

# PastPerfect Database Project Report

Woodland Cultural Centre  
Language Department

*Written by Stephanie Pile  
November 2016*

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## Introduction

The PastPerfect Database and Digitization Project began in April of 2014. It came out of the desire to have one centralized location to search and access all of Woodland's language recordings, and make them more accessible to future generations of speakers and Faithkeepers.

It was also recognized that much of the recordings were stored on magnetic tapes (cassette tapes, reel to reels, etc.) which were continuing to degrade over time.

The goal of this project was to organize and digitize the massive holdings of the Woodland Cultural Centre Language Department, get the recording into a searchable database, and backup all recordings on hard drives stored off site.

We had elected to use PastPerfect Museum Software to house the Woodland Cultural Centre Language Archive (WLA) collections. We chose PastPerfect for a number of reasons, including its proven track record for long-term stability and support, as well as its relatively low cost. Primarily though, we chose PastPerfect to use the same software as the Deyohahá:ge: Indigenous Knowledge Centre (Six Nations Polytechnic), so that our collections could be integrated, and so that users could use the same conventions to search both collections.

As part of this process, we had to make various decisions about how to incorporate and represent Indigenous knowledge into the PastPerfect database. These decisions were informed by Amos Key Jr. and Alfred Keye (Woodland Cultural Centre Language Department) and Rick Hill (Six Nations Polytechnic, Deyohahá:ge: Indigenous Knowledge Centre).

While the complete digitization and cataloguing of the collections is far from complete, significant progress has been made to this end. Currently, 1,003 recordings have been inputted into PastPerfect, with about half of these digitized and linked to the catalog records. We estimate this approximately one quarter of the holdings are digitized, and about half of the holding are catalogued. This includes only the Audiocassettes and CDs, and does not include the reel to reel collection, VHS collection, or other audio video materials. It is our hope that this project will continue to develop as new funding sources are identified and pursued.

This project has also yielded a new partnership with the American Philosophical Society (APS), who have freely shared their collections of audio materials that pertain to Six Nations. Woodland has digital access to these recordings through the APS website (see separate project report regarding this partnership for details), and a physical copy of these recording on a separate hard drive. These resources are available for community and language projects.

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## Collections

Four (4) major Collections have been identified in the WCC Language Archive:

- The Longhouse Speeches
- The Code of Handsome Lake
- The Funeral Speeches
- Restricted Box 1 & 2

There are also many smaller collections, including:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Cayuga Language Resources</li> <li>• Mohawk Language Resources</li> <li>• Seneca Language Resources</li> <li>• Tuscarora Language Resources</li> <li>• Onondaga Language Resources</li> <li>• Oneida Language Recourses</li> <li>• Delaware Language Resources</li> <li>• The Jake Thomas Learning Centre</li> <li>• COOL Digitized Recordings</li> </ul> | <ul style="list-style-type: none"> <li>• The Big Fire Ceremony</li> <li>• The Hewitt Collection</li> <li>• The Barbeau Collection</li> <li>• Published music/artists</li> <li>• Community Singing Groups</li> <li>• Conferences and Historic Gatherings</li> <li>• Community stories and community histories</li> <li>• And many more... (see Accession Catalog for full listings)</li> </ul> |
|--|---|

## PastPerfect Database

### Accessions

- An accession is a donation made at one time by one (or more donors). It can also be one set of documents or recordings made in-house.
- All materials currently housed in the WCC Language Archive are accessioned based on collection (or ceremony) and language. For example, the Code of Handsome Lake (CHL) spans five (5) accessions, one for each of the five languages in which it was recorded. The CHL Onondaga collection is a separate accession from the CHL Mohawk collection. We decided to do this because, for the majority of the resources in the Language Archive, there is little provenance, and very few dates of receipt (or even creation) are known. We do have a record of where, when, and who the larger collections came from, because the majority of them were recorded in-house. However, these are ceremonies, we were worried that trying to separate them into artificial smaller collections based on date recorded might result in a loss of information. Regardless of when they were recorded or donated, each ceremony was created to be one unified collection.
- Information provided on an accession record:
  - Brief Description of Accession: includes name of collection, what the collections contains, why it is significant, why it was recorded/created, etc.
  - Notes: Here you can record the provenance. Who created the collection/accession, where did it come from, who was involved in the recording, who the speakers are, if there is a digitized version of the recordings (and if so, where), and any other details known about how the collection came into being, and how/why it come to the WCC Language Archive.
  - Instructions: indicate what remains to be done for this collection
  - Restriction: Indicate any restrictions to who can access these files. Leave blank if anyone can access. \*Only complete this field if the restrictions apply to the entire accession\* (Individual records may be marked as restricted separately)

