

**Little Traverse Bay Bands of Odawa Indians  
Native American Library Services Enhancement Grants – FY18**

**Abstract**

- Lead Applicant: Little Traverse Bay Bands of Odawa Indians
- Accomplishment Plans: Through this project, LTBB will increase digital services through the development of culturally tailored digital products. These accomplishments are vital to ensure that all LTBB community members can access important cultural information and teachings woven into these stories.
- Time Frame: The project period will occur from October 01, 2018 through September 30, 2020.
- Community needs: The purpose of this proposed is to increase accessibility of traditional stories, oral histories, and culturally relevant children’s books by providing them in multiple digital formats. This will support the following community needs: 1) Lack of oral history recordings, 2) Lack of accessibility to library services for off-reservation / non-local patrons, and 3) Lack of awareness of digital library services.
- Target Audience: The target audience is youth, young adults, and elders among LTBB staff, LTBB Citizens and households, and community. LTBB will target services to those within the target audience that cannot access the physical Cultural Library.
- Goal: To increase digital accessibility of LTBB Traditional Stories, Oral Histories, and culturally relevant children’s stories.
  - Objective #1: Record 3 Traditional Stories to digitize for increased community access.
  - Objective #2: Collect 30 valuable recording of LTBB Oral Histories by training a minimum of 15 LTBB community and staff members on how to conduct and record Oral Histories.
  - Objective #3: Record 10 cultural children’s stories to digitize for increased community access.
- Activities:
  - Objective #1: Record 3 Storytelling events; Edit, upload, and make accessible online; distribute recorded Storytelling event CD/DVDs for library circulation
  - Objective #2: Outreach to community for interested Oral History interviewers and Elders interested in sharing Oral Histories; Plan and Host Oral History Training Workshop and Videography Training Workshop; Draft and execute pre and post-assessment to measure learning objectives; contract with community member’s interested in interviewing and recording Oral Histories; record oral histories, edit interviews, digitize 30 LTBB oral histories; Prepare and host community culminating event to engage community in project activities and outcomes
  - Objective #3: record live dramatic readings of 10 children’s books from the LTBB Cultural Library; record, edit, upload, and make accessible online; track # of children stories views
- Intended outcomes for audience members:

<b>Performance Measure: Required</b>	
“My Understanding has increased as a result of this program” <i>in relation to how to use recording and/or AV equipment for oral history interviewing/recording and/or video editing software.</i>	
“My interest in this subject has increased as a result of this program” <i>in relation to handling recording equipment, creating interview questions, conducting interviews.</i>	
# of oral histories interview/videography trainings held	# of oral histories interview training participants
# of oral history interviews conducted	# of traditional stories recorded
# of children’s story hours recorded	# of oral histories digitized
# of traditional stories digitized	# of children’s story hours digitized
# of views for traditional stories, oral histories, and children’s story hours	

- Digital Products: 1) 3 Traditional Stories 2) 30 LTBB Oral Histories 3) 10 Children’s Story Hours
- Project Category: The primary project category will be **Digital Services**. This project will result in multiple digital products including traditional stories, oral histories, and children’s story hours based on culturally relevant books. The gathering and digitization of oral histories will involve **educational programming** as a secondary project category.

## Project Narrative

### 1. Statement of Need

The Little Traverse Bay Bands of Odawa Indians (LTBB) is a federally recognized Indian Tribe reaffirmed by the United States Congress on September 21, 1994 in Public Law 103-324, as amended. The Tribes' reservation area encompasses approximately 337 square miles of land within Emmet and Charlevoix counties in northern Lower Michigan. Tribal properties are dispersed throughout this area with the main LTBB Government Center located in Harbor Springs (Emmet County). Through a coordinated effort, the Legislative, Executive, and Judicial branches provide services and resources to our membership. As of January 2018, LTBB has 4,589 enrolled Citizens, with the majority of Tribal Citizens (1,205) living in the rural tri-county area of Charlevoix, Emmet and Cheboygan Counties.

The most recent data available for LTBB demonstrates the high level of community needs across all economic indicators. Over one-third (37%) of LTBB families are living in poverty, as defined by having a household income of less than \$25,000<sup>1</sup>. The 2015 annual tri-county service unemployment rate serves as a reasonable estimate of LTBB's unemployment rate. At 7.0%, the tri-county's annual unemployment rate is almost 2% higher than Michigan (5.4%) and the USA (5.3%)<sup>2</sup> rates. Educational disparities exist for Tribal citizens as well; only 15.3 % of LTBB citizens have completed college, compared to 25.3% of Michigan residents and 28.2% of U.S. citizens<sup>3</sup>.

As a sovereign nation, LTBB serves the community through a variety of culturally relevant services and programs. The LTBB Cultural Library is one such resource for our community; it is unique in that we specialize in carefully selected cultural collections. The library serves as a way to educate our community on our unique culture, history and journey to maintain, preserve and promote cultural vitality. Our Tribe, our community, our culture –is not relics of the past and exists in a contemporary context. Additionally, our library aids in alleviating cultural misconceptions and allows people to connect to their culture.

