



Join us in preserving the past for our future.

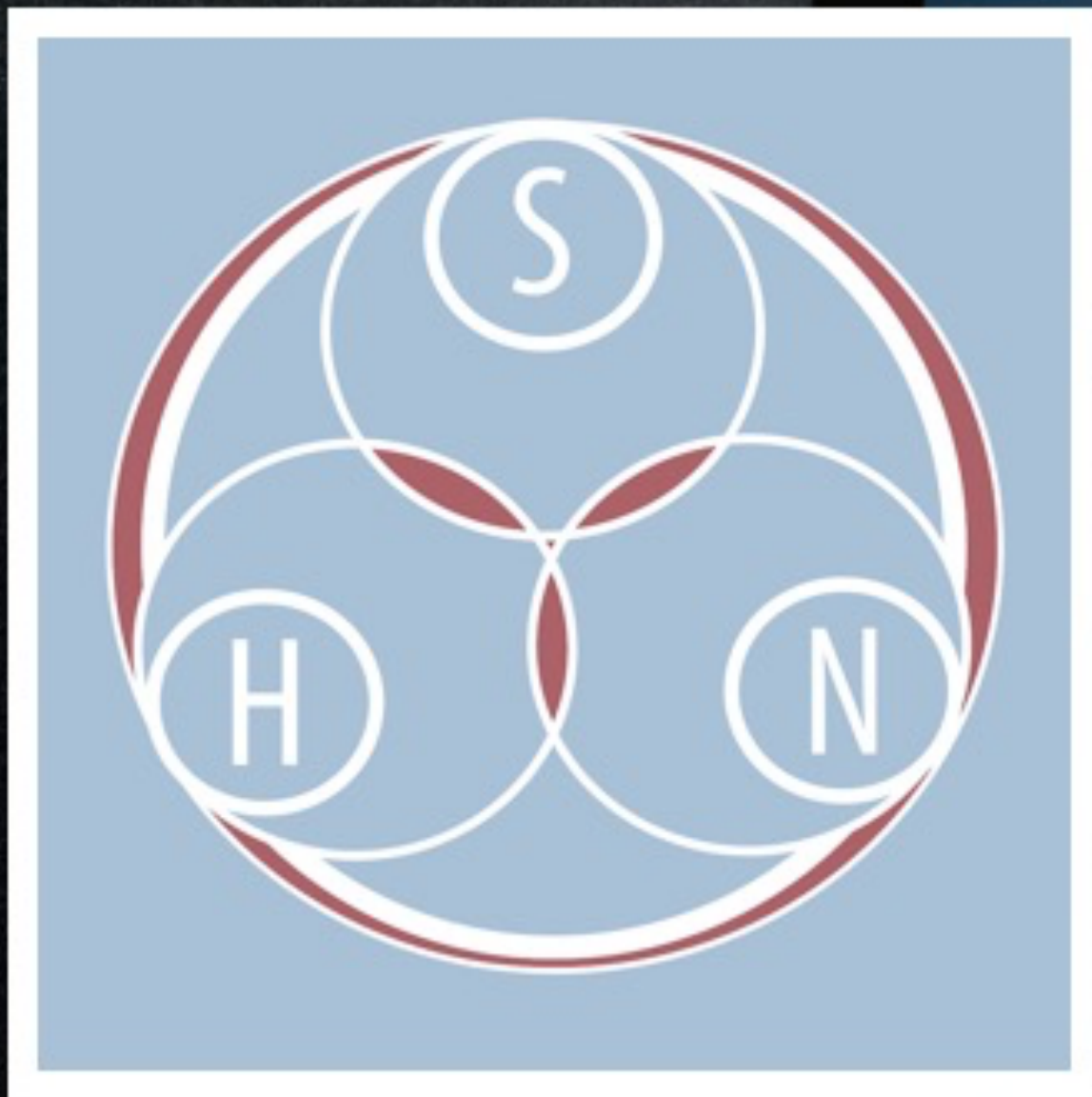
Sustainable Heritage Network workshop 2015

Digitization planning, preservation, audio and image digitization training

# Agenda

- 1:00 – 2:00 – Welcome and Introductions
- 2:00 – 3:00 – Developing Strategic Goals for Digitization
  - Why digitize?
  - Digitization planning
- 3:00 – 4:30 – Digital Preservation
  - Project planning & Digital Preservation 101.

