Title: Thirteen Millennia: Native American Life in Northeastern Indiana

Part 1. Project Summary (150 words or less)

This project seeks to build a story through digital artifacts, documents, maps, and video of the first inhabitants of Indiana, from the very earliest Paleoindians, through the native American cultures that evolved from these inhabitants, to a celebration of their life and culture today. The LSTA grant will support the digitization of collections from the IPFW Archaeological Survey’s Northeastern Indiana Paleoindian Project and late prehistoric period pottery from northeast Indiana excavations; Allen County-Fort Wayne Historical Society Indian archival materials, artifacts, photographs/paintings and historic markers; IPFW Helmke Library local historical documents; and provide for the archiving of the video and texts produced from the 2009 WGBH and WFWA PBS39 “We Shall Remain” community outreach activities to help deepen public understanding of Native history and contemporary experiences. This digital collection will complement and build upon IPFW’s 2007 LSTA grant “History of the Miami Indians in Northeastern Indiana” which funded the digitization of archival materials, related to the history of the Miami Indians and related non-Native peoples in northeast Indiana. It will provide a valuable resource for students, historians, archaeologists, anthropologists, genealogists, and others who otherwise would not have ready access to these materials.

Part 2. Needs Statement – Describe the need or problem that generated this project and how you determined this need.

This project includes a new partnership with the IPFW Archaeological Survey, an IPFW Center of Excellence. Established in 1981, most recently the Survey has been working on a number of research projects, including the Northeastern Indiana Paleoindian Project, a survey and study of the distribution and dynamics of Paleoindian cultures in northeastern Indiana, and excavations at the Kramer, Prather and Clark’s Point sites, Strawtown, and the French and Wea Indian village of Kethippecanuck. The Survey is committed to the dissemination of archaeological information and public involvement in Midwestern archaeology. Copies of major research reports are available on its Web site (www.ipfw.edu/archsurv/Home.html), but these are not broadly accessible because they lack metadata cataloging and were written for a technical audience. The Survey has identified a need for digital archives of its growing artifact collection documenting the prehistoric and early-historic-era peoples of northeastern Indiana, as well as a number of maps and texts consulted for its ongoing archaeological research. Although a state-certified curation facility, the Survey does not have exhibition space for its collections. Digitizing a broad range of artifacts from representative collections and projects will make them available to wide audience in an easily accessible medium.

Second, this project will again partner with the Allen County-Fort Wayne Historical Society to digitize Native artifacts and archival material held by the History Center, but not included in the 2007 LSTA Indiana Memory grant used to digitize archival materials and artifacts related to the Miami Indians of northeast Indiana. The Allen County-Fort Wayne Historical Society has an extensive outreach program to elementary and secondary schools. K-12 educators bring students to the museum when they can to enhance in-class lesson plans. The digitized artifacts and archival materials will provide the resources for educators to provide much the same experience without physically bringing the students to the History Center. This digitization project enhances the Historical Society’s outreach program in four important ways: 1) it provides virtual collections that can be used by educators to supplement the museum experience or to provide a substitute experience for those school groups that cannot visit the museum in person; 2) it adds online access to materials that are far too valuable and frail to be handled; 3) it allows many more students than ever before to access and use the materials at the same time; and 4) it offers the Historical Society the opportunity to share its educational resources with many classrooms far from Allen County. The online artifact collection will allow the History Center to satisfy the direct requests of local educators to include local historical materials in their curriculum and helps fulfill the Allen County-Fort Wayne Historical Society’s vision to be “the leader in presenting the history, customs, traditions, and heritage of Fort Wayne and Allen County to the community through the use of creative and innovative techniques and technology.”

The third partner in this continuum of Native American history and culture in northeastern Indiana is the “We Shall Remain” community coalition sponsored by WFWA PBS39 with a grant from WGBH. “We Shall Remain” is the latest documentary in the PBS American Experience series. As part of this series, WGBH, producers of American Experience, provided a grant opportunity to public television stations across the country to create a community

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coalition to develop programs and outreach activities to help deepen public understanding of Native history and contemporary experiences. WFWA PBS39 was one of only five public television stations nationwide awarded a first round grant. The local coalition includes the Allen County-Fort Wayne Historical Society, Miami Indian Tribe of Indiana, Potawatomi and Shawnee tribes, Allen County Public Library, Science Central, IPFW Center for Endangered Languages, and IPFW Helmke Library. The community partners in the “We Shall Remain” project have devoted the last year in developing a series of activities and events that brings together scholars, tribal elders, storytellers, dancers, artisans and many others. Monies from the “We Shall Remain” community grant will be used to capture on digital video the local “We Shall Remain” activities and events. Monies from the LSTA grant will bring the digital video into the mDON Historical Collections site, creating a rich archive of material for native Americans, students, scholars, and the general public.

**Identify the goal from the State Plan that this project will address and how this project will address this goal.**

Goal #3: The Indiana State Library will provide leadership for digital library initiatives throughout the state.

This project addresses two of the five key output targets for Goal #3 of the Indiana State Library’s LSTA Five-Year Plan, 2008-2012
- increased number of library and cultural heritage organizations will contribute to Indiana Memory; and
- increased number of items/collection digitized.

