



one week institute that will cover basic and advanced concepts and requirements for tribes to establish or improve their archives and records management programs. The training will be based at Oregon State University and will be at no or low cost to tribal participants.

- 14. Provide the text of the single most relevant goal and high-level outcome from the *Five-Year State Plan 2008-2012* that will be addressed by the grant project.

GOAL # 6 – Positioning Libraries to Help Build Strong Communities

Oregon libraries are centers of community life where Oregonians connect with information resources and with each other.

- 15. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

Beyond the training institute, the OSU Libraries will be able to continue working with the tribes on archives and records related issues in a consulting capacity and help to facilitate information sharing among the tribes. The OSU Libraries will videotape parts of the training institute and making them available online via streaming video or on DVD. The OSU Libraries will also encourage and work with the State Historical Records Advisory Board and Northwest Archivists, Inc., to offer additional training opportunities in the future. The 2009 Tribal Archives, Libraries and Museums conference offered a variety of sessions pertaining to tribal archives and records management issues; the 2012 conference will be encouraged to include similar sessions, including some that are more in-depth than introductory “this is how we do it” sessions.

- 16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

David Lewis, Culture and Heritage Dept., and John Mercier, Operations Manager, Confederated Tribes of Grand Ronde  
Brenda Bremner, General Manager, Confederated Tribes of Siletz Indians  
Roberta Connor, Director, and Malissa Minthorn Winks, Collections & Research Manager, Tamástslikt Cultural Institute, Confederated Tribes of the Umatilla Indian Reservation  
Jennifer O’Neal, Head Archivist, National Museum of the American Indian  
Karen Quigley, Executive Director, Oregon Legislative Commission on Indian Services  
Allison Krebs, Chair, Native American Archives Roundtable, Society of American Archivists  
James Fox, Head of Special Collections and University Archives, University of Oregon Libraries

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:  
(Check applicable boxes)  
THIS IS THE  1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT  
 2<sup>nd</sup> YEAR  TWO YEAR  
 3<sup>rd</sup> YEAR  THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

THIS IS PRIORTY   1   OF THIS ORGANIZATION’S PROPOSALS

**Part II: Project Budget**

Proposed project budget (use this format only – do not alter):  
 (Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

| Item                 | Local Cash | Local In-Kind   | LSTA            | TOTAL           |
|----------------------|------------|-----------------|-----------------|-----------------|
| Personnel            |            | \$11,278        |                 | \$11,278        |
| Benefits             |            | \$5,031         |                 | \$5,031         |
| Travel               |            |                 | \$14,559        | \$14,559        |
| Equipment            |            |                 |                 | \$0             |
| Supplies             |            | \$300           |                 | \$300           |
| Contractual          |            | \$800           | \$1,000         | \$1,800         |
| Library Materials    |            |                 | \$1,875         | \$1,875         |
| Total Direct Charges | \$0        | \$17,409        | \$17,434        | \$34,843        |
| Indirect Charges**   |            |                 | \$1,046         | \$1,046         |
| <b>Total Budget</b>  | <b>\$0</b> | <b>\$17,409</b> | <b>\$18,480</b> | <b>\$35,889</b> |

\*\* If requesting indirect charges, you MUST attach the relevant portion of a current federally-approved indirect cost plan.

Proposed second year LSTA amount: \_\_\_\_\_ Proposed third year LSTA amount: \_\_\_\_\_

**Part III: Project Narrative**

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

A. *Background of Applicant (describe the agency's ability to undertake this project)*

The Oregon State University Libraries comprise the second largest academic library system in Oregon. The Libraries provide support to meet the informational, reference, and research needs of OSU’s faculty, staff, and student community at three locations. This support is provided through the libraries' collection of nearly 2 million volumes, 34,000 current serials, more than 500,000 maps and government documents, and extensive unique archival and special collections. The Libraries also provide access to more than 250 databases, many of which are full text, and nearly 72,000 e-journals.

