



United States Department of the Interior



NATIONAL PARK SERVICE

Chaco Culture National Historical Park
Museum Collection
Hibben Center for Archaeological Research
450 University Blvd NE, Room 307
Albuquerque, New Mexico 87106
(505) 346-2871; FAX (505) 346-2523

**REQUEST FOR STATEMENT OF INTEREST AND
QUALIFICATIONS FOR
PROJECT TO BE
INITIATED THROUGH
THE
NATIONAL PARK SERVICE AND THE
COOPERATIVE ECOSYSTEM STUDIES UNIT (CESU) NETWORK**

PROJECT TITLE: Organize and Make Digital Images Accessible to Public

Project Description:

This project will assess, organize, create metadata, and prepare over 30,000 Division of Interpretation and Division of Cultural Resource digital image files for uploading to NPS Gallery to make them fully accessible to staff and the general public. A Digital Image Management Plan will be written and implemented. Unusable or “orphan” images will be culled. Derivatives of high resolution images will be created so that the original full-size master files can be moved from the server onto external hard disk drives. Images will be searchable by title, subject/site, author/photographer, description, and keywords. A digital library of park images will encourage unprecedented broad access by both park staff and the general public.

Chaco Culture National Historical Park (the Park) seeks a principle investigator to oversee this project. The principle investigator should be associated with an Archival Studies, Library and Information Services, or other related program with a university or institution. All current CESU nonfederal partners will be considered, but members of the Colorado Plateau, Great Basin, and Desert Southwest CESUs are the primary target audience.

Project Background:

Both the Interpretation and the Cultural Resources Divisions have been creating (and receiving) digital images for years. Some images are work products, some are donations, and some are of uncertain provenance. There is no management system in place, no standards for documenting basic information about each image (subject, size, date, format, creator, copyright status, etc.). In some cases the images are too low resolution to be useful; in others they are sized so large they are clogging up the park server. There are an estimated 30,000 images in multiple folders on the server. All must be assessed to determine if they are worth keeping, if they can be legally used, and if they should be accessioned and cataloged into the museum collection.

Project Objective and Goals:

--This project will be completed in collaboration with a CESU partner and the NPS. The initial stages of this

project will require the cooperator and NPS to work together to create, refine, and agree upon a final, defined Scope of Work for the project. During the course of the project, the P.I. and employees may need to travel to the park and this cost needs to be included in the overall project budget provided by the cooperator.

--This project will be developed and implemented using Dublin Core Metadata Element Set, Version 1.1, including NPS Museum Program-required metadata terms as outlined in Table 1 below. The P.I. and cooperator will prepare all project materials collected and created during the project in accordance with NPS guidelines and standards listed below.

-- The P.I. will prepare a digital assessment plan for park review and approval.

-- The P.I. will oversee the assessment of approximately 30,000 images for retention, the creation of metadata as described above; development of key words for searching, and preparation of the images for uploading into NPS Gallery. The park will work with NPS Gallery to develop a park-specific portal for the images.

All project materials shall become the property of the NPS to be retained in NPS museum collections. The NPS museum curator and archivist at Chaco Culture National Historical Park will assist, communicate, and establish all archival standards and requirements. Restricted access materials will be clearly identified. The P.I. and cooperator cannot withhold data based on presumed relevance to the NPS.

Materials Requested for Statement of Interest/Qualifications:

Prospective P.I. and cooperator partners should include with their electronic submission the following:

1. a 1-3 page summary of experience in conducting similar types of digital asset management projects with an explanation of how the P.I./cooperator intends to cover the needs of this project;
2. a description of the methods and approach proposed for this project, and a general timeline for project completion;
3. a proposed project budget in the range of \$50,000-\$60,000;
4. details on P.I.'s, and/or team qualifications and experience;
5. P.I.'s CVs/experiential history and documents related to similar projects you have conducted.

