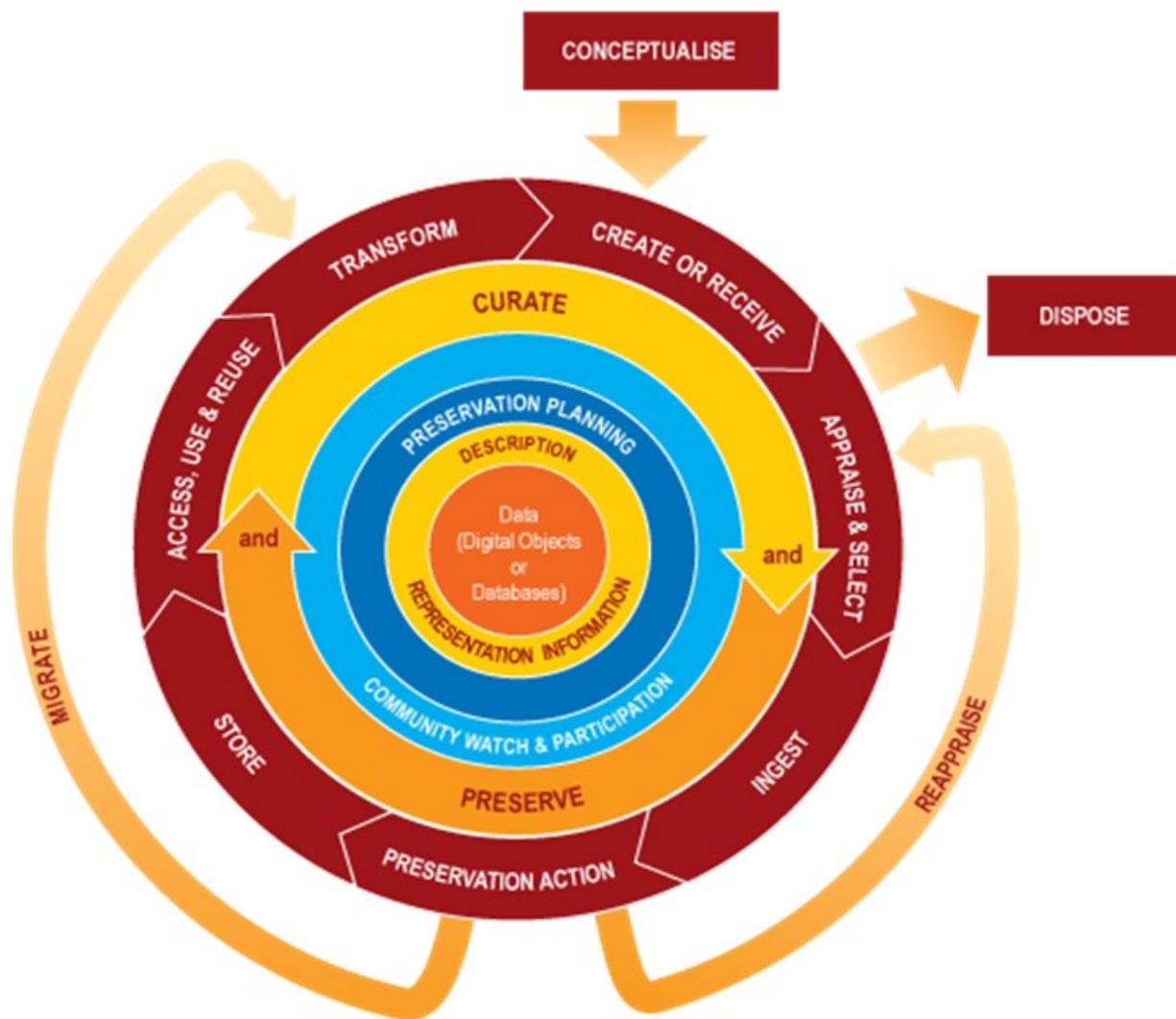


# The Digital Stewardship Lifecycle

Digital Stewardship Curriculum

# Digital Stewardship Lifecycle Models

- provide a basic set of guidelines and visualization of steps
- come in many levels of detail
- WILL be updated



## Get it

Find, select, prioritize materials, accept donations, digitize originals, and create copies.

## Check it

Continually ensure that materials in your collections are created and maintained up to your standards for quality, organization, and description.

