Jamestown S'Klallam Tribe Digital Conversion and Online Museum

INTRODUCTION AND ASSESSMENT OF NEED

Community Profile

The Jamestown S'Klallam Tribe is a small, non-reservation based Tribe on the isolated, rural Olympic Peninsula of Washington State. Of the 585 currently enrolled Tribal citizens, forty percent (40%) reside within the Tribe's service area; the others are scattered across the region and the nation. Twenty-eight percent (28%) of those that reside within the service area are at or below the poverty level and are eligible for low-income assistance programs.

The Tribe's service area reaches from the limits of the City of Port Angeles in Clallam County on the west, into Jefferson County on the east, and down through the Hood Canal. The area is separated geographically from Seattle and the rest of the Puget Sound region by 70 miles and two bodies of water.

The Tribal Center is located on the shoreline of Sequim Bay. Our buildings and facilities are less than 100 feet above sea level, and less than 200 feet from the liquefiable tidal mud flats. There is a high likelihood of significant structural damage or destruction in the event of a major earthquake or tsunami, and the likelihood of such events is also quite high, given our situation on the Pacific "Ring of Fire." Our collection of historical and cultural materials is at risk.

Current role of library and services provided

In 1988, the Tribe established its Tribal Library, beginning with a call to Tribal citizens to donate books, photographs and important documents. Tribal citizens, their descendants and the local community responded with donations of a wide variety of historical items found in attics, basements and garages. These were catalogued, and became the beginnings of the Tribal Library. Today the successful Jamestown S'Klallam Tribal Library houses over 5,300 volumes, and is part of a larger network of Tribal libraries throughout the Pacific Northwest and beyond, and recognized by the Washington State Library, local school districts and the North Olympic (Public) Library System for the unique nature of its collections. Our Tribal Library serves both Tribal citizens and the public at large, enabling us to accurately educate interested patrons in all aspects of Tribal life and history. The digital archive will be a key enhancement to our already specialized collections.

The Tribal Center, where the Tribal Library is located, is the focus of government operations, health and human services, and all cultural programs. Our programs, facilities and services are designed to bridge the cultural gap that many Tribal citizens experience when searching for assistance and identity in the non-Indian community. Our Library serves both Tribal citizens and the public at large, enabling us to accurately educate interested patrons in all aspects of Tribal life and history. The Library utilizes our Children's Program and Jamestown Family Medical Center sites, as well as the Tribe's monthly Elders Luncheons, as satellite facilities for promoting reading and borrowing books. Titles made available at each site are selected by our Librarian to cover the reading abilities and subject matter specific to the patrons visiting those facilities. We have 830 registered users.

The Library is staffed by one full-time non-professional Librarian (a Tribal family member) responsible for day-to-day operation of the Library, one part-time assistant (a member of another

Washington Tribe) and a cadre of 8-11 volunteers; the Tribe's Planning Director provides supervision, oversight, and program planning for the Library. Our collections are geared toward the following user-groups.

- **Culture and Heritage**: The Library, which is under the Tribe's Administration Department, serves as the repository for information about Tribal culture and heritage, including enrollment and community genealogy relevant to **the Jamestown S'Klallam people**.
- **Student Projects**: Our Librarian provides educational support to **students and to the school districts** within our service area, often traveling to their facilities to present information and encourage students to visit our Library.
- **Academic Research**: Many **authors and journalists** use the extensive collection of our Library for academic research on a variety of topics related to Native American art and history.
- **Visitor/Tourist Education**: Olympic Peninsula **vacationers** interested in deepening their knowledge of Native American and/or S'Klallam history are welcomed into our facility and offered help in finding whatever they seek. This kind of outreach builds cultural understanding with those from outside of our area.
- **Access to Technology**: With computers, printers, and software donated by the Bill and Melinda Gates Foundation, the Library is able to offer access to technology to **Tribal citizens and members of the public** who might otherwise not have such access. **Statewide Networking**: Our librarian participates in the Washington State Library's Tribal Library Conferences, attended by **Tribal librarians from across the state**, for the purpose of education and networking. We provide technical assistance to several newer, smaller tribal libraries, including the Lower Elwha Klallam Library which was awarded an Enhancement Grant in 2007.
- **Partnering**: Our Librarian works closely with the **Sequim School District Librarians and with the North Olympic Library System** (with branches throughout the County). While these libraries are significantly larger than ours, they recognize the unique and specialized nature of our collection.