- 4:30 – 5:00 – Wrapping-up
  - Wrap up
  - Questions
  - Logistics for day 2



Sustainable Heritage Network



# digitization needs:

- TALM related strategies
- hands on, topic specific, short courses
- online tutorials and resources

## SUSTAINING INDIGENOUS CULTURE:

THE STRUCTURE, ACTIVITIES, AND NEEDS  
OF TRIBAL ARCHIVES, LIBRARIES, AND MUSEUMS



2012

This report is based on a national needs assessment survey conducted by the Association of Tribal Archives, Libraries, and Museums, with funding from the Institute of Museum and Library Services and the Oklahoma Department of Libraries.

Report Author: Miriam Jorgensen, Research Director for the Harvard Project on American Indian Economic Development and its sister program, the Native Nations Institute at the University of Arizona.

**A TALM**  
Association of Tribal Archives, Libraries, & Museums



## Digitizing Photos with a Scanner



## Alaska Native Language Archive [Workbench]

hands-on  
workshops

online resources

digital workbenches

# STEWARD

*collaborate . steward . design . curate*  
*eward . curate . collaborate . design*  
verb *stew·ard* \ stü-ərd, styü-; st(y)ürd \:

*esign . collaborate . curate . stewa*  
*rate . design . steward . collabora*  
1. The activity or job of protecting and being responsible for something.

*llaborate . steward . design . cura*  
*eward . curate . collaborate . desig*  
2. The conducting, supervising, or managing of something; the careful and responsible management of something entrusted to one's care.  
*esign . collaborate . curate . stewa*

To actively care for, preserve, and make cultural heritage and knowledge accessible in responsible ways.

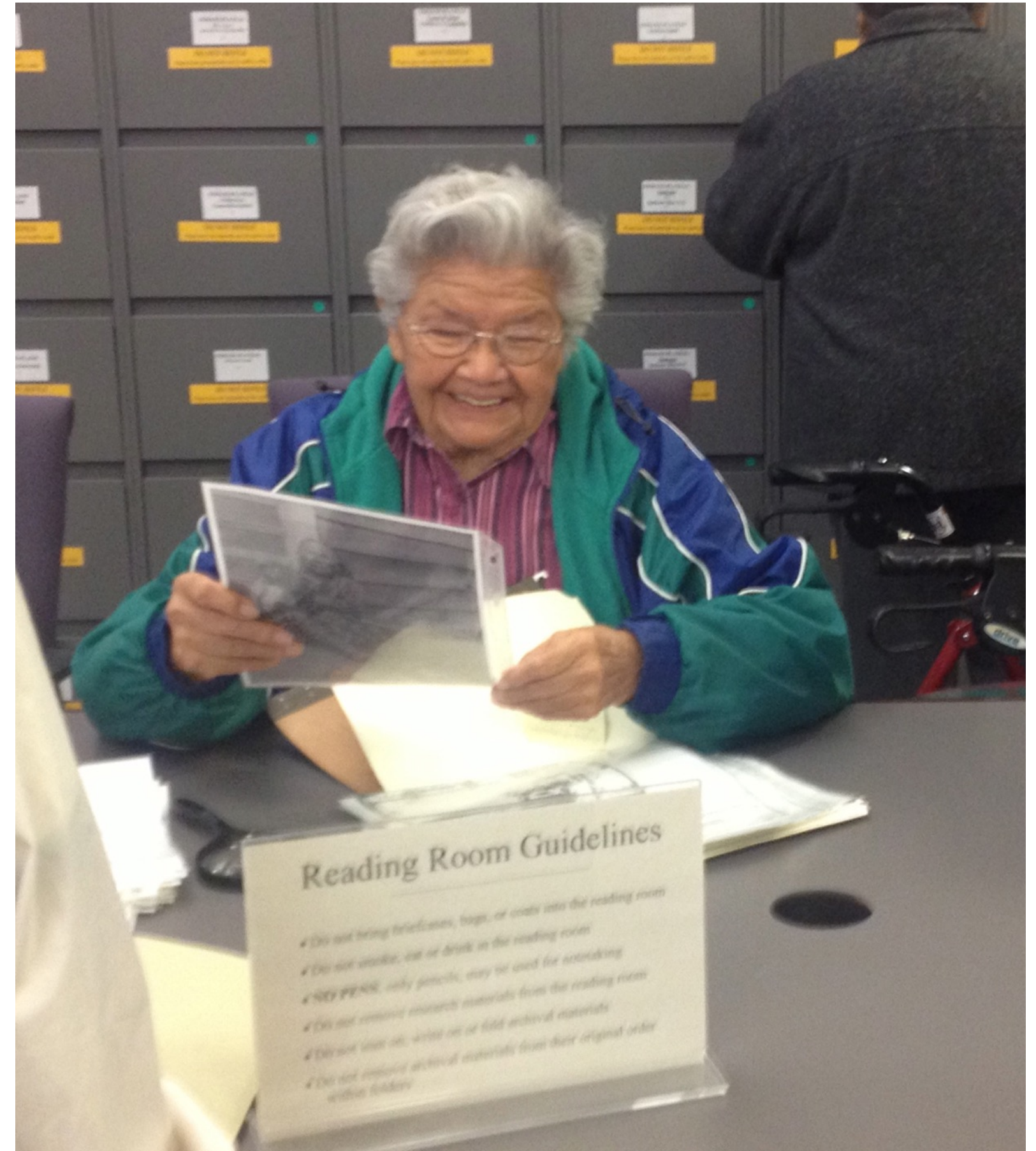
why digitize?