Anishinaabe heritage is deeply rooted in oral traditions. Through a variety of assessments, it has been determined that there is a need to increase accessibility of LTBB oral histories, traditional stories, and culturally relevant children's books. Traditionally, important cultural information, family histories, and spiritual teachings have been shared through story telling. If these stories are not preserved digitally, there is a great chance the histories and part of LTBB culture will be lost forever to future generations.

Currently, the LTBB Department of Repatriation, Archives and records houses only 10 complete oral histories with transcriptions. Although there are nearly 100 analog recordings, LTBB currently lacks the resources to digitize and transcribe these recordings. The most recent of these recordings dates back to 2006. Since the year 2006, there have been 346 elders who have passed, which is over a 7% loss of our tribal population. Those 346 elders represent a loss of stories and cultural teachings for future generations. A Tribal member reflects on this loss of culture, *"I wish I had had opportunity to record and preserve the stories of my grandparents. I no longer remember their voices. We all deserve to have our voices and stories remembered."*

This project invites the LTBB community to take an active role in gathering and safeguarding these important oral histories. Participation will be open to anyone who is willing to learn, share and grow our oral history. An aim of this project is to provide oral history

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<sup>1</sup> American Community Survey, 2010

<sup>2</sup> Michigan Market Labor Information, [www.milmi.org](http://www.milmi.org)

<sup>3</sup> American Community Survey, 2010

interview training to LTBB staff and community members to gather oral histories. These resources will be shared digitally, cataloged and available at the Cultural Library, and submitted to Archives for future generations to access.

Current efforts supported by the IMLS Basic Library Grant include traditional storytelling community events. However, not all community members will be able to attend these events in person due to scheduling, transportation, or geographic barriers. By recording the three traditional storytelling sessions in January, February, and March 2019, this project will build upon these efforts, enabling LTBB to share these stories through multiple online platforms.

Additionally, the LTBB Cultural Library has culturally relevant children's books available, however; these resources are largely underutilized. Many local libraries have experienced success by offering story time for parents of small children. Many LTBB community members live in rural locations and lack the transportation to attend such offerings, limiting opportunities to access children's books and the experience of having a story read aloud to them. This project would address this need by recording and posting online children's story hours centered on 10 children's books available in the Cultural Library. This would create an awareness of what our Cultural Library offers patrons and community members, and the opportunity for young community members to learn about their culture and community.

Mzinigangamik, our cultural library, is located in the LTBB Government Center. The 275-square foot library is home to 2,643 volumes. Our mission is to connect our patrons to culturally relevant information based on needs. We do this by carefully selecting resources that are primarily by and about the Anishinaabek people (Odawa/Ottawa, Ojibwe/Chippewa and Potawatomi tribes). We also house resources on other Native and indigenous peoples, their histories and cultures. The library has an extensive selection of language tapes, Instructional videos, Entertainment videos, Documentary videos, College materials, Children's books, Reference materials, Periodicals, Fiction and non-fiction. In addition to resources housed physically within the library, LTBB also provides online/remote accessibility. This includes Kindle lending and community programs. With support from IMLS, LTBB has implemented Little Free Libraries to increase overall access to cultural information, learning opportunities, and connection to the Tribal community. Our activities improve services to Tribal citizens, including those who cannot visit the physical library during operating hours.

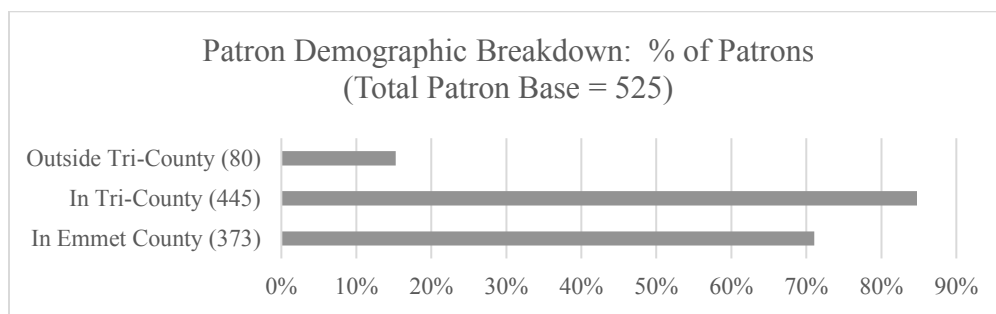
The library is open Monday through Friday from 9 am to 5 pm. The library is staffed by the Education Department's Cultural Library Specialist. Patrons can access and view the collection via the Surpass Online Library through the LTBB website. The LTBB Cultural Library has a computer available for patron research.