The Collections
In the history of a people, institutional memory disappears with each generation if not appropriately preserved. Combine that loss with the now breakneck pace of technological change, and what was once considered a state-of-the-art method of capturing history – oral storytelling, in the case of the S'Klallam – has become archaic. Although we continue to foster our "live" oral tradition, the history of our people will be preserved for generations to come if we take this opportunity to preserve written, pictorial and audio recordings of our history into digital format.

- **Photo Collection**: In 1998, determined to preserve rare/irreplaceable documents and photographs held by individual S'Klallam families, we sent out a plea to Tribal elders to bring their original photos, from the past 130 years, to the Tribal Center. Local professional photographer Ross Hamilton re-photographed each of the hundreds of photos, set up a darkroom on site and made negatives and prints of all of the photos brought by the elders. Those photos, housed in a fireproof cabinet in our Library, need to

be digitally preserved. It is difficult to share these images with the Tribal community and the public in their present form.

- **Original Documents**: The Library houses original documents including census and enrollment lists, birth and death records, transcriptions of mythical stories and historical events which occurred during out history. However, this documentation of culture and history cannot be viewed outside of our Library unless it is digitally captured.
- **Recent and On-going History**: Since the advent of amateur photography, home movie and audio recording devices, our Tribal citizens have been capturing major events and ceremonies as they occur. These exist in a variety of formats, in unedited form. We intend to capture and edit them digitally, to create as complete a record as possible of our recent and ongoing history. In addition, all future recordings will be immediately digitized and added to the archive.
- **Treaty, Federal Policy and Self-Governance**: In 1988, the Jamestown S'Klallam Tribe was one of the first seven Tribes in the nation to participate in the Self-Governance demonstration project. Since then, the Tribe has emerged as a national leader in successfully implementing and promoting Self-Governance. **The Library will be the repository for all Tribal historical and present-day records and documents related to federal recognition and Self-Governance.**

Needs Assessments

 In January and February 2003, interviews were conducted with fourteen leaders of educational, civic, and cultural institutions on the Olympic Peninsula. These leaders articulated the needs this project would address.

- Educate others; pass on traditions; dispel stereotypes
- Preserve materials already in collections
- Document culture and surface knowledge
- Assist tourism and commerce
- Transfer technology skills during documentation
- Meet curriculum needs revolving around Pacific Northwest culture

As a follow-up to these interviews, 310 surveys were distributed by partner organizations and businesses. Of these surveys, 208 were returned (a 67% response rate) from K-12 teachers, administrators, students, and parents, higher education faculty and students, business professionals, and the Hispanic community.

A significant percentage of respondents believe that promoting cultural heritage will help enhance the school curricula, increase tourism, and build better group relations in the region.

In **a1996 cultural survey of Tribal citizens, responses included**:
• The Jamestown S'Klallam people still consider ourselves a strong community;
• Connections to culture still exist and remain an important part of what the community desires for the future;
• Quality resources exist in the community that need to accessed by the Tribe; and
• An archival system needs to be established to document existing and future historical information and materials.

Preservation Survey

With funding assistance from IMLS, the Tribe contracted for a Preservation Survey in 2005.

Recommendations from that survey included:
The library holdings include rare and special items that deserve special attention. There are irreplaceable film, video and audio (cassette) tapes that should be duplicated, preferably upgraded into a currently viable format such as DVDs and CDs. Still images such as photographs, negatives, graphics and so forth may be scanned and stored as digital images on DVDs.