This project includes two new partnerships, the IPFW Archaeological Survey and WFWA – Fort Wayne PBS 39 “We Shall Remain” community coalition. This project will also add digital images of artifacts, archival materials, documents, photographs, video, and maps to the Indiana Memory project.

This project also addresses two of the four outcome targets for Goal #3 of the Indiana State Library’s LSTA Five-Year Plan, 2008-2012
- All digitized items in library collections will meet Indiana Memory standards
- Number of partnerships with other cultural heritage institutions will increase each year of the plan.

All items in this collection will be digitized according to Indiana Memory standards. The partnership with the IPFW Archaeological Survey and WFWA – Fort Wayne PBS 39 “We Shall Remain” community coalition adds valuable partners in Indiana’s effort to increase access to the social, cultural, and political heritage of Indiana.

**Part 3: Goals, Activities, and Evaluation – First describe the overall objectives of this project. Second, identify project staff and detail their individual roles in this project. Third, describe how you will determine if the needs of the target group were actually met.**

1. Describe the overall objectives of this project
   a. Create virtual historical collections for use by K-12 teachers and students, college students, researchers, and the general public to fulfill their information needs.
   b. Provide students, researchers, and the public the ability to search and capture data in ways that cannot be done easily with current physical formats.
   c. Create digital versions of rare and fragile materials so that originals can be protected from deterioration due to constant handling and preserved for future generations.
   d. Dissemination of archaeological information through digitized representative artifacts and metadata cataloging to encourage public involvement in Midwestern archaeology.

2. Identify project staff and detail their individual roles in this project
   **Project Coordinator**
   Cheryl Truesdell, Dean, Walter E. Helmke Library will coordinate the overall project including the planning, evaluation, budget, and publicity.

   **Project Manager and Metadata Librarian**
JoAnn Arnold, consulting librarian, will be hired by IPFW to be project manager and provide metadata cataloging.

**CONTENTdm Technician**
Daniel Lin, will manage the server and CONTENTdm software for IPFW

**Scanning Supervisor**
Graham Fredrick, will supervise the scanning of all of the documents and photographs

**IPFW Student Scanner**
A student will be hired and trained to scan the physical documents and artifacts.

**Liaison to Allen County-Fort Wayne Historical Society**
Todd Pelfrey, Allen County-Fort Wayne Historical Society Executive Director, will oversee the Society’s role in the digitization and dissemination of materials and oversee educational and exhibition usages.
Liaison will be responsible for gathering the individual pieces to be added to this collection, transporting items, providing identifying information, and transcription as needed.

**Liaison to Archaeological Survey**
Dorothea McCullough, is the Project Historian for the IPFW Archaeological Survey. She will select items to be included in the digital project and assist with metadata.

**Liaison to “We Shall Remain” WFWA PBS39 Community Coalition**
Susan Peirce, is education outreach coordinator for WFWA PBS39 and the director of the “We Shall Remain” community grant. She will provide digital video of activities and assist with metadata.

3. Describe how you will determine if the needs of the target group were actually met
   a. 100% of teachers participating in the History Center’s outreach programs will be made aware of the History Center digital collection
   b. Integration of digital collections in partner outreach activities and scope of audience reached
   c. Statistical reports of Web usage
   d. Statistical reports on number of teachers/faculty and students introduced to materials
   e. Survey of K-12 teachers/faculty participating in the outreach programs on use of the material in the curriculum and coursework
   f. Web survey for all users who visit the History Collections Web site

**Part 4: Timeline – Create a monthly timetable for your project. Include a list of activities indicating what will be done and by whom.**

*Allen County-Fort Wayne Historical Society (ACFWHS)
*IPFW Archaeological Survey (AS)
*“We Shall Remain” WFWA PBS39 Community coalition (WFWA)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Tasks</th>
<th>When</th>
<th>By Whom</th>
</tr>
</thead>
</table>
| Personnel | Hire Project Manager  
Hire Liaison to the History Center  
Hire IPFW student scanner | April 2009 | Project Coordinator |
| Planning | Determine schedule for IPFW digitization of artifacts, archival materials, documents, photographs, and video  
Establish metadata schema | April 2009 | Project Manager &  
*ACFWHS,*AS,*WFWA liaisons |

3
<table>
<thead>
<tr>
<th>Design workflow for each type of item scanned</th>
<th>April 2009</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digitization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan documents and archival material at IPFW according to plan established by Project Manager</td>
<td>April 2009-May 2010</td>
<td>Scanning assistant, Scanning supervisor, Project Manager</td>
</tr>
<tr>
<td>Transport History Center materials to IPFW to be scanned</td>
<td>April 2009-May 2010</td>
<td>*ACFWHS Liaison</td>
</tr>
<tr>
<td>Digitize *AS artifacts</td>
<td>Sept 2009-May 2010</td>
<td>Scanning assistant, *AS liaison</td>
</tr>
<tr>
<td>Convert digital video as needed and add *WFWA materials to mDON</td>
<td>April 2009-May 2010</td>
<td>CONTENTdm Technician</td>
</tr>
<tr>
<td>Metadata and Transcription</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create metadata cataloging for all items</td>
<td>August 2009-May 2010</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Proofread OCR and transcribe as necessary</td>
<td>August 2009-May 2010</td>
<td>*ACFWHS Liaison, Scanning assistant</td>
</tr>
<tr>
<td>Web site development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop mDON architecture to accommodate seamless linking between IPFW, &amp; *ACFWHS, *AS &amp; *WFWA Web sites</td>
<td>January 2010</td>
<td>Project Manager, CONTENTdm Technician</td>
</tr>
</tbody>
</table>

