Tribal Digital Stewardship Cohort Program Application (2018-2019)

Q1 The Tribal Digital Stewardship Cohort Program is based on a cohort model, with pairs of participants from each institution (library, archive, museum, cultural center) entering the program at once. Applications must be submitted by the institution and signed by the organization's manager or director, with two named participants.

If you fill out this Word document application, save your changes and send as an attachment to [cdsc.info@wsu.edu](mailto:cdsc.info@wsu.edu). Type your responses in the space below the questions. In multiple choice style questions, use Word formatting to highlight the response(s) you choose. All questions are required except those marked optional.

Q2 Submitting Institution  
  
  
For example: "The Pokagon Band of Potawatomi Indians Department of Language and Culture", or "The Jemez Pueblo Community Library"

Q3 Name of Institutional representative (manager, director, etc)

Q4 Title

Q5 Tribal Affiliation (optional)

Q6 Phone number

Q7 Email

Q8 How did you hear about the Tribal Digital Stewardship Cohort Program?

* The Sustainable Heritage Network
* Email
* CDSC Website
* ATALM 2017
* Word of Mouth
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q9 What types of materials do you have in your collections? Click all that apply.

* Audio
* Photographs
* Film and Video
* CDs and DVDs, or other optical media
* Documents
* Maps, newspapers or other large formats
* Digital collections
* Museum items (3d objects)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q10 Who are the main users of your collections?

* Tribal members
* Local schools
* Native scholars
* Non-Native scholars

Q11 What do you see as the strengths of your collections?

Q12 What do you see as the gaps in your collections?

Q13 Have you looked at federal collections relating to your tribe at the Smithsonian Institution or the Library of Congress?

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q14 Have you completed digital projects? Do you have any plans for future digital projects? Please explain both.

Q15 How do you currently share and/or provide access to your collections (archival, library, museum, language, etc.) in your community?

Q16 Do you currently use any of the following Content Management Systems or other software to manage collections and/or provide access?

* PastPerfect
* Mukurtu CMS
* Filemaker Pro
* CONTENTdm
* We use spreadsheets to organize our collections
* We do not currently have anything in place
* We use a database or system that was designed in-house
* Other (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q17 What policies do you currently have in place, if any?

* Collections Development Policy
* Access and Use Policy
* Donations/Donor Policy
* Digitization Policy
* Digital Preservation Policy
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q18 Describe how you believe being part of the Cohort program will benefit your department, institution, tribe, and/or community.

Q19 Describe how participation in the Cohort program will support your Tribal or departmental mission, values, or goals.

Q20 Describe the level of staffing in your department or institution.   
  
For example: I am the only employee, we have three full time staff members, we have help from the language department when available, I supervise a team of volunteers, etc.

Q21 Which two employees of the institution will participate in the Cohort program?

Q22 Employee 1: Name, Title, Department, Phone, Email

Q23 Employee 2: Name, Title, Department, Phone, Email

End of Block: Default Question Block