# Digital Stewardship Lifecycle

## Share it

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

## Save it

Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.

# Get it

Find, select, prioritize materials, accept donations, digitize originals, and create copies.

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Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.

# Share it

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

## Get it

Assess community needs, provide equipment to digitize materials in homes, ensure community values are upheld throughout all policies and processes.

## Check it

Define protections for cultural materials. Prioritize collections involving community members. Form a cultural committee to help make informed decisions.

# Digital Stewardship Lifecycle

## *Cultural Checks*

## Share it

Define access based on cultural protocols for viewing, sharing, and circulating materials. Create levels of access reflecting what already exists in your community.

## Save it

Preserve materials with cultural values, definitions, and goals in mind. Gather traditional knowledge about care and storage. Reach out to elders and others for support.

# Get it

Assess community needs, provide equipment to digitize materials in homes, ensure community values are upheld throughout all policies and processes.

# Check it

Define protections for cultural materials.

Prioritize collections involving community members. Form a cultural committee to help make informed decisions.

# Save it

Preserve materials with cultural values, definitions, and goals in mind. Gather traditional knowledge about care and storage. Reach out to elders and others for support.

# Share it

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

Create levels of access reflecting what already exists in your community.

# Cultural Checks

Emphasize in your:

- Digital Stewardship Lifecycle
- Policies
- Procedures
- Workflows

# Topics to Consider Including

- Digitization Workflows
- Standards
- Digital Preservation topics
- File Management
- Physical Preservation
- Policy work and future needs

# More topics...

- Intellectual Property basics
- Digital Return Projects
- Quality Control
- Mukurtu CMS
- Community collaboration

# Audience for your Lifecycle

- Staff in your department
- Other departments/governance
- Community members/public

# General Digital Lifecycle Questions

- technical needs
- informational needs
- management needs
- preservation needs

# TALM focused digital stewardship

- Another layer of questions
  - Adding cultural values, needs: “checks”
- **What are your important checks?**
- **When do they occur in your model?**
- **How do they get put into practice?**

# Your Turn

- Create your own Digital Stewardship Lifecycle Model
- Tailor “Get it, Check it, Save it, Share it” to your own institution
- Add in community specifics and cultural checks

# Examples of Digital Stewardship Lifecycles

- Get It - Check It - Save It - Share It -**
- Get It**
    - Locations of materials
    - Archival facilities
      - Federal
      - State
      - County/Local
      - College/univ.
      - Family Collections
      - Other tribal programs (e.g. histories)
    - \* pursue agreements when necessary
  - Check It**
    - \* format analysis
      - VHS, CD etc.
    - \* assess tech/knowledge base for updating
      - \* get help (if necessary)
      - \* ensure back up copies of user copies
  - Save It**
    - ensure digital space is adequate
    - ensure alternate digital & geographic storage media
  - Share It**
    - ensure releases
    - assess cultural parameters & protocols
    - \* which entities will benefit (schools, etc.)
    - \* what are the challenges & consequences w/ large scale release?

- IHLIC**
- Tuzzy
- Get it | Are there collections Under direction of Commissioners that we didn't Accept? | Dictating-Providing Use Restrictions.
- Or that the commissioners wld want IHLIC to have? | Does IHLIC Accept State, Federal + Borough Records? Or should it be Tuzzy?
- Go. Snapping horses to handle. | With Mukurtu Collection Acquisition + seeking to acquire new Parish Collections might chose. More
- Usage Policy
  - Especially when reser. are working for - Parish Collections
  - Should we even acquire
  - Accessioning? - copyright!
- (Check It)** Archival Tools to fix, house, clean, describing, + Present material (to Commissioners)
- First: Check v/t/r.
- Be as checking: Daped? Stabbing NY, Transcribing, assessing which village/family should be made aware of in the Public Domain
- Is this already in our C.M.S. - per Rinto, Sirsi, Aron or Alca.
- Save It:** Adequate Storage space.
- Archival Copy
  - Original - master
  - Use copy
  - Duplicated Storage
  - Disaster Planning
  - Fireproof Cabinets
  - Security

- ① Niwkwébjgen - launch summer '16
- ② New LiC Facility → community engagement opportunities
- ③ Mukutu Mobile
- ④ Digital return and reciprocity - local institutions
- ⑤ MDOT
- ⑥ Future curriculum development
- ⑦ Pokuagon GIS
- ⑧ "History Harvest"

**SHARE IT**

- Ensure cultural protocols + sensitivity
- Encourage community engagement.