**Communication**

**Publicity**
Publicize new collection in media outlets | May 2010 | Project Coordinator |


Add link to all partner Web sites & other relevant Web sites | May 2010 | Project Manager & *ACFWHS, *AS, *WFWA liaisons |

Begin process of harvesting collections in WorldCat | | Project Manager |

**Evaluation**

**Output & Outcomes data collection**
Administer Web survey on mDON site | Fall 2010 | *Project Manager |


Track number of accesses to the digital collection | CONTENTdm Technician |

**Reports**
Reports | Reports as required by granting agency | July 31, 2009-October 1, 2010 | Project Manager |

Part 5: Communication Plan – How do you intend to promote the program? How will you reach the target audience? Grantees are expected and encouraged to publicize the project in available and appropriate media outlets. How and when are you planning to share the results of this project beyond your local jurisdiction? Is the project a model for replications?

Links to the project Web site will be made available from IPFW Helmke Library, Allen County-Fort Wayne Historical Society, Archaeological Survey, and WFWA PBS39 Web sites. We will use listservs of teachers and faculty and other relevant groups to announce our project and ask them to link to it. The Historical Society, Helmke Library, Archaeological Survey, and WFWA-Fort Wayne PBS39 will integrate digital collections in their on-site and off-site presentations; and educational materials, literature for teachers/faculty and other community stakeholders; and through their existing educator dialogues and communiqués. We will promote the project through presentations to professional and community groups as well as through press releases and newsletters. In addition we will begin process of harvesting collections in WorldCat.
**Part 6: Continuation Plan** – Explain how activities or benefits from the project will continue after the LSTA funding period ends. If the program will not be continued, explain why.

The digitization of these materials is just the beginning of the long-term benefits of this project. Once these items are digitized and described through expert metadata they will be searchable through mDON, Google and WorldCat. IPFW will continue to seek funds to digitize additional significant artifacts from the Allen County – Fort Wayne Historical Society and Archaeological Survey collections and supporting materials.

**Part 7: Project Budget** – The Budget should provide an overview of all anticipated project costs from federal and local sources. Round all amounts to the nearest whole dollar. LSTA funds cannot be used to supplant local or system funds. LSTA funds may not be used for administrative overhead.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Method of computation</th>
<th>LSTA Grant Funds</th>
<th>Cost Sharing</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services Salaries &amp; Wages</strong></td>
<td>Student Scanner (600 hours x $7.25/hr.)</td>
<td>$4,350</td>
<td>$13,440</td>
<td>$4,350</td>
</tr>
<tr>
<td></td>
<td>ACFWHS Liaison (300 hrs. x $7.25/hr.)</td>
<td>$2,175</td>
<td>$13,440</td>
<td>$2,175</td>
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<tr>
<td></td>
<td>Project Manager (480 hrs. x $28.00/hr.)</td>
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<td>$13,440</td>
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<tr>
<td>Employees Benefits</td>
<td>$19,965 x 10.4%</td>
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<td>$2,014</td>
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<tr>
<td>Total</td>
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<td>21,979</td>
<td></td>
<td>21,979</td>
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<tr>
<td>Supplies</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Services &amp; Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Outlays</strong></td>
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<td></td>
<td>$1,800</td>
<td>$4,200</td>
</tr>
<tr>
<td>Equipment</td>
<td>LB430 network gigabit extension</td>
<td>$2,400</td>
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<tr>
<td>Total</td>
<td></td>
<td>$1,800</td>
<td>$2,400</td>
<td>$4,200</td>
</tr>
<tr>
<td>Total all</td>
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<td>$23,779</td>
<td>$2,400</td>
<td>$26,179</td>
</tr>
</tbody>
</table>

**Part 8: Budget Narrative**

1. **Personal Services:**
   - The library requests $14,784 to pay the salary and benefits for an experienced project manager and metadata cataloguer who is familiar with CONTENTdm. (The salary is based on $28.00 per hour times 12 hours per week for 40 weeks.) The project manager will work with the Historical Society, the Archaeological Survey, and WFWA PBS39 to arrange and schedule the digitization of all of the items for this collection. The project coordinator will provide original metadata cataloging for all items.
   - The library requests $2,393 to pay the salary and benefits of the Allen County-Fort Wayne Historical Society liaison. (The salary is based on $7.25 per hour times 300 hours.) The liaison will transport items to IPFW, provide identifying information about the items, such as the name, date, subject, and historical significance, and provide transcription as needed.
   - The library requests $4,802 to pay the salary and benefits for an IPFW student to scan documents, texts, and artifacts. The student will also provide transcription as needed. (The salary is based on $7.25 per hour times 600 hours)
   - The Archaeological Survey will supply personnel to select, transport, and provide catalog data for artifacts to be digitized.
   - The IPFW library will pay for the technical support needed to load files and maintain the equipment.
• IPFW library staff will supervise and provide quality control of digitization
• WFWA – Fort Wayne PBS39 will provide the digital video from the “We Shall Remain” activities

2. Supplies and Materials: None

3. Other Services and Charges: None

4. Capital Outlays: $4,200 for LB430 network gigabit extension so that all file, database, and web service traffic will have room to grow ($1,800 from grant + $2,400 IPFW match)

Part 9: LSTA Outcomes Plan – Outcome based evaluation (OBE) is the preferred evaluation method for your grant project.

