

Statement from Muckleshoot Tribal College:

The Muckleshoot Tribal College neither endorses nor refutes the accuracy of facts, interpretations, or any works as universally right or wrong. We serve as a digital repository for the sharing of diverse works and opinions. We do not align with any singular perspective, allowing our authors the freedom to express a wide range of opinions, thoughts, and ideas

User & Content Agreement:

I am dedicated to supporting the development and enhancement of the Muckleshoot Tribal College Digital Library. I am committed to treating the works within this repository with the utmost respect and ensuring their integrity by avoiding plagiarism. I will diligently cite sources and provide proper credit for any information I use for various purposes. Additionally, I will leverage my skills, knowledge, and resources to contribute to the success of this initiative, creating a space that promotes education, cultural preservation, and community engagement.

In collaboration with the Muckleshoot Tribal College community, I will actively uphold the values of accessibility, inclusivity, and a profound respect for Tribal traditions. Together, we will work towards the establishment of a vibrant and enriching digital repository.

Summary

The Muckleshoot Tribal College Digital Library is a repository for all cultural works big and small. It has been collaboratively curated with acknowledgment and cooperation from Elders, Tribal Members, Muckleshoot Tribal College Staff, the Muckleshoot Indian Tribe IT department, and many others. The Muckleshoot Digital Library is an interactive digital archive crafted for research purposes and to honor the Tribal community and the larger community with wisdom and knowledge for years to come. This repository aims to empower both current and future generations through the thoughtful sharing of knowledge, stories, and cultural heritage.

Project goals

1. Provide the Muckleshoot Tribe, other Tribal nations, and community members with an interest in Muckleshoot culture and heritage access to a Digital Library, fostering the enrichment of their knowledge.
2. Facilitate the exchange of digital materials from the collections of local, regional, national, and international repositories through the Digital Library, ensuring a diverse range of resources for the community.
3. Allow for the sharing of Tribal knowledge, and content between local, regional, national, and international repositories with approval from Tribal representatives. This includes sharing collections and distinct knowledge related to the materials. There will be different levels of access for Tribal members privately and publicly accessible material for Tribal and community members alike.

4. Ensure that Tribal cultural protocols are respected and upheld at every stage of the project, with a focus on preserving the integrity and authenticity of Muckleshoot cultural materials.
5. Provide open channels of communication between Tribal elders, contributors, community members, and MTC staff to ensure a respectful return of materials and ongoing collaborations. Foster a collaborative environment that values input, always.
6. Support the educational needs of the Muckleshoot Tribe integrating Digital Library resources into academic curriculum and research projects at the Muckleshoot Indian Tribal College.

These refined goals emphasize the Muckleshoot Tribe's unique cultural context, ensuring that the Digital Library project aligns with the community's values, protocols, and educational priorities.

Contributions:

The Muckleshoot Digital Library continues to develop with the expressed intent by each party to contribute to the digitization, curation, preservation, and access of the materials. The project involves: Reading through submissions to create collections and choose items for use in the Digital Library, committee vetting content for inclusion, adding traditional knowledge and metadata as appropriate, and training in the use of Kotobee.

The Digital Library Submission Committee agree to:

1. Serve on the committee for 1 year Terms.
2. Meet Monthly in Room 204 at MTC for Submission Review.
3. Reach out to Tribal members, respectfully through means of email and phone to promote submissions to upload onto Kotobee CMS, which houses the Digital Library.
4. Pass all submissions through the Submission Committee and add content to the based on requests and input from Tribal representatives and/or Elders.
5. Maintain and update the technical features and functions of the Digital Library to ensure sustainability and appropriate access to the content.
6. Maintain control and creative Commons licenses over any digital materials created using industry-standard preservation guidelines in conjunction with Tribal Government preservation guidelines to ensure long-term preservation of all materials.
7. Maintain and protect digitized copies of materials at appropriate permission levels for Tribal members, community members, and staff.
8. Provide the Submission committee password-protected access to the materials for uploading, editing, and maintaining.
9. Provide training for Muckleshoot Tribal College staff in the use of Kotobee and maintaining the Digital Library. Kotobee representative Nadeen Amr, can be reached anytime through email for training purposes. Please reach out to

Michelle.Williams@muckleshoot.nsn.us or Wayne.Buchanan@muckleshoot.nsn.us
for contact information.