cultural & social issues | community needs | outreach and education



# community needs





why digitize?



# digitization: strategic goals

mission, goals, statements and policies

# pur·pose

*/ˈpɜrpəs/*

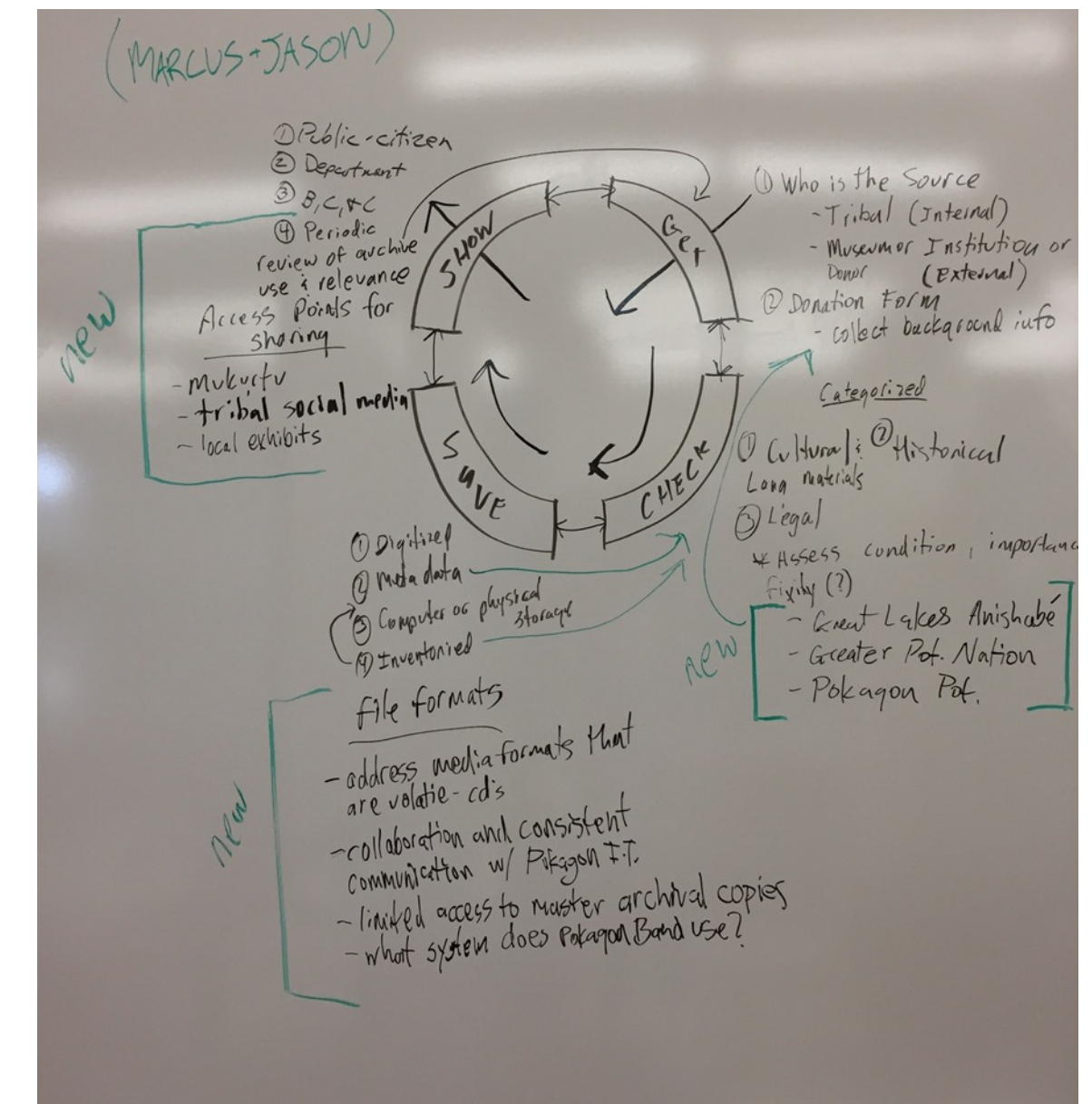
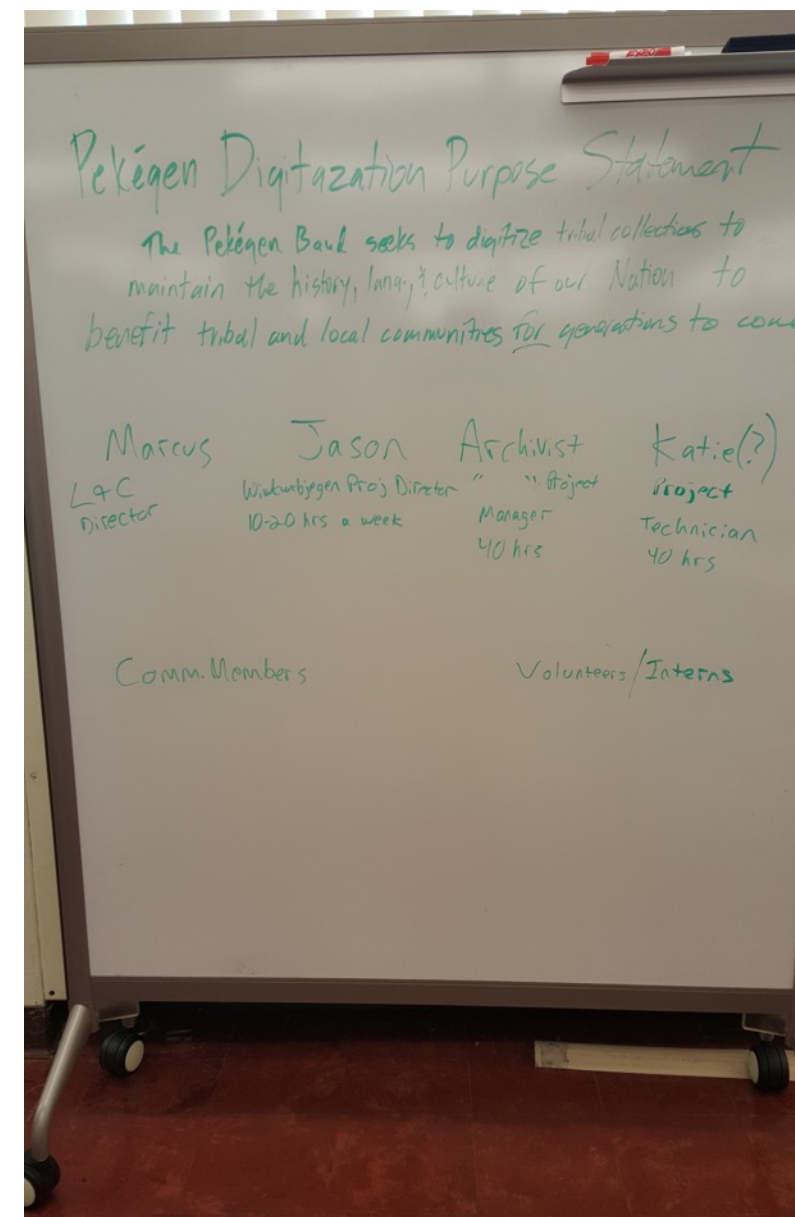
Noun

The reason for which something is done or created or for which something exists.