**GIVE IT**

- 3-2-1 Plan in Use

**SAVE IT**

**CHECK IT**

- ① Digital Pres. Policy <sup>Need</sup>
- ② 3-2-1. <sup>Doing</sup>
- ③ Maintaining file integrity. <sup>Need</sup>
- ④ Interval checks <sup>Need</sup>
- ⑤ Updating catalog - on going
- ⑥ Enviro standards - ongoing

Future Funding \*  
Opportunities \*

- ① Donor Questionnaire and Donation Form for new acquisitions. In Use
- ② Collections Mgmt. System. Includes catalog #, finding aid, phys. location, and perm. shelving system. In Use
- ③ Archival Collections Policy. In Use
- ④ Need to formalize our efforts for acquisition + expenditures. NOT Done  
Use oversight committee

- ① Object Assessment form. In Use
- ② Digital Materials are cataloged into finding aid - AFTER digitization. In Use
- ③ Metadata is entered onto finding aid. In Use
- ④ All phys. digital material is assigned a permanent catalog #.

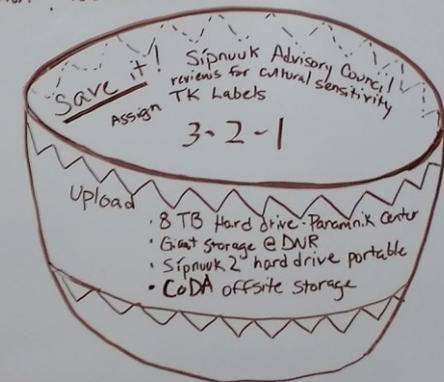
Doing

Needs

✓ file integrity  
implement workflow

Get it! - Deed of Gift, Digital Return MOU, History Harvest Accession, Collections Policies, Workflow Appraisal, Acquisition Forms

- Check it! Workflow
- Source
  - Physical observation : assessment
  - Sort - Prioritize
  - Stage = metadata "item level" Provenance
  - Fixity/Check Sums

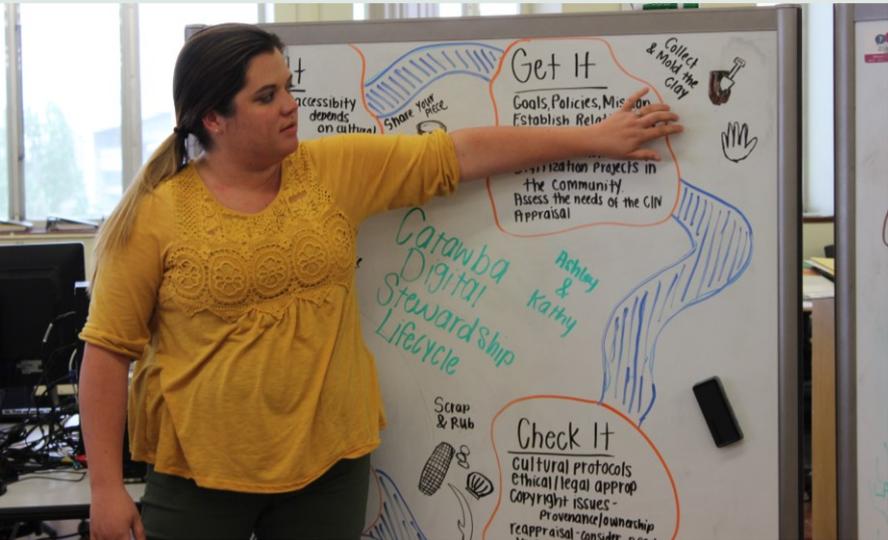


BARZ  
ANGELA

Share it!

- Sipnuk Website
- Tribal Newsletter
- Tribal Reunion Brochure
- Local Newsletter
- Virtual Exhibits and Displays
- Curriculum/Education





# Digital Stewardship Lifecycle Review

- Provides a **roadmap** for how you care for your collections
- Encompasses all aspects of stewardship of materials
- Dynamic-will change over time
- Four basic “buckets”
- Emphasizes cultural values at all stages