Please submit electronic statement of interest to Chaco Culture NHP Curator Wendy Bustard at wendy_bustard@nps.gov with a copy to Chaco Culture NHP Archivist Brenna Lissoway at brenna_lissoway@nps.gov.

Approximate Start Date: December 1, 2018

End Date: September 30, 2020

Deadline for expression of interest: on or before September 1, 2018.

Questions about this project can be communicated to:

Wendy Bustard
Curator
Chaco Museum Collection
450 University Blvd NE, Room 307
Albuquerque, NM 87106
505-346-2871 x 201
Wendy_bustard@nps.gov

Or

Brenna Lissoway
Archivist
Chaco Museum Collection
450 University Blvd NE, Room 307
Albuquerque, NM 87106
505-346-2871 x 208
Brenna_lissoway@nps.gov

A scope of work and task agreement for this project, under the master CESU cooperative agreement, will be executed as soon as practicable.

References and Standards for this Project:

American National Standards Institute (ANSI)/National Information Standards Organization (NISO). 2013. *ANSI/NISO Z39.85-2012 The Dublin Core Metadata Element Set*. https://groups.niso.org/apps/group_public/download.php/10258/Z39-85-2012_dublin_core.pdf

Dublin Core Metadata Initiative (DCMI). 2012. *Dublin Core Metadata Element Set, Version 1.1: Reference Description*. <http://dublincore.org/documents/dces/>

DCMI. 2012. *Dublin Core Metadata Initiative Metadata Terms*. <http://dublincore.org/documents/dcmi-terms/>

Federal Agencies Digitization Guidelines Initiative (FADGI). 2017. *Guidelines for Embedding Metadata in DPX Files*. http://www.digitizationguidelines.gov/audio-visual/documents/DPX_Embed_Guideline_20170814.pdf

FADGI. 2010. *Minimal Descriptive Embedded Metadata in Digital Still Images*. <http://www.digitizationguidelines.gov/guidelines/GuidelinesEmbeddedMetadata.pdf>

General information about the park is available at: <http://www.nps.gov/chcu/index.htm>.

Table 1. NPS Required metadata terms from the Dublin Core Metadata Initiative

Term	Definition	Requirement
Coverage [SpatialCoverage]	The geographic extent or scope of the content of the record.	Mandatory, when applicable
Coverage [TemporalCoverage]	The temporal extent or scope of the content of the record. Populate this field if the record includes information describing a span of time.	Mandatory, when applicable
Creator	The agent primarily responsible for the creation of the record.	Mandatory

Term	Definition	Requirement
Date [CreationDate]	The date that the file met the definition of a Federal record. If a file (such as a case file, database or spreadsheet) holds multiple records created at different times, then this element should note the date the file was originally created and the span of dates should be recorded in the element Coverage [TemporalCoverage].	Mandatory
Description	A narrative description of the content of the record, including abstracts for document-like objects or content descriptions for audio or video records.	Mandatory
Identifier [FileName]	The complete name of the computer file including its extension (if present).	Mandatory
Identifier [RecordID]	The unique identifier assigned by an agency or a records management system. 36 CFR 1236.20(b) (1) requires that agencies assign unique identifiers to records.	Mandatory
Relation [HasPart]	A related record that is either physically or logically required in order to form a complete record.	Mandatory, when applicable
Relation [IsPartOf]	A related record in which the described record is physically or logically included.	Mandatory, when applicable
Rights [AccessRights]	Legal or other rights an individual has to access the record or that regulate the agency's right to release or provide access to the record. Repeatable field.	Mandatory
Rights [Previous Security Classification]	The classification allocated to the record indicating its official security status prior to its current status.	Mandatory, when applicable
Rights [RightsHolder]	A person or organization owning or managing intellectual property rights relating to the record.	Mandatory, when applicable
Rights [Security Classification]	The classification allocated to the record indicating its official security status.	Mandatory
Rights [UsageRights]	Information about copyright and trademarks rights held in and over the record.	Mandatory
Title	A name given to the record.	Mandatory