The purpose of this proposed Enhancement Grant project, "Ndbaajmowinaanin" (Our Stories), is to increase accessibility of traditional stories, oral histories, and culturally relevant children's books by providing them in multiple digital formats. As a Tribal library with a cultural focus, the resources created through this project will increase the cultural knowledge and connectedness to the Tribe each citizen feels. This project brings people together through shared interests in Odawa culture, history, and community. This project is comprised of three components: digitization of traditional stories, community-focused preservation and digitization of oral histories, and increased awareness and accessibility of cultural children's books. Each component strengthens the content and collection of the Cultural Library. This project also improves and supports digital stewardship of culturally based content and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

Our activities improve services to Tribal citizens of all ages, especially those who cannot visit the physical library during operating hours. This includes citizens who: live outside the reservation area; are homebound; avoid travel during harsh winter months; work during library operating hours; have limited transportation due to physical or economic barriers; or are single parents taking college courses whose schedule does not allow them to drive to the library. The target audience will be youth, young adults, and elders among LTBB staff, LTBB tribal citizens and households, and community, especially those who cannot access the physical library and consume information digitally. LTBB elders will be a focus in obtaining oral histories, with community and staff being trained on oral history interview skills and video recording technology. The digital cultural story hour is aimed particularly at children/youth. The storytelling recordings and oral history training/interviews are aimed at the community as a whole, youth to elders. By providing access to these recordings online, the hope is to reach a wider audience outside of our immediate service area, those who cannot access our physical library during service hours and those who primarily consume information digitally.

A 2013 Education Community Needs assessment, sent to all Tribal citizens nationwide who were at least 18 years old, aided in identifying and prioritizing our needs. We analyzed our current library database for usage patterns and patronship. We also considered the substantial face-to-face communication between the Cultural Library Specialist and library patrons/community members. Additionally, discussions between the Cultural Library Specialist and LTBB's Archivist around the need for increased digital stewardship highlighted the importance of recording LTBB oral histories.

Community Needs Assessment: Respondents replied to a series of questions regarding the Cultural Library. Common themes centered on living out of the service area and wanting online resources. We found that many people did not know LTBB had a library, nor did they know what services are available. Seventy-two (72%) said they do not currently use library services with 10% mentioning they do not live in the area. Only 3% said they currently use online resources/services. Regarding why people do not come to the library, 59% of respondents said they live out-of-area. The most commonly reported service the library could offer to bring people to the library was online services/resources (20%). Themes remained consistent for suggestions to improve library services: 20% requested online services/resources with 3.5% requesting better marketing and promotion of library services/resources. Respondents indicated library priorities should include online services/resources (16%) and promotion of services/resources (13%), while 25% said online services/resources should be offered in the future. These percentages are significant considering questions were open ending, meaning respondents could answer in whatever manner they wanted. As the Patron Demographic Breakdown Table below reflects, very few library patrons live outside the tri-county services area.



Library Data & Face-to-Face Communication: Library data provides baseline data to compare to final project results; it is a direct indicator of patrons, number of resources utilized and what kinds of resources are available and used. The Cultural Library Specialist has received a substantial number of requests from library patrons and community members regarding oral histories and traditional stories. Additional requests for these services have been directed to other departments including Language. Specifically, oral history requests have been made by elderly patrons and community members specifically seeking connections in genealogical research. Traditional stories are a popular request with LTBB staff members and community members.

Through these assessments, the following needs have been identified for this enhancement proposal:

1. Need #1-Lack of oral history recordings, last recordings were collected over 12 years ago. Since then, 346 elders who have walked on, which is over a 7% loss of our tribal population.
2. Need #2-Lack of accessibility to library services for off-reservation / non-local patrons.
3. Need #3-Lack of awareness of digital library services. Only 30 current patrons regularly use digital library, despite the fact that people increasingly access information online.

This project differs than other current offerings, in that it will allow community members who live out of area to feel connected to their Tribal Community and the stories and history that shape their culture. The ability to record and provide online accessibility and availability of oral histories and traditional stories would open up the library to a wider community. Family and tribal connections through oral histories and stories provided through online platforms meets the increasing digital needs of our community. In the digital age, information is consumed digitally more and more. LTBB intends to increase our Cultural Library's visibility and accessibility digitally through the projects' goal and objectives. This project provides a platform for traditional stories and teachings to be appropriately modernized to the digital world for the current and future generations to access.

## **2. Project Design**

***Project Goal: Increase digital accessibility of LTBB traditional stories, oral histories, and culturally relevant children's stories.***

This goal will facilitate the discovery of cultural knowledge and identity, while keeping pace with the rise in consumption of digital information.

Within the 24-month project period, LTBB will...