PROJECT SUMMARY/PROGRAM PURPOSE

Project Summary:
This project seeks to build a story through digital artifacts, documents, maps, and video of the very earliest inhabitants of Indiana, the Paleoindians, through the Native American cultures that evolved from these inhabitants, to a celebration of their life and culture today. The LSTA grant will support the digitization of collections from the IPFW Archaeological Survey’s Northeastern Indiana Paleoindian Project and late prehistoric period pottery from northeast Indiana excavations; Allen County-Fort Wayne Historical Society Indian archival materials, artifacts, photographs/paintings and historic markers; IPFW Helmke Library local historical documents; and provide for the archiving of the video and texts produced from the 2009 PBS and WFWA PBS 39 “We Shall Remain” community outreach activities to help deepen public understanding of Native history and contemporary experiences. This digital collection will complement and build upon IPFW’s 2007 LSTA grant “History of the Miami Indians in Northeastern Indiana” which funded the digitization of archival materials, related to the history of the Miami Indians and related non-Native peoples in northeast Indiana. It will provide a valuable resource for students, historians, archaeologists, anthropologists, genealogists, and others who otherwise would not have ready access to these materials.

Program purpose or objectives:
  a. Create virtual historical collections for use by K-12 teachers and students, college students, researchers, and the general public to fulfill their information needs.
  b. Provide students, researchers, and the public the ability to search and capture data in ways that cannot be done easily with current physical formats.
  c. Create digital versions of rare and fragile materials so that originals can be protected from deterioration due to constant handling and preserved for future generations.
  d. Dissemination of archaeological information to encourage public involvement in Midwestern archaeology.

INPUTS

Project Staff:
Project Coordinator
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Project Manager and Metadata Librarian
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Scanning Supervisor
Graham Fredrick, will supervise the scanning of all of the documents and photographs

IPFW Student Scanner
A student will be hired and trained to scan the physical documents and artifacts.
Liaison to Allen County-Fort Wayne Historical Society
Todd Pelfrey, Allen County-Fort Wayne Historical Society Executive Director, will oversee the Society’s role in the digitization and dissemination of materials and oversee educational and exhibition usages. Liaison will be responsible for gathering the individual pieces to be added to this collection, transporting items, providing identifying information, and transcription as needed.

Liaison to Archaeological Survey
Dorothea McCullough, is the Project Historian for the IPFW Archaeological Survey. She will select items to be included in the digital project and assist with metadata.

Liaison to “We Shall Remain” WFWA PBS39 Community Coalition
Susan Peirce, is education outreach coordinator for WFWA-Fort Wayne PBS39 and the director of the “We Shall Remain” community grant. She will provide digital video of activities and assist with metadata.

Materials:
Software: CONTENTdm, Flash software for playing video content

Standards: Indiana K-12 education standards; federal and state requirements for cultural resource management (36 CFR Part 800, section 106 of the National Historic Preservation Act, IC14-21-1-26 & 312 IAC-21)

Equipment/Facilities:
IPFW Equipment:
Black & White / Grayscale scanner:
Fujitsu M4097D

Color scanner:
Hewlett Packard ScanJet 4c

Color Scanner:
Fujitsu Model FI5750C

Book/Overhead Scanner - Color Face-Up Publication Scanner
Konica Minolta PS5000C

Curatorial Digital Camera
Fugifilm FinePix E900

Canon Microfilm Scanner MS 300 II

ACTIVITIES
(In clude a list of activities (what will be done, how, by whom) within a monthly timetable. Describe as specifically as possible the steps that will be taken to ensure that the project will flow smoothly, what will need to be done, when, and by whom to ensure that the project objectives are accomplished by the end of the project.)