The OSU Libraries consist of the Valley Library, the main library at the Corvallis campus; the Guin Library located at the Hatfield Marine Science Center in Newport; and the OSU Cascades Campus Library, co-located on the Central Oregon Community College campus in Bend. The McDowell Veterinary Library in OSU’s College of Veterinary Medicine is an affiliate component of the OSU Libraries.

The Libraries’ Special Collections department holds the papers of two-time Nobel Prize winner and OSU alumnus Linus Pauling and his wife, Ava Helen Pauling, and other collections pertaining to the history of science and technology in the 20<sup>th</sup> century. The University Archives’ holdings document all aspects of OSU and also include extensive collections pertaining to natural resources in Oregon, particularly forestry and agriculture. Additionally, the University

Archives provides records management services to the OSU community. The OSU Libraries' staff consists of 43 FTE library faculty, 42.5 FTE classified staff, and 33 FTE student assistants.

The Libraries' Oregon Multicultural Archives (OMA) includes collections documenting many of Oregon's cultural, ethnic and traditionally underrepresented groups, including the African American, Native American, Latino and Asian American communities. The collections reflect how these communities have contributed to the identity of Oregon. The OMA advances scholarship in ethnic studies and racial diversity both on the Oregon State University campus as well as on a state and regional level.

The OSU Libraries' memberships include the Orbis Cascade Alliance and the Greater Western Library Alliance. From 2002 to 2007, it was the lead institution in the development of the Northwest Digital Archives (NWDA), a consortium of archives and special collections throughout the Northwest. University Archivist Larry Landis served as consortium director during that time period. Presently the NWDA is a program of the Orbis Cascade Alliance with thirty five member institutions in Oregon, Washington, Idaho, Montana, and Alaska.

Though on a smaller scale, the OSU University Archives staff has experience in working on projects similar to the proposed project. The University Archives, in collaboration with the OSU Anthropology Department, has offered training in the past to individual tribes. University Archivist Larry Landis and Staff Archivist Karl McCreary conducted a one and a half day archives and records management workshop for the Klamath Tribes in the summer of 2002, and a half day workshop in the summer of 2003 that was attended by participants from three or four Oregon tribes.

During year one of this project, the OSU University Archives has both developed and strengthened relationships with the nine tribes' archives and records management personnel; both the University Archivist and Oregon Multicultural Librarian have participated in each visit. This past winter, the University Archivist and OSU University Archives Instruction Archivist taught a four-credit course "HIS 499/559 Introduction to Archival Studies" that they co-developed. These three staff members will form the core of the institute curriculum development and instruction implementation team.

#### *B. Detailed statement of problem*

Establishing and developing formal and sustainable archives and records management programs by Oregon's nine federally recognized tribes has been difficult in part due to the lack of affordable and location-accessible training opportunities for tribal members with responsibilities for records. A few of the tribes, such as Warm Springs and Umatilla have established archives for certain components of their tribes archival and historical records. Some also have records centers for storage of tribal administrative records, though many of these facilities are reaching capacity. The other tribes manage their tribal records and related historical materials with varying degrees of success.

Archives and records management training opportunities for tribes within Oregon have been ad hoc at best. On the national level, the Western Archives Institute, based in California, offered a two-week institute in 2003 focusing on tribal archives. However, the costs to attend that institute were significant – tuition alone was \$500, plus housing, meals and transportation. There were no

participants from Oregon tribes. The 2009 Tribal Archives, Libraries and Museums Conference, *Streams of Language, Memory, and Lifeways*, included a one-day basic archives workshop that was well received. However, one participant commented on wanting “more archives training that is more in depth.” In June of 2011 the Association of Tribal Archives, Libraries & Museums organized an *Indigenous Materials Institute* which included one day of presentations and two full day workshops in Durango/Ignacio, Colorado. While this institute provided some funding assistance through scholarships, which mostly covered registration and lodging but not travel, costs again precluded Oregon tribal archivists from attending. The institute’s content, though excellent, provided a wide array of topics rather than sessions specifically developed to serve the needs of Oregon tribal archives and records programs.