- ***Objective 1:*** Record 3 Traditional Stories to digitize for increased community access
- ***Objective 2:*** Collect 30 valuable recordings of LTBB oral histories by training a minimum of 15 community and staff members on how to conduct and record oral histories
- ***Objective 3:*** Record 10 cultural children's stories to digitize for increased community access

To reach Objective 1, LTBB will purchase all necessary recording devices included in the budget. All LTBB Education recording devices will be purchased/gathered prior to the storytelling event during the winter months of 2019 (January, February, and March), the Project Assistance and Cultural Library Specialist will coordinate and record three storytelling events, with written permissions from the storyteller to record. We will also obtain written permission and written clarification from the storyteller about which stories may be shared with tribal citizens, tribal descendants, and the general public. After the storytelling events are recorded, project staff will edit, upload and post these digital stories online to YouTube and Vimeo. In addition, these stories will be recorded onto DVDs and CDs for circulation through the LTBB Cultural Library. Additional copies of the DVDs/CDs will be given to the LTBB Department of

Repatriation, Archives and Records. Project staff will track and report to IMLS the number of online storytelling views and library checkouts.

To reach Objective 2, project staff will coordinate outreach to the community regarding training opportunities for oral history interview training and videography training. During outreach, project staff will also coordinate trainings, including researching trainers, scheduling, reserving training space, and coordinating with facilitators. Outreach to LTBB Elders will occur to recruit interested interviewees to provide oral histories. Project staff will attend Elders luncheons hosted by the LTBB Elders Department to announce the search for elders to participate as interviewees. Project staff will also ask pre-identified elders to participate in providing oral histories based on their known experiences and knowledge. Additionally, a call for elder interviewees will be put out via our tribal newsletter and to community members who receive our department text updates.

LTBB will host two trainings to support Objective 2. We expect 15 participants total for both the oral history and videography training workshops. The participants will include 5 LTBB Education Department staff and 10 LTBB community members. The first training will provide attendees with oral history interview skills. This training will be a two-part training. Part one of the training will support participants in facilitating StoryWork, which supports the creation of community-oriented stories through the focused listening and telling of stories. This process invokes the emotional, physical, spiritual aspects integral to oral histories and teaches methods that support community members in sharing first person narrative. The second part of the training will be an introduction to oral history and will cover such topics as, preparing the interview purpose, preplanning, budget, research, participants, and questions. It will also address legal and ethical concerns, transcribing, curating, and distribution and allow for interview practice. An additional training will be provided to support the digital and technical skills required for videography. The three-day training will cover audio production final output, audio recording, editing and sound design, audio rendering, video production hardware and software training, design methods and techniques, informational design, methods and techniques related to SMCR (sender, message, channel and receiver) concept, daily, weekly, monthly and quarterly content creation, use of social media, and internal distribution methods. Pre and post-assessments will be provided at both trainings.

Quotes and training topics/design were provided by Bemidji Area Indian Health Services (no cost), MI Oral History Association and Aadizookaan, an Indigenous-owned multi-media company based out of Detroit, Michigan. These quotes and training schedules have been attached to the application for reference. If awarded, LTBB will follow federal procurement policies. A working lunch will be served at all trainings to allow participants and trainers to complete training goals and objectives within a short timeframe.

Community members who attended the trainings will be invited to record at least one oral history with a community or family elder. Any trainee who participates in obtaining a recorded oral history interview will be compensated with a \$250 contract for services rendered. The timeline for interview submission will be included in the contract. Equipment necessary for recording interviews will be provided by the LTBB Cultural Library. Interviews may be scheduled to take place on-site at the LTBB Tribal Government Building or off-site in participants' homes if they are more comfortable there. If the interviews take place off-site, equipment will be made available to community members conducting the interviews for checkout. Project staff will communicate with interviewers who choose to interview their chosen community elder or family member off-site in order to, provide technical support as needed.

We hope to collect 10 oral histories through interviews conducted by contracted community members. Additional oral histories will be collected by project staff. As oral histories are completed, project staff will edit videos for publication, including the recorded oral histories submitted by contracted community members. Written permissions and written clarification will be obtained from interviewees in order to document which oral histories may be shared with tribal citizens, tribal descendants, and the public. All elders participating as an interviewee will receive a small honorarium, likely a gas card for \$25 as a token of cultural acknowledgment. Once all oral histories have been obtained and edited, they will be burned onto DVDs to distribute to interviewees and library circulation. Digital forms will be made accessible online according to the written permissions granted by the interviewees. All oral history library circulation statistics and online views will be tracked.

To reach Objective 3, the Cultural Library Specialist and Project Assistant will select 10 children's books from the LTBB Cultural Library to feature. The stories will be chosen based on their appeal to our target age range, lessons contained in the story, and cultural relevance to the LTBB Odawa. The Cultural Library Specialist will record readings of these stories through a story hour platform, including dramatic and interactive readings using puppets. The stories will be read dramatically with the use of puppets and will be acted by the Cultural Library Specialist and Project Assistant. These recordings will be done every other month beginning in project month five. Each digital story hour will be edited and uploaded to YouTube and Vimeo. The online views of story hours will be tracked.

