Nay’dini’aa Na’ Kayax Collaborative Curation Model

1. Community Planning
   a. Discuss and define areas of research with collaborators
      Potential Local Collaborators Include:
      - Chickaloon Tribal Council
      - CVTC Staff
      - Alpine Historical Park
      - Palmer Museum of History and Art
      - Wasilla Museum
      - Community Groups/Members
      Potential Out of Area Collaborators Include:
      - Dené groups
      - Federal and State agencies
      - Repositories
      - Community Groups/Members
   b. Target research and identify resources related to target research
   c. Discuss methodologies and document goals and agreements

2. Gathering materials and/or knowledge
   a. Develop relationships with potential collaborators
   b. Evaluate finding aids, collections guides, metadata, schemes, personal collections
   c. Confer with Cultural program staff and CVTC Cultural Committee to gather feedback
      on materials, priorities, use and access.
   d. Develop a list of collections, topics, subjects, and other information CVTC is
      interested in or questions CVTC has specific to each repository or individual
   e. Develop a list of search terms (English and in Ahtna, when applicable) with any
      alternate spellings

3. Repository visits/individual interviews
   a. Identify CVTC staff, Council members and/or Elders who will participate.
   b. Meet with staff of the repository or the individual to be interviewed.
   c. Share request list with repository following their procedures.
   d. View collections/conduct interview and take notes (or record when permitted).
   e. Gather relevant information to digitization, knowledge transfer (acknowledgement),
      or access copy procedures, costs and delivery timelines.
   f. Ensure that the repository can deliver your selections and accompanying
      information in formats that are useful to you. Communicate your Collections
      required specifications for file types, metadata and other details.
4. **Gather or create digital copies**
   a. Digitize materials on site using either CVTC digitization equipment (that was preplanned), public equipment at the repository or work with repository staff to have materials digitized by their staff.
   b. If digital surrogates of original materials have already been created by the repository or individual, arrange to copy files onto temporary storage or work with staff/individual to arrange a transfer.
   c. Ensure you also make a copy or receive all available associated metadata and contextual information about the collections in as much depth as possible and identify repository staff that are responsible for the catalog record in case additional questions arise later.

5. **Community Consultation/Content Selection/Community Metadata**
   a. After receiving all content, check for completeness, quality, and descriptive information.
   b. Ensure there is no missing or additional information needed from the repository/individual.
   c. Work with repository/individual to ensure citation information is included. This might include the repository name, collections name and number, or a web-site link.
   d. Review content in depth and create your own internal descriptive information.
   e. Work with CVTC Cultural Committee and identified community members to make sure selections meet community needs and define what community knowledge and information can be added to content.
   f. Identify missing, erroneous, or outdated information. Share findings with the repository.
   g. Create text, video, audio or other information to describe content from various community perspectives and include Ahtna kenaège whenever possible.

6. **Community Review and Access decisions**
   a. Work with CVTC Cultural Committee and identified community members to decide what levels of access should be applied to content (WHO should be able to view and interact with the content, and HOW).
   b. Create Cultural Protocols and discuss which Traditional Knowledge (TK) labels will be necessary, appropriate, or helpful to add based on the collection materials and their access parameters.

7. **Share and engage**
   a. Add content to sharing platform (*Nay’dini’aa Na’ Kayax Ugheldze Le Cilaes - Mukurtu CMS*).
   b. Promote content and updated records in the sharing platform through social media accounts and public notices.
   c. Promote content by notifying our partners when new content is published and/or when content records are updated.
d. Provide resources connected to your content for appropriate use of materials. For example, point to collections on your site that can be used for educational purposes.

e. Continue to review materials as needed to provide updated use and access guidelines.