<b>Accession#</b>	WLA.2014.3		<b>Other#</b>			<b>Received as</b>	Unknown
<b>Source</b>	Woodland Cultural Centre					<b>Received by</b>	Key Jr., Amos
<b>Contact</b>	Amos Key Jr.					<b>Received Date</b>	c.2005
<b>Address</b>	184 Mohawk St.						
	P.O. Box 1506					<b>Accessioned by</b>	Pile, Stephanie
<b>City, State, Zip</b>	Brantford	ON	N3T 5V6		<b>Accession Date</b>	10/20/2014	
<b>Email, Country</b>	amoskeyjr@woodland-centre.on.ca		Canada				
<b>Home Phone</b>	/ -	<b>Fax</b>	/ -		<b>Price or Value</b>		
<b>Work Phone</b>	519/759-2650 x238	<b>Cell/Pager</b>	/ -		<b>Dataset</b>		
<b>Website</b>	www.woodland-centre.on.ca					<b>Contact ID#</b>	
<b>Credit Line</b>						<b>TC Receipt#</b>	
<b>Accession Includes 16 Catalog Records</b>							
	<b>Object ID</b>	<b>Object Name</b>	<b>Title</b>	<b>Description / Summary</b>			
A	WLA.2014.3.1	Audiocassette	Iroquois Social Dance Songs N	Iroquois Social Dance Songs			
A	WLA.2014.3.2	Audiocassette	Iroquois Social Dance Songs N	Iroquois Social Dance Songs			
A	WLA.2014.3.3	Audiocassette	Iroquois Social Dance Songs N	Iroquois Social Dance Songs			
A	WLA.2014.3.4	Audiocassette	Allegheny Singers No. 1	Allegheny Singers - Ohivo' Hanadrënota'			
A	WLA.2014.3.5	Audiocassette	Earth Songs Vol. 2	Allegheny Singers - Ohivo' Hanadrënota'			
A	WLA.2014.3.6	Audiocassette	Earth Songs Vol. 3	Allegheny Singers - Ohivo' Hanadrënota'			

View of Accession Record WLA.2014.3

**Records**

- Each recorded media (cassette tape, CD, etc.) corresponds to a single record in PastPerfect
- The sound file (if digitized) is attached to the record
- Each record has a unique identification number

**Object Names**

Each record has an "Object Name". This comes from a controlled vocabulary built into PastPerfect (Nomenclature 3.0), called the Lexicon. The Object Name is based on the physical object, not the content. So a cassette tape, regardless of its topic, carries the Object Name "Audiocassette".

Here are some of the most common Object Names:

**Object Names for Media**

- Cassette Tapes: "Audiocassette"
- Reel-to-Reels: "Tape, Audio Reel"
- CDs: "Disc, Compact"
- DVDs: "Videodisc, Digital"
- Videotapes: "Videotape"
- DAT Discs: "Audiotape"
- Record/Vinyl: "Record, Phonograph"
- Tape without Case: "Reel, Tape"

**Other Object Names**

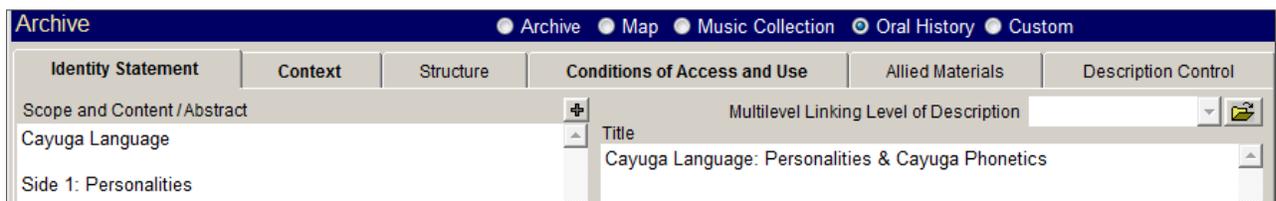
- Binders: "Binder, Loose-Leaf"
- Books: "Book"
- Dictionary: "Dictionary"
- Pamphlet: "Pamphlet, Instruction"
- Pictures: "Photograph"
- Slides: "Photograph"
- Negatives: "Film, Photographic"
- Digital File: "File, Digit"