A final culminating event will invite community members to come together to view the digital product. A community discussion to reflect on the cultural stories, oral histories, and children's story hours together will follow this culminating event as well as an offering of a small meal and refreshments.

The Cultural Library Specialist, Library Project Assistant, and Education Director met to discuss project ideas that could build upon current Basic Library Grant activities. Our current IMLS Enhancement project includes providing digital storytelling workshop training to staff and community members. Digital storytelling involves multiple components of oral history.

The LTBB Archivist, Education Director, and Cultural Library Specialist met in March 2018 to discuss digital stewardship professional development, which highlighted the importance of recording LTBB Oral histories. That discussion brought to light the troubling fact that the last recorded oral histories in the LTBB's Archives and Records Department took place over 12 years ago in 2006. This, combined with the passing of many of our elders since 2006 (346) reflected an immediate need for digital preservation of oral histories.

This project does not deviate from accepted practice. LTBB currently operates an IMLS Basic Services library grant. Through IMLS Basic funding we maintain our SURPASS and OverDrive subscriptions as well as purchase collections and materials for the library. The purpose of this IMLS Enhancement project is to increase culturally based digital content and to make the content available to our patrons in order to promote the use of technology, to facilitate discovery of cultural knowledge and identity, and to keep pace with the rise in consumption of information digitally. The two grants, though active at the same time, will serve two different purposes.

This project will result in digital content. A digital produce form is attached.

### **3. Impact**

**Outcomes:** The primary learning outcome for this project supports IMLS Agency-Level Goal 3: Increase Public Access. This project will result in digitized historic/cultural resources that will be

accessible for individuals regardless of their geographic, cultural, or socioeconomic backgrounds. Because resources will be in audio and/or video form, persons with limited literacy skills will have equal access to the resources.

In addition, this project also supports IMLS Agency-Level Goal 1: Promote Lifelong Learning. Activities under Objective 2 of the project will provide learning opportunities for the Tribal Community to improve cultural connectedness and digital literacy skills. LTBB will provide an open training for 10 community members and 5 staff to gain knowledge on how oral history is collected and recorded. Participants will understand the purpose and process of recording oral histories, along with getting hands-on training with recording equipment. This knowledge can be applied to support future community efforts to restore and retain cultural histories. As we apply the techniques of recording oral history learned through this project, we expect that more people will become more interested and more confident in recording. Where appropriate and applicable, the resulting interviews and recordings will be provided for the larger community to access as well.

*Performance Measures:* The primary performance goal of this project is Content and Collections. LTBB will broaden access to cultural histories and traditional stories. By storing LTBB stories and oral histories on multiple digital platforms, the preservation, conservation, and care of these significant cultural stories will be improved. As a secondary goal, this project will support an integrated learning experience for staff and community through oral history interview and videography trainings. The selected performance measure under IMLS Agency-Level Goal 1: Learning, is included as a performance measure below. Through learning opportunities that are both inclusive and accessible, community members are provided with the opportunity to develop strong digital literacy skills while becoming aware of, and connected to, their culture. Project activities are dedicated to the establishment and refinement of **digital services**. Overall, project success will be measured by the digital products provided because of project activities.

<b>Performance Measure: Required</b>	<b>Target Goal</b>	<b>Baseline</b>	<b>Obtained from ...</b>
“My Understanding has increased as a result of this program” <i>in relation to how to use recording and/or AV equipment for oral history interviewing/recording and/or video editing software.</i>	50% increase	TBD by pre assessment data	Survey at pre/post participation - # of participants - # of total responses - # of responses per answer option - # of non-Responses
“My interest in this subject has increased as a result of this program” <i>in relation to handling recording equipment, creating interview questions, conducting interviews.</i>	20% increase	TBD by pre assessment data	
<b>Performance Measure: Additional</b>	<b>Target Goal</b>	<b>Baseline</b>	<b>Obtained from ...</b>
# of oral histories interview/Videography trainings held	2	0	Event brochure and/or resources
# of oral histories interview training participants	15	0	training sign-in sheets
#of oral history interviews conducted	30	0	# of recordings
# of traditional stories recorded	3	0	# of recordings
# of children’s story hours recorded	10		# of recordings



# of oral histories digitized	15	0	# of digital products available for digital viewing/listening
# of traditional stories digitized	3	0	
# of children’s story hours digitized	10	0	
# of views for traditional stories, oral histories, and children’s hours stories	100	0	YouTube views, CDs made, CDs checked out

**4. Communications Plan**

The target audience will be youth, young adults, and elders among LTBB staff, LTBB tribal citizens and households, and community, especially those who cannot access the physical library and consume information digitally. The 2013 community needs assessment revealed that most tribal members (56.8%) do not use the LTBB website to check programs offered by the Education Department. The needs assessment also indicated that the vast majority of Tribal members (80%) get their Tribal information and updates from the Tribal monthly newsletter *The Odawa Trails*. For this reason, extensive outreach and marketing will be conducted via the newsletter to reach out of area Tribal members. Additional outreach will take place via flyers at LTBB government buildings, email listservs, the LTBB website and via face-to-face interactions, Pow-wows or other community events, mass texting, Facebook and Whispercass for those who check out Kindles.