*Allen County-Fort Wayne Historical Society (ACFWHS)
*IPFW Archaeological Survey (AS)
**”We Shall Remain” WFWA PBS39 Community coalition (WFWA)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Tasks</th>
<th>When</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation</td>
<td></td>
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<tr>
<td>Personnel</td>
<td>Hire Project Manager</td>
<td>April 2009</td>
<td>Project Coordinator</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>Hire Liaison to the History Center</td>
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</tr>
<tr>
<td></td>
<td>Hire IPFW student scanner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td>Determine schedule for IPFW digitization of artifacts, archival materials, documents, photographs, and video</td>
<td>April 2009</td>
<td>Project Manager &amp; *ACFWHS,*AS,*WFWA liaisons</td>
</tr>
<tr>
<td></td>
<td>Establish metadata schema</td>
<td>April 2009</td>
<td>Project Manager &amp; *ACFWHS,*AS,*WFWA liaisons</td>
</tr>
<tr>
<td></td>
<td>Design workflow for each type of item scanned</td>
<td>April 2009</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Digitization</td>
<td>Scan documents and archival material at IPFW according to plan established by Project Manager</td>
<td>April 2009-May 2010</td>
<td>Scanning assistant, Scanning supervisor, Project Manager</td>
</tr>
<tr>
<td></td>
<td>Transport History Center materials to IPFW to be scanned</td>
<td>April 2009-May 2010</td>
<td>*ACFWHS Liaison</td>
</tr>
<tr>
<td></td>
<td>Digitize *AS artifacts</td>
<td>Sept 2009-May 2010</td>
<td>Scanning assistant, *AS liaison</td>
</tr>
<tr>
<td></td>
<td>Convert digital video as needed and add *WFWA materials to mDON</td>
<td>April 2009-May 2010</td>
<td>CONTENTdm Technician</td>
</tr>
<tr>
<td>Metadata and Transcription</td>
<td>Create metadata cataloging for all items</td>
<td>August 2009-May 2010</td>
<td>Project Manager</td>
</tr>
<tr>
<td></td>
<td>Proofread OCR and transcribe as necessary</td>
<td>August 2009-May 2010</td>
<td>*ACFWHS Liaison, Scanning assistant</td>
</tr>
<tr>
<td>Web site development</td>
<td>Develop mDON architecture to accommodate seamless linking between IPFW, &amp; *ACFWHS,*AS &amp; *WFWA Web sites</td>
<td>January 2010</td>
<td>Project Manager, CONTENTdm Technician</td>
</tr>
<tr>
<td>Communication</td>
<td>Publicize new collection in media outlets</td>
<td>May 2010</td>
<td>Project Coordinator</td>
</tr>
<tr>
<td></td>
<td>Introduce digital collection in *ACFWHS, *AS, *WFWA outreach activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add link to all partner Web sites &amp; other relevant Web sites</td>
<td>May 2010</td>
<td>Project Manager &amp; *ACFWHS,*AS,*WFWA liaisons</td>
</tr>
<tr>
<td></td>
<td>Harvest collections in WorldCat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation</td>
<td>Administer Web survey on mDON site</td>
<td>Fall 2010</td>
<td>Project Manager</td>
</tr>
<tr>
<td></td>
<td>Document integration of virtual collection into ACFWHS, *AS, &amp; *WFWA outreach programs</td>
<td>Fall 2010</td>
<td>Project Manager &amp; *ACFWHS,*AS,*WFWA liaisons</td>
</tr>
<tr>
<td></td>
<td>Track number of accesses to the digital collection</td>
<td></td>
<td>CONTENTdm Technician</td>
</tr>
<tr>
<td>Reports</td>
<td>Reports as required by granting agency</td>
<td>July 31, 2009-October 1, 2010</td>
<td>Project Manager</td>
</tr>
</tbody>
</table>

**OUTPUTS**

- Number of K-12 students and teachers, grade-levels and schools that the History Center has interacted with in their educational outreach programs
- Number of accesses to the collection on the Web site
- Number of outreach activities in which digital collection integrated and scope of the audience reached
- Number of items digitized
- Number of original pieces removed from general use and transferred to archival status

### OUTCOMES

- Teachers/Faculty are aware of digital historical collections
- Teachers/Faculty introduce digital historical materials in their curriculum & research presentations and publications
- Partner organizations integrate in outreach programs
- Students are aware of digital historical collections
- Students use digital historical materials in their research projects
- Rare and fragile materials are preserved for posterity

### EVALUATION INDICATORS

- 100% of teachers participating in the History Center’s outreach programs will be made aware of the History Center digital collection
- Integration of digital collections in partner outreach activities and scope of audience reached

### EVALUATION SOURCES / METHODS

- Statistical reports of Web usage
- Statistical reports on number of teachers/faculty and students introduced to materials
- Survey of K-12 teachers/faculty participating in the outreach programs on use of the material in the curriculum and coursework
- Web survey for all users who visit the History Collections Web site
Appendix A: Additional Digitization Questions

Part 1: Audience/Needs
1. Describe the materials to be digitized.
2. How many objects, images, books, pages, etc. will be digitized by completion of grant?
3. Discuss any copyright issues related to this collection

This project seeks to build a story through digital artifacts, documents, maps, and video of the very earliest inhabitants of Indiana, the Paleoindians, through the Native American cultures that evolved from these inhabitants, to a celebration of their life and culture today. This is an opportunity to bring together the unique resources of a variety of partners. First is a new partnership with the IPFW Archaeological Survey. The Survey has been working most recently on such research projects as the Northeastern Indiana Paleoindian Project, a study of the distribution and dynamics of Paleoindian cultures (ca. 10,000–8,000 B.C.) and Late Prehistoric (ca. A.D. 1000–1450) earthworks in northeastern and central Indiana. Lacking a permanent exhibition space, the Survey is eager to digitize significant artifacts from their collections to make them available to a wide audience. For this initial grant, the artifacts include all Paleoindian points (approximately 200) and selected Western Basin ceramics and tools from earthen enclosures (approximately 200 examples) in northeastern Indiana, as well as fragmentary material from the French fort area on the St. Marys River (less than ten items) and local historical documents (approximately 2000 pages) consulted for their ongoing archaeological research in Indiana.