On the state level, in the late summer and fall of 2010, the State Historical Records Advisory Board gave a series of one-day workshops, including one at the Confederated Tribes of Grand Ronde reservation. Many of the topics covered in this workshop, such as collections preservation, processing and access, will be addressed in much more detail in the week long tribal archives/records management institute.

Feedback from Oregon tribes indicates a strong need for this training. One of the main objectives of year one of this two year project was to conduct site visits with all nine tribes’ records and archives personnel and create needs assessment reports based on the discussions and tours of the facilities. As of August 12, 2011, five site visits have been completed and the other four are scheduled through mid-September. Site visit participants have expressed a strong interest in attending the institute due to the no cost and the geographic proximity.

*C. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)*

The August 2009 final report of the LSTA supported *Envisioning Oregon* project outlined several goals that would foster collaboration and cooperation among Oregon’s archival repositories. The report’s Goal 3, Objective 2 recommendation is “Connect with tribal repositories,” and one of the recommended activities is a tribal records workshop. The proposed tribal archives/records management institute addresses that recommendation. (*Envisioning Oregon* final report, page 28-29; available online at <https://scholarsbank.uoregon.edu/xmlui/handle/1794/9792>.)

This project will provide the nine Oregon tribes with affordable and professional archives and records management training, customized to meet the tribes’ needs. An intensive one week institute, with a customized curriculum based upon the Summer 2011 site visits, will provide the tribes with the groundwork necessary for establishing a tribal archives and records management program or for furthering the development of an existing program.

In order to create the curriculum, each of the tribes’ archives and records management needs are in the process of being determined through on-site visits with each tribe. Site visits began the first week of July and are scheduled through mid-September, 2011. The bulk of the curriculum planning will take place during September – December 2011, with some additional planning in January and February 2012. The institute curriculum, consisting of plenary, concurrent and

workshop type sessions, will be planned by Natalia Fernández, Oregon Multicultural Librarian, Tiah Edmunson-Morton, OSU’s Instruction Archivist, Larry Landis, OSU University Archivist, and James Fox, head of Special Collections and University Archives at the University of Oregon Libraries. Jennifer O’Neal, Head Archivist, National Museum of the American Indian will also assist with curriculum development. Throughout this time period Natalia Fernández will be in communication with the nine tribe’s archives and records personnel to be sure to address and include changing needs and interests. Based on the completed site visits, tribal representatives have expressed the need for curriculum topics that address:

- archival facility planning
- disaster preparedness planning and recovery
- best practices for proper care and storage of archival materials
- management of magnetic media, including transfer to digital format
- electronic records management
- developing records retention and collection development policies
- managing different access levels to tribal records available online
- archives and tribal, state and federal laws
- conducting research and collect tribal materials from other institutions including NARA, OHS, and local historical repositories.

In addition to OSU and OU Libraries faculty (Fernandez, Edmunson-Morton, Landis and Fox), institute instructors will include Native American archivists and other archivists familiar with the needs of and cultural sensitivities toward tribal archives. Two confirmed instructors are Jennifer R. O’Neal and David Lewis. Jennifer O’Neal is the Head Archivist for the Cultural Resource Center at the National Museum of the American Indian and David Lewis is the Cultural Resources Department Manager for the Confederated Tribes of Grand Ronde. Additional training institute instructors or presenters will be identified during the curriculum development phase of the project in Fall 2011 and early 2012.

Because high cost has been a major barrier to the Oregon tribes’ archives personnel participating in in-depth archives institutes, one of the project objectives of year two is to address that barrier. The training will be held at Oregon State University’s new Native American Longhouse, scheduled for completion in Spring 2012. Each tribe will be given scholarships to send two participants to the institute at no cost; scholarships will include travel, lodging, meals, and all institute training materials. Additional representatives from each tribe will be able to attend at a low cost. Participants from tribes in adjoining states will be able to participate on a space available basis. Their costs will not be subsidized, though the intent will be to make the institute affordable to any participant. Room and board for institute attendees will be provided through OSU’s Housing and Dining Services, which routinely makes housing available for conference participants.