# digitization goals, priorities, needs

- **First**
  - Identify your organization's missions, directions and objectives
- **Next**
  - Define your department's strategic goals
- **Then**
  - Connect these two in a **digitization purpose statement**

# Pokagon Band of Potawatomi drafting a statement



# Tribal Mission Statement

- “The Pokégnek Bodéwadmik / Pokagon Band of Potawatomi will respectfully promote and protect the culture, dignity, education, health, welfare and self-sufficiency of our elders, our youth, our families and our future generations, while preserving Mother Earth. We will strive to give Pokagon Citizens a better quality of life. The Band will also strive for successful economic strength thus assuring the sovereignty of the Pokagon Potawatomi.”



## Department of Language and Culture Mission:

- “The Department of Language and Culture will serve to actively and holistically promote and sustain community wellness through Potawatomi ways of being.”

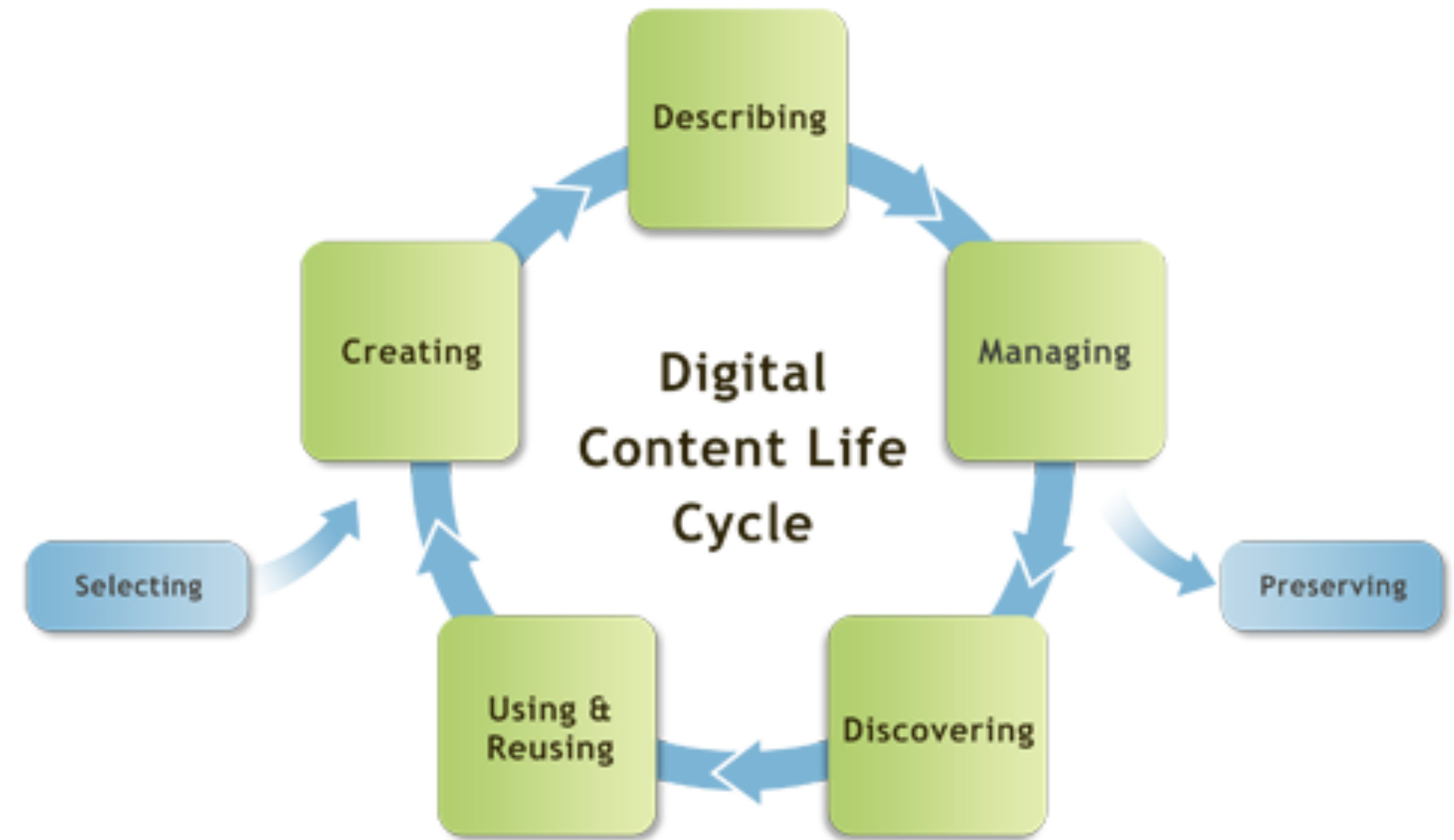
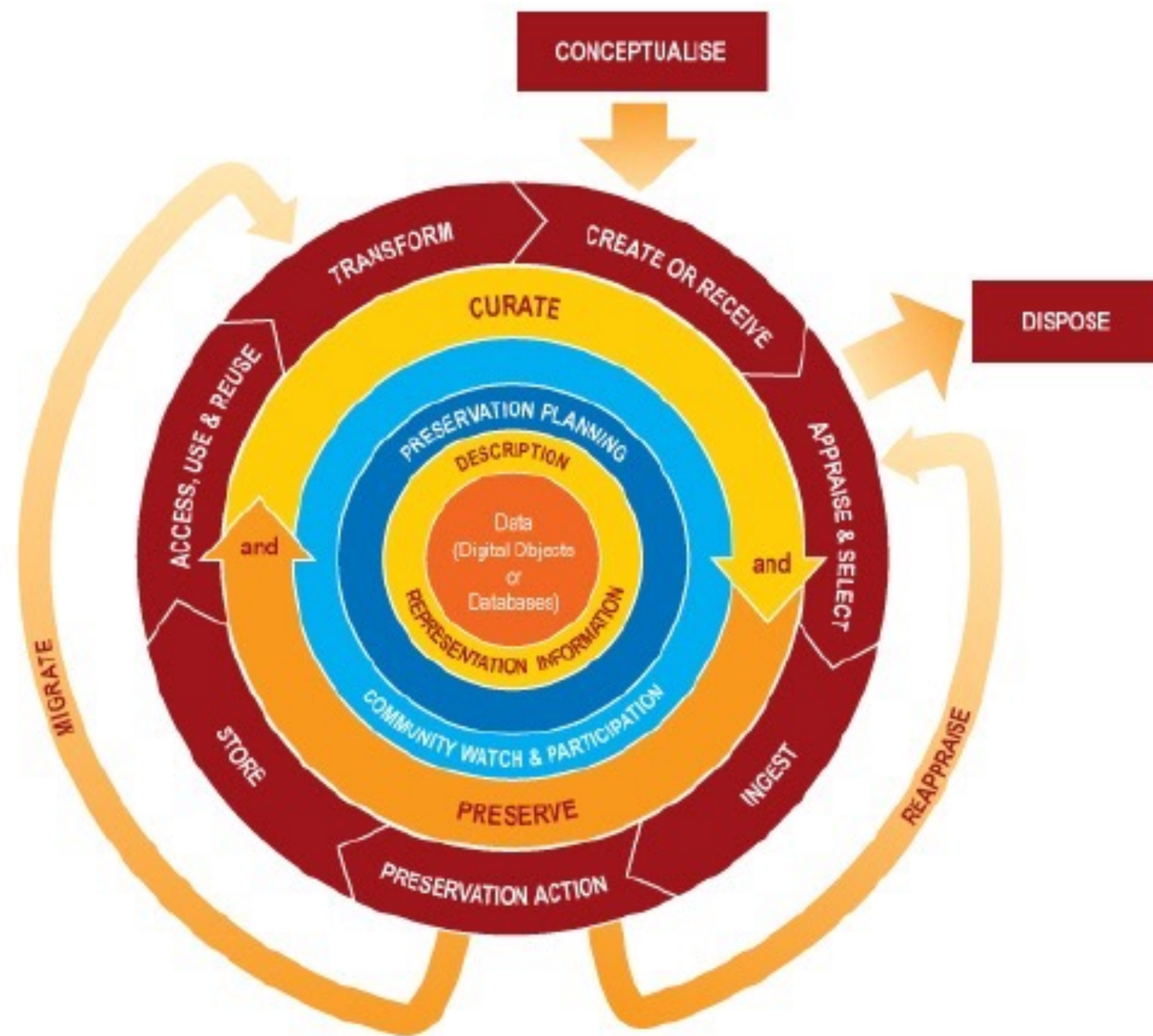
# Pekéqen Digitization Purpose Statement

- The Pekéqen Band seeks to digitize tribal collections to maintain the history, language and culture of our Nation to benefit tribal and local communities for generations to come.