Second, this project will again partner with the Allen County-Fort Wayne Historical Society to digitize native American artifacts and documents held by the History Center, but not included in the 2007 LSTA Indiana Memory grant used to digitize archival materials and artifacts related to the Miami Indians of northeast Indiana. This includes 13 archival documents, 127 artifacts, 19 paintings and portraits, and 28 historic sites and markers.

The third partner in this continuum of native American history and culture in northeastern Indiana is the “We Shall Remain” community coalition sponsored by WFWA PBS39 in partnership with a grant from WGBH Boston, the producing station of the documentary. As part of this series, PBS provided a grant opportunity to public television stations across the country to create a community coalition to develop programs and outreach activities to help deepen public understanding of Native history and contemporary experiences. The local coalition includes the Allen County-Fort Wayne Historical Society, Miami Indian Tribe of Indiana, Potawatomi and Shawnee tribes, Allen County Public Library, Science Central, IPFW Center for Endangered Languages, WFWA PBS39, and IPFW Helmke Library. The community partners in the “We Shall Remain” project have devoted the last year to developing a series of activities and events that brings together scholars, tribal elders, storytellers, dancers, artisans and many others. Some of the video and text that will be archived on mDON are four History Center lectures, Kekionga Storytelling Festival at Headwaters Park, and text of papers presented at the Endangered Languages Conference sponsored by IPFW’s Center for Endangered Languages.

All partners are aware of copyright laws and will obtain permissions as necessary.

PART 2. HISTORICAL SIGNIFICANCE
1. How and why does the material contribute to the knowledge and understanding of Indiana History (locally, regionally, nationally, or world-wide)?
2. Is the material one of a kind or does it supplement existing material already available online?
3. Does the style or physical "artifact" nature of the material provide unique information in and of itself?

The materials curated by the Archaeological Survey are a unique documentation of the entire human occupation of northeastern Indiana. These materials have reshaped our understanding of northeastern Indiana prehistory, both on a statewide and regional level. For example, North America was first intensively occupied around 11,000-8,000 B.C. by nomadic peoples called Paleoindians. Early studies of Paleoindian artifacts in Indiana suggested that Paleoindian populations were most concentrated in counties along the Ohio River, however, the Archaeological Survey’s
Northeastern Paleoindian Project has shown that the area home to several distinct groups throughout the Paleoindian period, based on the number and types of points documented in the project. Similarly, the Late Prehistoric Western Basin people were once thought to have only lightly inhabited Allen County, but recent Survey excavations have documented earthen-enclosed, heavily occupied villages in this area and palisaded villages as far south as Strawtown, Indiana, a few miles north of Indianapolis. The ceramics from the earthen-enclosed village in Allen County form the largest collection to date in the Midwest of Western Basin pottery. The IPFW Archaeological Survey is eager to begin digitizing and making the collections they curate more accessible, beginning with these key collections and the small collection documenting French and Native American interaction during the 1700s in what is now downtown Fort Wayne.

The Paleoindians that settled in North America founded the Native American cultures that flourished for the next 10,000 years. In 2007 the IPFW Helmke Library and the Allen County-Fort Wayne Historical Society applied for and received a LSTA Indiana Memory grant to digitize archival materials and artifacts related to the Miami Indians of northeast Indiana. During that project the Allen County-Fort Wayne Historical Society located materials related to other Indian inhabitants of northern Indiana which were not included in that grant request. This digital collection will complement and build upon IPFW’s 2007 LSTA grant “History of the Miami Indians in Northeastern Indiana” which funded the digitization of archival materials, artifacts, and other historical pieces related to the history of the Miami Indians and related non-Native peoples in northeast Indiana.

The “We Shall Remain” Community coalition materials will be a unique record of a contemporary examination of native American culture in 2008. This digitization project will provide public access to a rich source of archival material, artifacts, photographs, and texts documenting the history of native Americans in this region.

### PART 3. TECHNICAL PLAN

1. **What hardware or software will be used?** (Please note: The State Library will provide access to the CONTENTdm statewide license at no cost).

2. **Please indicate which of the following three options your institution will utilize:**

   a) We will use the State Library’s CONTENTdm license and we have the minimum technical requirement to use the software:
   
   b) **We will use our own CONTENTdm license**
   
   c) We will use another digital content management software.

3. **If you selected C for question 2, please provide an explanation for why you are using a different content management software and please answer the points below.**

   a.) How will users search for selected images?
   
   b.) How will the images be searched (what software)?
   
   c.) How will the search results be displayed and/or sorted?
   
   d.) How will images be linked and displayed?
   
   e.) How will you provide metadata and images for Indiana Memory?

4. **Detail your backup and storage strategy**

   The digital objects and their metadata will be stored on redundant servers at IPFW. They will be backed up on a daily basis. IPFW will be working with OCLC to harvest its collections for worldwide access via WorldCat.

5. **Detail your migration strategy for long term preservation of digital resources.**

   The IPFW library will maintain and backup the site in conjunction with all other library computer resources. The library will migrate to newer equipment and software as needed. In addition the library will include accurate technical metadata in the record for long-term maintenance of the data and migration to other systems.
6. **Describe any difficulties that might arise in scanning the materials (oversized, bound, fragile, etc.)**

The history volumes are bound. These will be digitized using the overhead scanner purchased with 2007-2008 LSTA grant matching funds. This overhead scanner will also be used to digitize the artifacts, documents, and photos from the Historical Society and Archaeological Survey.