Specific year two activities will consist of additional curriculum planning as needed, the remaining planning needed to host the institute, the training institute itself, and follow-up assessment. The institute is being modeled on the 2003 Western Archives Institute for tribal archives and the 2011 *Indigenous Materials Institute*. The institute will be held sometime between mid-June and mid-September 2012, dependent on what is most convenient for the tribes and not in conflict with pow-wows, culture camps and other annual tribal activities. Selection of a date for the institute will occur once all of the site visits are completed.

Parts of the training institute will be videotaped and will be made available on DVD or via streaming media.

*D. Budget narrative*

Costs associated with this project consist mostly of travel and personnel. Most of the LSTA funds will underwrite travel and lodging/meal costs associated with two members from each tribe to participate in the institute. Participant travel costs come to \$2943, which is calculated using the round trip mileage from each tribal location to Corvallis and multiplied by the State of Oregon standard mileage reimbursement rate of .51 per mile, plus 5% to cover any increase in the rate between now and summer 2012. Instructor travel costs are \$1,250, which is mostly airfare for the lead guest instructor, Jennifer O’Neal. On-campus parking for 18 attendees and three non-OSU instructors comes to \$714 (\$34/week per vehicle). Lodging and meals (6 nights) comes to \$9652 for the 18 participants and three non-OSU instructors, plus meals for 3 OSU Libraries instructors. Lodging is based upon single occupancy; attendees will be encouraged to share a room, which will enable these funds to partially cover costs for additional attendees.

The other LSTA funds will be \$1875 for purchase of training materials for the participants and trainers, and \$1000 for guest instructors’ (O’Neal and Lewis) services.

Local in-kind funds will be OSU and University of Oregon Libraries’ staff time and total \$11,278. Natalia Fernandez, the Oregon Multicultural Librarian, will devote 10% of her time to this project. Tiah Edmunson-Morton, OSU’s Instruction Archivist, will devote an average of one hour per week (2.5% of her time) to the project. OSU University Archivist Larry Landis and James Fox, head of the University of Oregon Libraries’ Special Collections and University Archives will each devote 2.5% of their time to the project. Approximately 200 student assistant hours at approximately \$10 per hour will also be utilized. Benefits for OSU and UO staff come to \$5031. The value of the guest instructors’ time will be included as an in-kind contribution once a formal letter of commitment has been received from them. Other local in-kind are \$800 for classroom facility and equipment rental in either the new Native American Longhouse or the Memorial Union, and \$300 for incidental costs (long distance, photocopies, etc.).

*E. Evaluation method*

At its conclusion, each participant will be asked to evaluate the training institute, both the individual sessions and the institute as a whole. The effectiveness of the institute will be measured by each tribe’s successful development of a management plan for their archives. Improvement within the existing tribal archives will be measured through a follow-up survey conducted 6 months to a year after the training institute. During that time period the Oregon Multicultural Librarian and University Archivist will continue to work with the tribes, including conducting site visits as needed. Ultimately this institute and the OSU Archives ongoing work with the tribes will provide Oregon tribal archivists and records managers with a network of support, both local and privy to their archival needs that will continue to assist them beyond the scope of the grant.

**Part IV: Certification of Application**

1. Documentation of project support. Partners listed in Part I, number 11 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

| <i>Name</i> | <i>Library/Organization</i> | <i>Signature</i> | <i>Date</i> |
|-------------|-----------------------------|------------------|-------------|
|-------------|-----------------------------|------------------|-------------|

2. Certification for Children’s Internet Protection Act

Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

|    |   |
|----|---|
| a. | The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.   |
| b. | <i>(for consortia only)</i><br>Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults. |
| c. | The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.   |

3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

4. Signature of grant applicant

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

5. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

**This form must be received at the State Library no later than 5:00 p.m. on Friday, August 12, 2011.**

**Faxed copies will not be accepted.** There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services  
Oregon State Library  
250 Winter St., NE  
Salem, OR 97301-3950

## Appendix E – Full Application

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.