# creating a digitization plan

get it, check it, save it, share it

# digitization lifecycle



# digitization lifecycle



- Find materials
- Select materials
- Accept donations
- Make copies of state or federal records
- Create digital objects

## Get it

Find materials, select materials, accept donations, make copies of state or federal records, create digital objects.

- Make sure that materials are up to your **standards for quality and description**.
- **Continually** check that they stay intact.

## Check it

Make sure that materials are up to your standards for quality and description. Continually check that they stay intact.

- Have a secure, large enough place to save files, that can be systematically backed up with copies in multiple locations
- 3-2-1 rule
- Give your materials meaningful organization.

## Save it

Have a secure, large enough place to save files, that can be systematically backed up with copies in multiple locations. Give your materials meaningful organization.



- Provide **access** to materials through exhibits, online collections, educational programs, research collections.

## Share it

Provide access to materials through exhibits, online collections, educational programs. Make available for research.



cultural 'checks' added

digitization lifecycle  
+  
cultural checks



- Go out into your **community**, provide equipment to digitize, ensure **cultural values are upheld**.
- Assess **community needs** and desires for materials.

## Get it

- Go out into your community, provide equipment to digitize, ensure cultural values are upheld.
- Assess community needs and desires for materials.






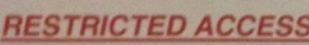

- Define **protections** for cultural materials, do they need special storage or handling?
- Define **attribution**: who provided the descriptions?

## Check it

- Define protections for cultural materials, do they need special storage or handling?
- Define attribution: who provided the descriptions?

Check it!



Advisory Sign Detail	
Signage used and explanation as follows: The MAC are stewards of many American Indian cultural objects. Many objects are culturally significant which deem them sensitive because of how the objects were made. Tribal and cultural representatives have advised how cultural sensitive objects are to be handled. The MAC will do the best to honor the privacy and religious views of various cultural groups. The MAC will restrict general viewing or handling of objects. Some of the following signs will be used for safety purposes. The safety issues of staff have been considered.	
 Object(s) may only be touched or handled by a female.	As per tribal/cultural group request: Gender specific handling only. This is intended for <b>FEMALE</b> handling only. There are items in which only females can touch or handle.
 Object(s) may only be touched or handled by a male.	As per tribal request: Gender specific handling. This is intended for <b>MALE</b> handling only. There are items in which only males can touch or handle.
	Requires contacting Director of Plateau Studies Center or subject Curator to request access.
	
	As per tribal/cultural group request: <b>DO NOT DISTURB – MUST REMAIN COVERED</b> ; this will restrict general viewing or handling of objects.

- Organize the material with **cultural values, definitions and goals** in mind.
- Gather **traditional knowledge** about the materials.
- **Reach out** to elders and others for support.