Community building is embedded within the program, as intergenerational connectedness is an essential form of community building. Cultural interviews allow community members to build significant relationships with community elders. Digital oral histories, cultural stories, and children’s books will be uploaded to an LTBB YouTube page with links to those stories found on the LTBB website, and within articles in the *Odawa Trails*. Listserv emails and mass texting software will be utilized to engage community interaction with stories and additional information. A final culminating event will invite community members to come together to view the digital products. By viewing the cultural stories, oral histories, and children’s story hours together, the community will be given an opportunity to view and discuss these significant cultural teachings. A community discussion will follow this culminating event.

Dedicated project staff (Cultural Library Specialist and Project Assistant) will conduct the outreach, promotion and dissemination of project activities, results and successes as indicated above. Specifically, the Cultural Library Specialist, under the guidance of the Education Director, will coordinate outreach, promotion and dissemination. Outreach, promotion, and dissemination activities will be supported by the Project Assistant.

Engagement will be measured by tracking the number of digital video views and attendance at the culminating community event. This directly enables us to measure our outcomes and determine quantitative program success. All data for performance measures is easily tracked through existing databases, as indicated in the Performance Measures Table.

**5. Sustainability**

A minimum of 15 staff and community members will be trained in oral history interviewing. Project staff will be training in videography, which builds community capacity and supports future efforts of cultural preservation. Participants may be inspired to continue recording LTBB Elder histories and stories. Due to the digitization of these resources, the stories will be available for generations to come.

**6.-11. Included as separate attachments**

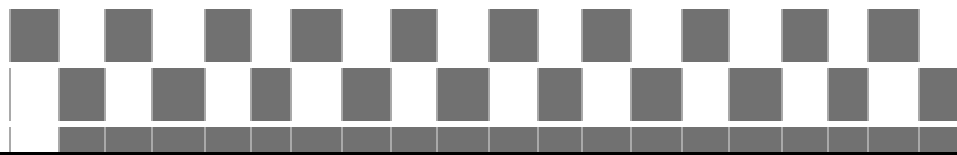
**Schedule of Completion: Ndbaajmowinaanin (Our Stories) Project**

Activity	2018			2019									2020											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Hire Project Assistant	█	█	█																					
Purchase office supplies necessary for project activities	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
<i>Objective 1: Record 3 Traditional Stories to digitalize for increased access</i>																								
Purchase/gather recording equipment	█	█	█																					
Record Storytelling Events				█	█	█	█																	
Edit, upload, and make accessible online storytelling events, including backup to portable hard drive				█	█	█	█	█	█	█	█	█	█	█										
Distribute recorded storytelling CD/DVDs for library circulation and to LTBB Department of Repatriation, Archives and Records													█	█	█	█								
Track # of online storytelling recording views				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Track # of Storytelling CD/DVDs checked out				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
<i>Objective 2: Obtain 30 valuable recordings of LTBB oral histories by training a minimum of 15 community and staff members on how to conduct and record oral histories</i>																								
Outreach to community regarding oral history interview and videography trainings				█	█	█	█																	
Outreach to community for interested interviewees to provide oral histories							█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Prepare for trainings: reserve training, space facilities, coordinate with facilitators				█	█																			
Host Oral History Training Workshop for community and staff to learn how to conduct oral history interviews						█	█	█																
Host Videography Training Workshop for community and staff to learn how to manage AV equipment and content that goes with recording						█	█	█																
Draft and conduct pre-assessment for each training/workshop						█	█	█																
Draft and conduct post-assessment for each training/workshop						█	█	█																
Contract with community members interested in interviewing elder oral histories								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Sustain contact with contracted community member interviewers throughout interview process for supports necessary to complete recordings								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Provide equipment to community member/project staff interviewers for checkout availability for off-site interviews								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Provide payment to contractors upon receipt of 1 unedited oral history recording								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Record Oral Histories, Edit Interviews, Burn on CD/DVD, and make accessible online								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Prep for culminating celebratory event to share digital content created through project activities: plan agenda, reserve space/facilities, outreach to community														█	█	█								
Host community video screening event for completed interviews posted online																█	█	█	█					
Track # of online views and LTBB Cultural Library Checkouts								█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
<i>Objective 3: Record 10 children's stories to digitalize for increased access</i>																								

Record live dramatic readings of 10 LTBB Cultural Library children's books  
in story hour format

Record, edit, and upload interactive children's story hour book readings for  
online accessibility

Track # of online children stories views



## DIGITAL STEWARDSHIP SUPPLEMENTARY INFORMATION FORM

### Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded research, data, software, and other digital products. The assets you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products is not always straightforward. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and best practices that could become quickly outdated. Instead, we ask that you answer a series of questions that address specific aspects of creating and managing digital assets. 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 any type of digital product as part of your project, complete this form. We define digital products very broadly. If you are developing anything through the use of information technology (e.g., digital collections, web resources, metadata, software, or data), you should complete this form.

