reports to Tribal Council will keep our leadership updated. At project’s end, library staff will be able to announce the resulting publication of the calendar through the newspaper and website. A

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copy will be on display for visitors to see and look through as well. Library staff will share this project and its outcomes at national conferences, especially the IMLS conference.

Sustainability: The project will help us increase the language collection at the library, and visitors and researchers will be able to access the information in more ways including online. To sustain the project for the future, the Library staff will add information to the Mohican Talking Dictionary Program. In addition to the language information, the Mohican Language Teaching Session will be recorded, so they can be added to the Language area and accessed by those wanted to expand their knowledge to the intermediate level.

The 2019 Mohican and Munsee Language Calendar will be given to the language students, area schools/colleges and to the community. An electronic copy of the calendar will be retained by the Arvid E Miller Memorial Library/ Museum and used as a template for future calendar publications.

The signage throughout the community will be a continual reminder of the language and strengthen the use of the language by visual recognition.

The Linguist will also be invited yearly to participate in the annual language camps provided by the Tribe and Language & Culture Committee.

This project will provide self-esteem to our youth, unity to our community and furthers the preservation of our culture and languages.

Resources/Budget

Resources needed to complete this project include hiring a LPM, contracting a Linguist for the Mohican Talking Dictionary, contracting a Senior Language Teacher for the Calendar & Cultural Teaching Workshops, the Talking Dictionary Software, Calendar Software, Office Supplies, two web Cameras, Web Conferencing Services, Calendar Printing Services, and Professional Sign Printing. A detailed budget, summary budget, and budget justification are provided with this application on the appropriate forms.

Schedule of Completion

LM=Library/Museum Manager, LCC=Language and Culture Committee, HR=Human Resources, LPM=Language Project Manager, PC=Publishing Consultant, PWD=Public Works Director, L= Linguist, SLT=Senior Language Teacher, PSC=Profession Signage Company

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<u>Schedule of Completion</u>				
ACTIVITY DATE		ACTIVITY	RESPONSIBLE PERSONNEL	RESULT/BENEFIT
10/1/17-12/1/17	1	Hire Language Project Manager	LM, LCC, HR	Project can start
12/1/17-1/1/18	2	Develop workshop structure	LPM	Project started
1/1/18-4/1/18	3	Contract Linguist and Senior Language Teacher	LPM	Project detailed planning done
12/1/17-4/1/18	4	Purchase Web-Based Talking Dictionary Software and Calendar Software	LPM	Added Resource for Language Collection area at the Library.
4/1/18-8/30/19	5	Record Oral and Written Data Talking Dictionary	L, SLT	Added Resource for Language Collection area at the Library.
1/2018	6	Calendar & Cultural Teaching Workshop 1	LPM, SLT	December Calendar Page
1/2018	7	2-hour Mohican Language Teleconference Session with Linguist	L, SLT	Added Resource for Language Collection area at the Library
2/2018	8	Calendar & Cultural Teaching Workshop 2	LPM, SLT	January Calendar Page
3/2018	9	Calendar & Cultural Teaching Workshop 3	LPM, SLT	February Calendar Page
4/2018	10	Calendar & Cultural Teaching Workshop 4	LPM, SLT	March Calendar Page
4/2018	11	2-hour Mohican Language Teleconference Session with Linguist	L, SLT	Added Resource for Language Collection area at the Library
5/2018	12	Calendar & Cultural Teaching Workshop 5	LPM, SLT	April Calendar Page
6/2018	13	Calendar & Cultural Teaching Workshop 6	LPM, SLT	May Calendar Page
7/2018	14	Calendar & Cultural Teaching Workshop 7	LPM, SLT	June Calendar Page
8/2018	15	Calendar & Cultural Teaching Workshop 8	LPM, SLT	July Calendar Page
3/1/18-7/1/18	16	Produce and Install Signage for the Community Buildings	LM, LCC, PWD, LPM, PSC	Visual Language Recognition
07/01/2018	17	Language Open House- Unveil Community Signage and Introduce Linguist	LPM, LCC	Community Awareness
8/2018	18	2-hour Mohican Language Teleconference Session with Linguist	L, SLT	Language Student Involvement and Recorded Class
9/2018	19	Calendar & Cultural Teaching Workshop 9	LPM, SLT	August Calendar Page
10/2018	20	Calendar & Cultural Teaching Workshop 10	LPM, SLT	September Calendar Page
11/2018	21	Calendar & Cultural Teaching Workshop 11	LPM, SLT	October Calendar Page
12/2018	22	Calendar & Cultural Teaching Workshop 12	LPM, SLT	November Calendar Page
12/2018	23	2-hour Mohican Language Teleconference Session with Linguist	L, SLT	Language Student Involvement and Recorded Class
1/2019	24	Calendar & Cultural Teaching Workshop 13	LPM, SLT	Final Calendar Review
1/2019	25	Finalize layout/formatting of Calendar and Send to Print	LPM, PC	Deliverables production
7/2019	26	Language Open House- Unveil Calendar publication; Unveil Talking Dictionary	LPM, L, SLT, LM, LCC,	Calendar & Talking Dictionary are available to public
8/31/2019	27	Project Complete	LPM, LM	

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Personnel Abbreviation Key: *LM=Library/Museum Manager, LCC=Language and Culture Committee, HR=Human Resources, LPM=Language Project Manager, PC=Publishing Consultant, PWD=Public Works Director, L=Linguist, SLT=Senior Language Teacher, PSC=Professional Signage Company*

The new product will be made available to the public through use of the public computer located at the Library, and through the purchase of either the published book or e-book.