7. **Will the digitization be done in-house or sub-contracted?**

IPFW will do the digitization of the historical texts, Archaeological Survey artifacts, and the Allen County-Fort Wayne Historical society documents, photographs and artifacts.

8. **If you will sub-contract, how will the contractor be selected?**

9. **If the digitization will be one in-house, please document your current technical infrastructure for supporting digital projects (networks, staff expertise, etc.)**

**IPFW Equipment**

Black & White / Grayscale scanner:
Fujitsu M4097D
- Scan area: 11x17 inches (double Letter size)
- Native resolution: 400 dpi (Optional resolutions include 150, 200, 300, and higher.)
- Suitable for: Text documents, black & white photographs or maps
- Workstation: Dell OPTIPLEX 745 2x2.66GHz, RAM 3GB, Hard Drive 250GB

Color scanner:
Hewlett Packard ScanJet 4c
- Scan area: 8.5x14 inches (Legal size)
- Resolutions: 150, 200, 300, 600 (native resolution is unknown), 24-bit color
- Suitable for: Color photographs or maps, monochrome items where color retention is desired (sepia toned photographs)
- Workstation: Dell OPTIPLEX 745 2x2.66GHz, RAM 3GB, Hard Drive 250GB

Color Scanner:
Fujitsu Model FI5750C
- Scan area: 12” x 18”
- Resolutions: 100,150,200,240,300,400,500,600,600 (native resolution of 600 dpi), 24-bit color
- Suitable for: Color photographs or maps, monochrome items where color retention is desired
- Workstation: Dell OPTIPLEX 745 2x2.66GHz, RAM 3GB, Hard Drive 250GB

Book/Overhead Scanner - Color Face-Up Publication Scanner
Konica Minolta PS5000C
- Scan area: 11” x 17”
- Resolution: 200dpi, 240dpi,300dpi,400dpi,600dpi
- Suitable for: Color publications, books, magazines, manuals, 3D object and historical materials
- Scanner workstation software: CapturePerfect, Adobe

Curatorial Digital Camera
Fujifilm FinePix E900
- 9 mega pixels

Canon Microfilm Scanner MS 300 II
- Scan area: 11” x 14”
- Resolution: 200,300,400, 600dpi
- Suitable for Microfilm and microfiche
- Scanner workstation software: CapturePerfect, Adobe
IPFW Staff expertise:

Project Coordinator
Cheryl Truesdell, Dean, Walter E. Helmke Library will coordinate the overall project including the planning, evaluation, budget, and publicity.

Project Manager and Metadata Librarian
JoAnn Arnold, consulting librarian, will be hired by IPFW to be project manager and provide metadata cataloging.

CONTENTdm Technician
Daniel Lin, will manage the server and CONTENTdm software for IPFW

Scanning Supervisor
Graham Fredrick, will supervise the scanning of all of the documents and photographs

IPFW Student Scanner
A student will be hired and trained to scan the physical documents and artifacts.

Liaison to Allen County-Fort Wayne Historical Society
Todd Pelfrey, Allen County-Fort Wayne Historical Society Executive Director, will oversee the Society’s role in the digitization and dissemination of materials and oversee educational and exhibition usages. Liaison will be responsible for gathering the individual pieces to be added to this collection, transporting items, providing identifying information, and transcription as needed.

Liaison to Archaeological Survey
Dorothea McCullough, is the Project Historian for the IPFW-AS. Dot received her Ph.D. in American History from Indiana University, Bloomington, in 2001, with a dissertation on women’s roles in southern Indiana during the first decade of statehood through 1850. Dot McCullough also brings curatorial experience to the IPFW-AS, having served as Curator of Collections at the William Hammond Mathers Museum at Indiana University, Bloomington, and as Archaeological Collections Manager at the Indiana State Museum. She will select items to be included in the digital project and assist with metadata.

Liaison to “We Shall Remain” WFWA PBS39 Community Coalition
Susan Peirce, is education outreach coordinator for WFWA PBS39 and the director of the “We Shall Remain” community grant. She will provide digital video of activities and assist with metadata.

PART 4: METADATA PLAN
Describe your plan for creating metadata for the proposed project. Please note: All LSTA funded projects must conform to the State Library’s metadata standards.

IPFW will use the Dublin Core as recommended by the Indiana Memory Project. Metadata will be supplied by a qualified librarian. Metadata teams at IPFW will create both a Metadata dictionary and Metadata Guidelines for each collection.

PART 5: MANAGEMENT PLAN

1. Describe your staff knowledge and training experience with digitization projects. Specifically, detail what expertise staff already have and/or what training will be available in the following areas:
   a. Project Management and Metadata

Workstation: Dell OPTIPLE GX270
Cheryl Truesdell, Dean, Walter E. Helmke Library will coordinate the overall project including the planning, evaluation, budget, and publicity. She will work with Ms. Arnold, project manager and metadata librarian, Mr. Pelfrey, Director of the Allen County-Fort Wayne Historical Society, Dr. Dorothea McCullough, Project Historian for the IPFW-AS, and Susan Peirce, education outreach coordinator for WFWA PBS39 and the director of the “We Shall Remain” community grant.