EXPECTED OUTCOMES AND PROJECT GOALS

In addition to the tangible results of this cultural resource project (electronic images of each object/document; an electronic database of the descriptions of each; and a virtual (on-line) and printed catalog of the collection, the impact of the project on the community will be far reaching, as artifacts previously not accessible to the public will become so with the stroke of a computer keyboard. Coupled with the extensive print materials in our Tribal library, this new visual archive will spark curiosity and inspire further research. While the project is technical in nature its impact should be deeply spiritual, connecting 21st century S'Klallam to their ancestors' lifeways.

This project will enable the Indian and non-Indian communities to learn about and appreciate the cultural and historical lifeways that came before the present time. Although our community remained relatively intact in the Sequim area, over time we became removed from our hereditary culture as the dominant culture insisted on abandonment of our language and customs. What remains is precious, and unfamiliar to many of our citizens. Success in this project will reconnect the current generations with our cultural roots and allow the general public a glimpse into our rich history.

Project Goals

Broaden and maintain long-term access to Tribal historical and cultural records while preserving the integrity, quality and value of the collection.
In 2003, the University of Washington Libraries was awarded an IMLS Enhancement grant (http://content.lib.washington.edu/cmpweb/projectinfo.html)to create a virtual community museum   that could serve as a learning tool for all community members by using technology to preserve and share history and culture. Groups that participated in that project included the Hoh, Makah, and Quileute Tribes, as well as the North Olympic Library System, Peninsula College, Clallam County Historical Society, UW, and West End Peninsula Communities. The project developed a model for surfacing, converting and publishing collections both public and private. Unfortunately, the project was limited to the West End of this large, two-county, five-Tribe region; the Jamestown S'Klallam Tribe was not invited to participate and our valuable collections were not included in the project. We are trying, in this proposal, to replicate their efforts and rectify the lack of inclusiveness. We have the same need and seek the same outcomes.
• *Preservation and documentation* **of the Tribe's artifact collections;**
• *Access* **to searchable images and information from anywhere in the world; and**

• *Increased knowledge and cultural connection* among and between Tribal citizens and citizens of the world.

PROJECT DESIGN AND REQUIRED RESOURCES
Our approach is intended to provide us with the resources, hardware and software to:

a) **Enhance our existing collection by adding privately held items that can be digitally duplicated and the originals returned to private ownership;**
b) **Convert the Tribal and private collections to digital format and make them available through a Tribally owned and managed website;**
c) **Interface with the University of Washington Libraries online collections, including the Olympic Peninsula Community Museum online; and**
d) **Independently manage, maintain, store, publish, and safeguard the collections into the future.**

1. Activity: **Project Management (ongoing, October 2009-September 2011)**, including executing contracts with IMLS, and with JKT Development for services and consultation to implement the project.
JKT Development, Inc., a Jamestown S'Klallam Tribally-owned corporation, will be performing or providing consultation, hardware and software implementation, digital conversion, and training for the Jamestown Tribal Library staff. We will also execute a Personal Services contract with Larry Burtness, project manager for the IMLS-funded Olympic Peninsula Community Museum Online, for technical assistance.
Outputs: Contracted services, reports, evaluation results, liaison with IMLS staff.
Resources: Project Oversight: Leanne Jenkins, Tribal Planning Director and library manager (see Resume), will be responsible for overseeing all aspects of implementation, including executing contracts, ensuring timeliness of activities and products, monitoring, evaluation and reporting.

2. Activity: **Conduct outreach** to the Tribal community and private collectors to locate relevant collections **(ongoing, December 2009-March 2011)**.
Solicit to the Tribal community through the Tribal newsletter, Tribal events and gatherings, individual contacts, and the Tribal website; travel to events and other locations to view and collect items for inclusion.
The Project Team and Contract Staff will will host events specifically designed to surface privately held collections of documents, photographs and objects from within the Tribal community. In addition, we will attend regularly-scheduled events such as the semi-annual general membership meetings, annual Tribal picnic, Elders luncheons (held monthly; and one annual Elders Gathering attended by Tribal Elders from all of Western Washington State). We will solicit in advance for people to bring their collected items for evaluation and inclusion. The data collected at these sessions needs to be presented and collected in an organized method for later upload into the collection management system. JKT Development, Inc. will develop a custom, portable database tool for easily displaying media, and entering information collected at the community event, meeting or site-visit.
Outputs: At least 4 events hosted per year and an undetermined number of private site visits; at least 500 additional objects/documents/photographs included in the collection; Data Entry and Public Input database tools.