**Please indicate which of the following digital products you will create or collect during your project**  
(Check all that apply):

	Every proposal creating a digital product should complete ...	Part I
	If your project will create or collect ...	Then you should complete ...
<input checked="" type="checkbox"/>	Digital content	Part II
<input type="checkbox"/>	Software (systems, tools, apps, etc.)	Part III
<input type="checkbox"/>	Dataset	Part IV

## PART I.

### A. Intellectual Property Rights and Permissions

We expect applicants to make federally funded work products widely available and usable through strategies such as publishing in open-access journals, depositing works in institutional or discipline-based repositories, and using non-restrictive licenses such as a Creative Commons license.

**A.1** What will be the intellectual property status of the content, software, or datasets you intend to create? Who will hold the copyright? Will you assign a Creative Commons license (<http://us.creativecommons.org>) to the content? If so, which license will it be? If it is software, what open source license will you use (e.g., BSD, GNU, MIT)? Explain and justify your licensing selections.

The intellectual property rights of the digital content created under the oral history collection and digitization objective will be held exclusively by the individual participants that create the content, unless they provide written informed consent to assign intellectual property rights to the LTBB tribe, in which case intellectual property rights of the oral histories will be held exclusively by the LTBB tribe. The option to assign a Creative Commons license to the content produced will be shared with participants, and that choice will be left to each individual participant to make concerning the digital content they create. We feel it is important to empower the tribal citizens who will be participating in this project with these individual rights because: 1) The nature of the topics addressed as part of the digital storytelling activity are potentially sensitive and 2) the participants represent vulnerable, historically marginalized and dis-empowered populations who have been omitted from decision-making power over their bodies, their families, and communities. The intellectual property rights of the digital content created under the traditional storytelling events and the children's story time objectives will be exclusively held by the LTBB Tribe. Those pieces that represent highly sensitive and sacred traditional historical, cultural, and ceremonial knowledge will NOT be assigned Creative Commons licens<sup>+</sup>

**A.2** What ownership rights will your organization assert over the new digital content, software, or datasets and what conditions will you impose on access and use? Explain any terms of access and conditions of use, why they are justifiable, and how you will notify potential users about relevant terms or conditions.

The LTBB Tribe will assert no ownership rights over the digital content created under the oral history collection and digitization objective and ownership rights will be held exclusively by the individual participants that create the content, unless they provide written informed consent to assign intellectual property rights to the LTBB tribe, in which case the LTBB tribe may choose to share the content with the tribal citizenship and LTBB tribal descendants at large and/or the general public. The LTBB tribe will assert ownership rights over digital content created under this project's traditional storytelling objective and children's story time objective. The LTBB tribe may choose to share the content with the LTBB tribal citizens and descendants at large and the general public except those pieces that represent highly sensitive and sacred traditional historical, cultural and ceremonial knowledge associated with culturally significant lands and resources, and site locations collectively held by the LTBB Tribe. Those pieces that are considered highly sensitive will be protected by the LTBB Tribe from disclosure to the general public, but will be made accessible to LTBB tribal citizens and descendants as appropriate.

**A.3** Will you create any content or products which may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities? If so, please describe the issues and how you plan to address them.

Individuals may disclose sensitive personal and family histories as part of this project. Sharing of content created by participants will be subject to their informed consent. Also, content that represents highly sensitive, sacred, esoteric cultural knowledge will be protected from disclosure to the general public, but will be made available to LTBB tribal citizens and LTBB descendants as appropriate. Guidance about what and how to share sensitive cultural information will be sought from tribal elders and traditional knowledge keepers.

## **Part II: Projects Creating or Collecting Digital Content**

### **A. Creating New Digital Content**

**A.1** Describe the digital content you will create and/or collect, the quantities of each type, and format you will use.

The project will be creating digital content as related to oral histories, traditional stories, and dramatic readings culturally-relevant children's books. Oral histories will be in both audio (MP3 and WAV) and video formats accepted by YouTube and Vimeo. We plan to collect 30 oral histories and digitize 30 audio files and 30 video files. We will create three video files in formats accepted by YouTube and Vimeo of traditional stories. We will create ten video files in formats accepted by YouTube and Vimeo of dramatic readings of culturally-relevant children's books.