10. Add metadata, Tribal knowledge and Traditional Knowledge Labels to the materials MTC Submission Committee.
11. Add submission to the Digital Library as time and staffing constraints allow.

MTC staff agree to:

1. Provide input and feedback as to the ongoing needs of the Tribe in relation to the Digital Library.
2. Facilitate outreach to Tribal departments and community members about the Digital Library as time and staff allow.
3. Retrieve or facilitate the return of Tribal collections loaned to MTC for digitization.

Content Agreements:

The following terms apply to all materials within the Digital Library in either physical or digital formats:

A. Content owned or managed by the Muckleshoot Tribal College

Any content or collections owned by MTC libraries related to the Muckleshoot Tribe Digital Library project remains the property of MTC; subject to inquiries about return. For collections that are in the public domain or subject to copyright laws, MTC will maintain their legal obligations except where Tribal concerns are reported due to sensitive, sacred, or other ethical considerations. In this regard, MTC is acting as an acknowledged steward by upholding and valuing Tribal moral, ethical, and legal concerns. MTC Submission Committee will collaborate with Tribal representatives, council, and/or legal to reach a consensus about how or if disputed or questionable materials should be made available. In cases where we are unable to reach a consensus, MTC will defer to MIT Legal Department to make the judgment for or against. About content for the Digital Library, MTC agrees to:

1. Manage content based on Tribal guidelines and concerns for access, care, and stewardship.
2. Provide all MTC Submission Committee Staff with password-protected access to the administrative portions of the Digital Library to manage content.
3. Provide preservation for years to come.

B. Tribally owned content

Any physical or digital collections or content owned by Muckleshoot Indian Tribe or the Muckleshoot Tribal College are their sole property. Digitization of physical content by

MTC staff does not alter any previous copyright or under which any material is governed or managed. MTC Staff agrees to maintain a collaborative partnership with the larger Tribal community regarding the usage of digital images, audio & video files, and other presented by the Tribe for use on the Digital Library. The following terms of condition govern this body of material while the materials reside on the Kotobee Server:

1. While this collection is under the stewardship of MTC and Kotobee CMS Platform, MTC may use available content for educational and grant funding purposes. No object(s) shall be used for any commercial purpose unless permission is granted, in writing, by the Tribal government.
2. The Muckleshoot Tribal College will maintain a Creative Commons License, copyright and control over any materials added to the Digital Library. Works that are built on, added to, refined, or used for any purposes must be given proper attribution and cited within any future works.
3. If such a time arises that a contributor no longer wants their Tribal works to be part of the library, MTC agrees to remove from the materials contributed by the submitter, provided that MTC is given written notice at least 90 days before the materials are removed.
4. Care and preservation of works will be given the same attention as other works held by MTC. No alteration or restoration of the digital objects will be undertaken without written authorization.
5. MTC will document, in writing, any notification or change of status with all Tribal Works while in its care.

Digital Library Oversight and Organization

A. Advisory Board

To ensure the sustainability and cultural sensitivity of the Digital Library and ongoing access and use for Tribal members, students, researchers, and the larger community, an Advisory Board made up of MTC leadership, and possible Tribal members and Elders shall oversee the project. Tribal representation on the Advisory Board is imperative.

B. Members of the Advisory Board will:

1. Serve two-year terms.
2. Meet Bi- Monthly at MTC for Submission Review Collaboration

*Advisory Board members can select a designee to attend a meeting. The board will meet virtually as needed and desired.

The Board will be responsible for:

1. Setting the overall goals for the project.
2. Identifying ongoing community needs.
3. Providing outreach about the Digital Library.
4. Settling any disputes if needed with a consensus being the determining factor.

This document will be reviewed by the Advisory Board every two years.