Resources: The entire Project Team and Contract Staff will plan and attend the sessions. Equipment (scanner, cameras) to display and collect objects. The Cultural Resources Specialist will attend to provide cultural context to events and site visits, and to assist in object handling and identification.

3. Activity: **Develop the infrastructure and systems** to implement the project **(December 2009-May 2011)** . Design and create a collection management system (CMS) to index and catalogue the collection and to serve as a finding aid for users. JKT Development will acquire, design and implement a collection management system, including purchasing necessary hardware, software and licenses, developing document classification, implementation strategies and online access and linkages. JKT Development will collaborate with the Tribe's Library, Cultural specialist and use existing metadata resources developed by the Olympic Peninsula Online Community Museum Project to design a Metadata structure that imports seamlessly with the proposed content management system (CONTENTdm) and has the versatility to accommodate all types of media identified in this grant, as well as other media types beyond the scope of this project. Initial consulting, installation, and startup support for the CONTENTdm software will be provided by OCLC at the time of software implementation.
JKT Development, Inc. will be responsible for procuring, receiving, and initial setup for the hardware, software and other equipment outlined in the budget justification. JKT Development will coordinate with the Jamestown S'Klallam Tribe's IT department and oversee the installation and implementation of the servers and backup systems. JKT will also arrange all necessary domain name registrations for the online collection.
Outputs: Collection Management System designed and implemented; online access and linkages created.
Resources: Consultant: Ben Neff, JKT Development (see Resumes), will coordinate and conduct all technological aspects of the project to ensure that deliverables are completed under the specifications of our contract. Kathy Duncan, Tribal Cultural Coordinator, and Patsy Adams, Tribal Librarian, (see Resumes) will provide information and advice about the collection to JKT Development to assist with indexing and classification.
Hardware and Software: software license for CONTENTdm, CONTENTdm Server & Master File Storage

4. Activity: **Convert materials to digital form** as a supplement, alternative and backup to physical documents and materials **(ongoing, January 2010-March 2011 and beyond)**. JKT Development will provide supervision and staff to perform all required digitization, and conversion described in this proposal. Digitization includes retrieval and return of the items, item staging and preparation, scanning and photography of documents, photos, and artifacts to digital format, post-processing, OCR and image editing as required, some data collection, indexing and data entry, creating accessible versions of the files, quality control, file transfer to the collection management system and master file archiving. JKT Development will use the digitization best practices developed for the CMP and outlined in *Community Museum Project Specifications for Digitization*.
Outputs: 2098 items from 18 existing collections (7 known private collections and 11 onsite collections) and an undetermined number of items from unknown private collections, TIFFd/RAWd/JPEGd/OCRd and ready for online display and backup storage.

Access to the collections available through a Tribally managed website, linkages through the Olympic Peninsula Community Museum online and UW Libraries online collections.

Resources:

Consultant: Ben Neff, JKT Development, will coordinate and oversee purchasing, document and material handling, and conversion by his staff and any necessary sub-contractors. Cultural Resources Specialist Kathy Duncan will provide technical assistance and guidance for handling, storage and repackaging according to best archival practices.

Materials and Equipment: Windows-based PC workstation dedicated to scanning and capture of objects as well as a Project Client for use with the CONTENTdm Server; photo editing software with the ability to crop, rotate and edit electronic images for use in the online digital collections; Archival storage supplies, misc. supplies and consumables including Domain Name registration, DVDs, and archival supplies

5. Activity: **Provide ongoing, centralized, access and management** for digitized documents and materials **(ongoing, December 2009-August 2011)**. JKT Development, Inc. will provide all necessary training to the Jamestown library staff to access and use the collection management system, use data collection tools, and maintain and operate equipment used in the capture process, and on all procedures necessary to perform backups and continue the conversion work after the term of the grant. All digital masters developed through the grant and going forward, will be backed-up routinely to a separate, secured location within the Jamestown S'Klallam Tribal network.