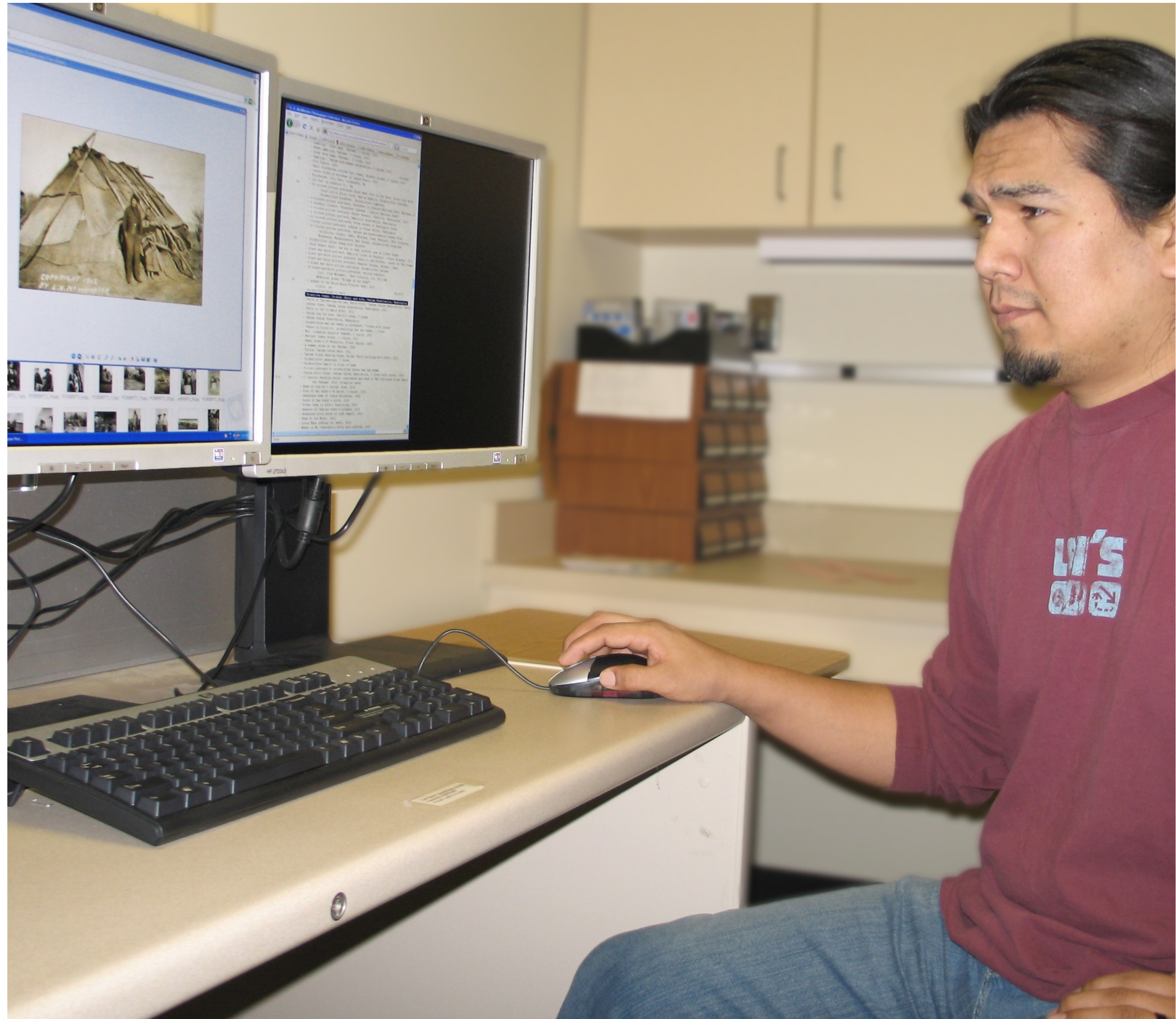
## Save it

- Organize the material with cultural values, definitions and goals in mind.
- Gather traditional knowledge about the materials.
- Reach out to elders and others for support.



save it!

Shawn LameBull (Yakama Nation);  
PPWP project



- Define accessibility based on **cultural protocols** for viewing, sharing, and circulating materials from your tribe or community.

## Share it

- Define accessibility based on cultural protocols for viewing, sharing, and circulating materials.

# share it!

- online exhibits
- mobile language apps
- Mukurtu CMS



The exhibition at the Musqueam Cultural Education Resource Centre & Gallery focuses on the sophistication of the Musqueam culture – past and present. It makes connections between the expertise of pre-contact knowledge-holders and contemporary professionals.

January 23, 2015 through January 28, 2016

Musqueam Cultural Education Resource Centre  
4000 Musqueam Ave.  
[musqueam.bc.ca](http://musqueam.bc.ca)



Welcome Mukurtu 2.0  
A Safe Keeping Place



The free, mobile, and open source platform built with indigenous communities to manage and share digital cultural heritage.

Mukurtu (MOOK-oo-too) is a grassroots project aiming to empower communities to manage, share, and exchange their digital heritage in culturally relevant and ethically-minded ways. We are committed to maintaining an open, community-driven approach to Mukurtu's continued development. Our first priority is to help build a platform that fosters relationships of respect and trust.



what are your cultural  
checks....?



workflow for digitization  
projects

## logistics: days 2-3 at the Library of Congress

- 7:50-8:00: meet in the lobby by the double glass doors to the taxi stand
- have ID to get in
- lunch will be at the LoC cafeteria
- group 1 or 2
- please sign release forms today (in your packet)