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

The project will utilize AV equipment which includes Camcorder Bundle, Camera Light, Lighting Kit, Microphone, Boom Pole, Shock Mount, Cables, Wireless Microphone, Portable Audio Recorder, High Quality Headphones, Light Reflector, Camera Lens/Filter, Camera Batteries, DVDs, and an External Hard Drive. The project staff will perform the work of filming, editing, and making available all content. We plan to use Movavi and Audacity software to create content.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to create, along with the relevant information on the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).

Content representing video file formats include DV-AVI and .WMV, which are formats accepted by YouTube and Vimeo. Quality standards are anticipated to be at high quality video resolution and aspect ratios [720p: 1280x720].

## **B. Digital Workflow and Asset Maintenance/Preservation**

**B.1** Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

Monitoring and evaluation will be provided by the Education Department Director, who provides overall programmatic and fiscal oversight to the LTBB Cultural Library. Regular meetings and check-ins with program staff will be held to determine if workflow and products are up to standard.

**B.2** Describe your plan for preserving and maintaining digital assets during and after the award period of performance (e.g., storage systems, shared repositories, technical documentation, migration planning, 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 CFR 200.461).

Video and audio files will be stored in an external hard drive to be held by the LTBB Cultural Library. All content will be submitted to the LTBB Archives. The LTBB Archives utilizes Murkutu software to preserve and maintain content. Any content that is shared publicly on YouTube and Vimeo will be preserved there and maintained by LTBB Cultural Library staff.

## **C. Metadata**

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

CDs/DVDs created for check-out will be managed using MARC.

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

CDs/DVDs created for LTBB Cultural Library circulation will be maintained through MARC records created in the OverDrive Surpass software system. Backup copies will be maintained and stored on an external hard drive held by LTBB Cultural Library staff.

**C.3** Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of digital content created during your project (e.g., an API (Application Programming Interface), contributions to the Digital Public Library of America (DPLA) or other digital platform, or other support to allow batch queries and retrieval of metadata).

Digital content will be made available to the general public via an LTBB YouTube.com and Vimeo page. Access to this page will be provided to the DPLA or other digital platform, if requested.

#### **D. Access and Use**

**D.1** Describe how you will make the digital content 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).

Digital content will be made available to the public via an LTBB YouTube.com page. The links for the videos will be placed on the LTBB website to ensure easy access to view the videos. Digital content will be openly available online, to the general public and will be accessible via standard web browsers.

**D.2** Provide the name and URL(s) (Uniform Resource Locator) for any examples of previous digital collections or content your organization has created.

Not Applicable

### **Part III. Projects Creating Software (systems, tools, apps, etc.)**

#### **A. General Information**

**A.1** Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) this software will serve.

Not Applicable

**A.2** List other existing software that wholly or partially perform the same functions, and explain how the tool or system you will create is different.

Not Applicable

**B. Technical Information**

**B.1** List the programming languages, platforms, software, or other applications you will use to create your software (systems, tools, apps, etc.) and explain why you chose them.

Not Applicable

**B.2** Describe how the intended software will extend or interoperate with other existing software.

Not Applicable

**B.3** Describe any underlying additional software or system dependencies necessary to run the new software you will create.

Not Applicable

**B.4** Describe the processes you will use for development documentation and for maintaining and updating technical documentation for users of the software.

Not Applicable

**B.5** Provide the name and URL(s) for examples of any previous software tools or systems your organization has created.

Not Applicable



### **C. Access and Use**

**C.1** We expect applicants seeking federal funds for software to develop and release these products under an open-source license to maximize access and promote reuse. What ownership rights will your organization assert over the software created, and what conditions will you impose on the access and use of this product? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GNU, or MIT software licenses). Explain any prohibitive terms or conditions of use or access, explain why these terms or conditions are justifiable, and explain how you will notify potential users of the software or system.

Not Applicable

**C.2** Describe how you will make the software and source code available to the public and/or its intended users.

Not Applicable

**C.3** Identify where you will be publicly depositing source code for the software developed:

Not Applicable

Name of publicly accessible source code repository: Not Applicable  
URL: Not Applicable

Not Applicable

### **Part IV. Projects Creating a Dataset**

1. Summarize the intended purpose of this data, the type of data to be collected or generated, the method for collection or generation, the approximate dates or frequency when the data will be generated or collected, and the intended use of the data collected.

Not Applicable

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?

Not Applicable

3. Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g., data anonymization, data suppression PII, or synthetic data).

Not Applicable

4. If you will collect additional documentation such as consent agreements along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

Not Applicable

5. What will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

Not Applicable

6. What documentation (e.g., data documentation, codebooks, etc.) will you capture or create along with the dataset(s)? Where will the documentation be stored, and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

Not Applicable

7. What is the plan for archiving, managing, and disseminating data after the completion of the award-funded project?

Not Applicable

8. Identify where you will be publicly depositing dataset(s): Not Applicable

Name of repository: Not Applicable

URL: Not Applicable

Not Applicable

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

Not Applicable