   Outputs: Four (4) Tribal staff trained to operate and administer the collection management system. Four (4) Tribal staff trained to use equipment and convert new materials as needed.

   Resources: Consultant: Ben Neff, JKT Development, will design and coordinate training sessions for the following Tribal staff: Leanne Jenkins, Planning Director; Patsy Adams, Librarian; Kathy Duncan, Cultural Coordinator; and Ann Sargent, Executive Assistant/Website Manager.

   Equipment and Materials: Backup Hardware selected will be integrated into the current Tribal backup systems, leveraging existing hardware and backup management software (Symantec Backup Executive).

6. Activity: **Communicate project results and products** to the Tribal community, educational and academic institutions, and both Tribal and non-Tribal libraries **(ongoing, October 2009-September 2011 and beyond)**. Prior to the end of the formal project period, the Tribe will produce a "Guide to the Jamestown S'Klallam Tribal Library Digital Collection." This guide will be distributed to our target audiences: all Tribal households, other Tribal libraries in Washington State, academic institutions (Peninsula College, University of Washington, other universities), local school districts and libraries, and the Washington State Library. We will also put the guide on the Tribal website, www.jamestowntribe.org. We will distribute press releases about the project and the collection to local and regional news media and will publish an article in the Tribal newsletter sent to all Tribal households. IMLS will receive a copy as part of our final report.

   Outputs: At least 700 copies of a 50-page guide to the digital collection printed and distributed to 500 Tribal households and 200 libraries, public agencies, schools/universities, and the public. Within the constraints of the budget allowance for this item, additional copies

may be printed and reserved for future distribution. Press releases distributed to ten media publishers (newspaper, radio, internet).

Resources: Publications Specialist: The Tribal Publications Specialist, Betty Oppenheimer, will be responsible for designing, writing and coordinating production and distribution of the guide. She will also produce press releases and coordinate public relations.

7. Activity: **Evaluate project activities**, outputs and outcomes relative to project goals and objectives and report results to IMLS **(ongoing, October 2009-September 2011**). All evaluation activities are described in the Logic Model in attachment. Collect baseline data, compare results to quality control plan; observe staff training sessions; observe, test and interview trainees. Keep records of # of pages converted, size of files; file names and locations; survey user groups (local and distant) for overall satisfaction, familiarity, usefulness; record baseline data # of requests; record # of logons; document mailings and press coverage.

    Outputs: Evaluation report containing results of surveys and other data collection instruments; six-month status and annual financial reports submitted.

    Resources: Evaluation and Reporting: Leanne Jenkins, Tribal Planning Director, with assistance from Ben Neff, JKT Development, and other Tribal staff as needed, will implement the evaluation plan as described in the logic model. This will include collecting baseline data, design and processing of surveys, personal interviews and other data collection; recordkeeping; analysis and summary reporting. She will submit all required IMLS reports and deliverables.

Challenges and Opportunities

Intellectual Property Legalities: We will use this opportunity to implement protocols for appropriate cultural access and implement legal safeguards including releases, copyright and other documentation to protect the propriety of our historic and sacred objects. Again, we will follow the Olympic Peninsula Community Museum's lead in formulating permission documents which were created for use with the constituents and contributors to the Project, including: Virtual Release; Virtual Documenter Agreement; Virtual General Agreement; Virtual Tribal Agreement

Best Practices: Insuring that we meet standard digital archival best practices through the design, implementation and long-term life of the project, and that the digitized collections remain sustainable and accessible through a variety of platforms over time, as technology continues to improve. Meeting this challenge will allow us to link our collections with the Olympic Peninsula Online Community Museum, offer public access to our collections through a Tribally-managed website, to add to them on a continuous basis, and to upgrade our technologies along with all of our partners as technology changes.