C4. List the equipment and software, with specifications, whether purchased, leased or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

Two web cameras

D. Creating New Software Applications, Information Systems, or other Technology Based Tools

D1. Describe type of application or system being created.

N/A

D2. List the programming languages, platforms, software, or other applications and their specifications being used.

N/A

D3. Describe disposition of ownership and use rights of new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use.

N/A

D4. Describe how the tool extends or interoperates with existing applications, if applicable.

N/A

D5. Describe the development documentation process and technical description of the final product.

N/A

Part II. Answer all questions:

1. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g. minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each. If producing digital image files please list the each type of image file produced (preservation master, access copy, and thumbnail, if applicable).

The photos will be held at a maximum resolution JPEG format and the stories which will be linked to the photos will be in a word format.

Preservation Master: Yes

Access: Yes

Thumbnail: Yes

2. Describe the delivery medium that will be used (e.g. Internet, broadcast, DVD).

Web-based Talking Dictionary with Public access on computer located at the library and via the Library web page.

3. Describe the underlying software used to manage and/or present digital content or hardware/software dependencies required to run the application or technology tool.

Web-based Talking Dictionary Software.

4. Describe the quality control plan.

Currently any information that is stored in the data base that Past Perfect accesses is kept on a server and a back up. The system is upgraded as needed and the intention is to keep all information on the data base indefinitely.

5. Explain how metadata (e.g. technical, descriptive, administrative, preservation,) will be produced and used to describe and manage digital content. Include the standards that will be used for data structure, content (e.g. thesauri), protocols, preservation and administrative information and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, PREMIS, VRA Core Categories, or Categories for the Description of Works of Art).

The data stored on the server is kept as raw data and viewed through Past Perfect using the digital ID code, but may in the future be searched with other fields.

6. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, data standards, technical documentation, migration plans and commitment of institutional funding).

Any information that is stored in the data base that the Mohican Talking Dictionary and the Mohican-Munsee Calendar accesses is kept on a server and a back up. The system is upgraded as needed and the intention is to keep all information on the data base indefinitely.

7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collections Registry. State reasons for selecting alternative approaches. It will be available as an web-based software and be subject to the restrictions as copywrited material, as other publications have been.

8. Provide URL(s) for applicant's previous digital products, if applicable.
N/A

Part III. Developing Data Management Plans for Research Projects

IMLS encourages sharing of research data. The purpose of this section is to help IMLS understand a grant applicant's research practices and plans for management of data that would be generated through a proposed research project. If the proposed project activities will generate datasets with the potential for future re-use or repurposing, answer the following questions. If there is not enough space on the form to provide complete answers to the questions, please copy the questions to a separate document, answer them fully, and incorporate the document (clearly named so as to be identifiable) into the supporting documentation portion of the application.

1. Summarize the intended purpose of the research, the type of data to be collected or generated, the approximate dates when the data will be generated or collected, and the anticipated volume of data.
2. Does the proposed research activity generating the dataset(s) require approval by any internal or institutional review panel? If so, has the proposed research activity already been approved?
3. Describe any potential issues with the data regarding confidential or private information about individuals, or proprietary information about organizations. What steps, if any, will be taken to protect such information from being disclosed?
4. If additional documentation such as consent agreements or signed certifications will be collected along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.
5. How will you manage intellectual property interests in the dataset(s)? Who will claim ownership of the intellectual property rights to the dataset(s)? How will those claims of ownership be communicated to others?
6. Which technologies, instruments or tools will be used to collect or generate the data? Provide details about hardware or software; electronic formats to be used for data capture or storage; standards or local practices to be used for data content and encoding; controlled vocabularies or other mechanisms that will be used for data normalization and consistency; and any other relevant technical requirements or dependencies for understanding, retrieving, displaying or processing the dataset(s). If the data will be encrypted at any point in its active or inactive life, explain the reasons for choosing to encrypt the data and how the decryption key will be stored, protected, and made available if necessary.
7. What metadata will be captured or created along with the dataset(s)? What metadata standards or schema will be used to express the metadata? Where will the metadata be stored, and in what format(s)? How will the metadata be permanently associated and managed with the dataset(s) it describes?
8. During the research project, where will the data and metadata be stored, and on what type of media? Who will have access to the data and/or copies of the data during the project? How many backup copies will be maintained during the active project, and how frequently will the backup copies be refreshed? Who will be responsible for data backup? Where will the backup copies of the data and metadata be stored during the project?
9. Once the research project is completed, what is the long-term plan for archiving, managing, and making the metadata and dataset(s) available (if applicable)? What steps will you take to prepare the data for sharing (e.g., labeling missing data, standardizing formats, etc.)?
10. Will the dataset(s) and metadata be deposited in an institutional repository or a research community's digital repository? If so, why was this repository selected? Does this repository enforce any access restrictions? When the dataset(s) is deposited, will it be subject to any access embargo period, and if so for how long? Does this repository already manage other research datasets and metadata similar in attributes such as size and format? What preservation and backup procedures are used by this repository? Will the dataset(s) and metadata be maintained in this repository for a predetermined or indefinite period? Who will perform the deposit, including creating additional metadata that may be necessary at the time of deposit? If you do not intend to deposit the dataset and metadata into a repository, but do intend to share the data, what is your sharing strategy?

11. When and how frequently will this data management plan and its implementation be reviewed?