**JoAnn Arnold**, consulting librarian, will be hired by IPFW to be project manager and provide metadata cataloging. Ms. Arnold has over 10 years administrative experience as a library director and over 20 years experience working in technical services. She has taught cataloging for the Indiana University Graduate School of Library and Information Science. In 2005 Ms. Arnold set up and implemented IPFW’s first digital project using CONTENTdm. She has served as project manager for IPFW Library’s previous successful LSTA digital Indiana Memory grants.

**Allen County-Fort Wayne Historical Society Executive Director**
Todd Pelfrey will oversee the Society’s role in the digitization and dissemination of materials and oversee educational and exhibition usages.

**Liaison to Archaeological Survey**
Dorothea McCullough, is the Project Historian for the IPFW-AS. Dot received her Ph.D. in American History from Indiana University, Bloomington, in 2001, with a dissertation on women’s roles in southern Indiana during the first decade of statehood through 1850. Dot McCullough also brings curatorial experience to the IPFW-AS, having served as Curator of Collections at the William Hammond Mathers Museum at Indiana University, Bloomington, and as Archaeological Collections Manager at the Indiana State Museum.

**Liaison to “We Shall Remain” WFWA PBS39 Community Coalition**
Susan Peirce, is education outreach coordinator for WFWA PBS39 and the director of the “We Shall Remain” community grant.

**b. Metadata Creation**
JoAnn Arnold, consulting librarian, will be hired by IPFW to be project manager and provide metadata cataloging. Ms. Arnold has over 10 years administrative experience as a library director and over 20 years experience working in technical services. She has taught cataloging for the Indiana University Graduate School of Library and Information Science. In 2005 Ms. Arnold set up and implemented IPFW’s first digital project using CONTENTdm. She has served as project manager for IPFW Library’s previous two successful LSTA digital Indiana Memory grants.

**c. Scanning software and equipment**
Daniel Lin, will manage the server and CONTENTdm software for IPFW. Daniel Lin has attended CONTENTdm training workshops both in person and online and is the technician responsible for all of IPFW’s CONTENTdm projects.

**Graham Fredrick**, will scan and supervise the scanning of all of the documents and photographs. Mr. Fredrick has been responsible for all of the Helmke Library scanning for document delivery, course reserves, and digital projects for the past five years. Graham has supervised the scanning for IPFW Library’s previous successful LSTA Indiana Memory grants.

**d. Website Development**

With the addition of two new partners some Web page development will need to be done to provide meaningful linking among the partners and to highlight each of the parts of the collection for the partner’s clientele. IPFW will hire the same Web designer who created the original Allen County-Fort Wayne Historical Society digital Web site.

2. **If your project is a partnership please also address these final questions.**
a. What is your relationship to the partner organization?

The IPFW Helmke Library has partnered with the Allen County-Fort Wayne Historical Society on three previous digital projects. We are also partners with them on the WFWA PBS39 “We Shall Remain” local grant program.

The IPFW Helmke library supports the research needs of the students, archaeologists, and anthropologists of the IPFW Archaeological Survey.

b. What is the project vision and is it shared?

The vision for this project is the same as IPFW Helmke Library’s mDON (mastodon Digital Object Network) mission which is to create and provide access to digital collections that foster an understanding and appreciation of IPFW, Fort Wayne, and northeast Indiana. This vision is shared by our partners and by Indiana Memory. Allen County-Fort Wayne Historical Society’s mission is “to serve present and future generations by collecting, preserving, and sharing historic artifacts, documents, and images that describe the people, places, and events that define Fort Wayne and Allen County history.” The Archaeological Survey is committed to the dissemination of archaeological information and public involvement in Midwestern archaeology. The goal of the local “We Shall Remain” project is to create a community coalition to develop programs and outreach activities to help deepen public understanding of Native history and contemporary experiences. And the Indiana Memory vision is to enable access to Indiana’s unique cultural and historical heritage through a variety of digital formats and free distribution over the Internet. Indiana Memory seeks to support and enhance education and scholarship for all Hoosiers for increased understanding of Indiana’s past and its role in preparing for Indiana’s future.

c. How will decisions be made between partner organizations

The IPFW Project Coordinator will coordinate the overall project, including the planning, evaluation, budget, and publicity. She will work with the History Society, the Archaeological Survey, and WFWA PBS39 to promote and evaluate the project.

The IPFW Library and Allen County-Fort Wayne Historical Society partnership has been working well over the past years with “That Glorious Gate,” “History of the Miami Indians in Northeast Indiana,” and “Making of a People: the Past 150 Years of Civic Growth in Allen County, Indiana.” Communication is open and frequent. The Archaeological Survey team is based at IPFW and shares the education and scholarship mission of the university. In addition, IPFW is one of the core members of the community coalition engaged in developing local outreach activities for the “We Shall Remain” project.

d. Is the partner organization aware that materials will be made available on the Internet? Yes

e. Is there interoperability for the inclusion of various metadata?

The metadata librarian will develop a metadata schema based on Dublin Core with interoperability and future harvesting in mind. She will seek to implement standards that promote interoperability and cross-collection searching. Metadata will be created with a view toward sharing, including mapping significant metadata to appropriate Dublin Core fields so that the item is adequately described to the outside world.