## Organization of Records

- PastPerfect divides all records into four catalogs: Objects, Photos, Archive, Library
- All recordings are housed in the Archive Catalog
- Within the Archive catalog, PastPerfect distinguishes between Archival records (paper documents), Maps, Music, and Oral History. Each of these have their own “Screen View” (of the same name) that displays when you open the record. Regardless of the default Screen View, you can still access information on any other Screen View
- The title, language, and creator are specified in the Archive Screen View, regardless of the record’s default Screen View

## Archive Record Fields

- The Archives Screen View is separated into tabs. Here are where the relevant fields in the Archive Screen View are located:
  - Title: Identity Statement Tab
  - Name of Creator: Context Tab
  - Language of Materials: Conditions of Access and Use Tab



Archive Screen View

## Music Collection & Oral History

Any recordings of music (singing, drumming, dances, etc.) have “Music Collection” set as their default Screen View, while any other recordings (speech, language lessons, ceremony) are set as “Oral History”.

In PastPerfect, the Oral History Screen View is designed for interviews, the traditional form of oral history in the Western sense. We have adapted the fields as best as possible, and any addition information can be indicated in the Description field.

### Key fields in Music Collection

- Album Title
- Group/Artist
- Instrument(s)
- Genre
- Track List
- Recording Label

Track	Length	Song Title	Composer	Artist 1	Instrument	Artist 2	Instrument	Artist 3	Instrument
1	11:40	Moccasin Dance		Dowdy, Kyle	Lead				
2	08:27	Cherokee Dance		Dowdy, Kerwin	Lead				
3	15:33	Shake the Bush Dance		Dowdy, Kyle	Lead				
4	09:03	Standing Quiver Dance		Dowdy, Kyle	Lead				
5	10:14	Raccoon Dance		Dowdy, Kyle	Lead				
6	06:22	Old Moccasin Dance		Dowdy, Dar	Lead				
7	05:14	Duck Dance		Dowdy, Kyle	Lead				

Music Collection Screen View

Key fields in Oral History

- Narrator’s Name (speaker: can only be one name. All other speakers can be indicated in the description field, and should be tagged in the People field)
- Interviewer (who conducted the recording, if applicable)
- Interview Length
- Transcriptionist
- Recording List (list of tracks/files)
- Recording Media (CD, cassette tape, etc.)

Media ID	Side	Start time	Subject

Oral History Screen View

There are also fields and screens universal to all records. The relevant ones are:

- Collection: name of the collection (if any)
- Object ID: unique identifying number for the record
- Object Name: from the lexicon
- Other/Old Number: any previous identification number(s)
- Accession#: donation number, applied to all items of the same donation
- Date: the date the recording was made
- Year Range: estimate of the year made (if date unknown)
- Catalog Date/By: who added the record to PastPerfect, and when
- Status: level of restriction
- Scope and Content/Abstract: Description
- Condition: digitized/not digitized, when, and by whom
- People: anyone associated with the recording/record – links to People Biographies
- Search Terms: generates list of search terms that can be searched separately
- Subjects: specific keywords

<b>Collection</b>	Cayuga Language Teaching Tapes			<b>Date</b>	c.1995
<b>Object ID</b>	WLA.2015.3.13			<b>Year Range</b>	1995 thru 2000
<b>Object Name</b>	Audiocassette			<b>Catalog Date</b>	03/23/2015
<b>Reference Code</b>				<b>Cataloged by</b>	Pile, Stephanie
<b>Other#</b>				<b>Status Date</b>	03/23/2015
<b>Old#</b>				<b>Status by</b>	Pile, Stephanie
<b>Accession#</b>	WLA.2015.3	Woodland Cultural Centre		<b>Status</b>	Open Access
<b>Home Location</b>	WCC Language Archives				

View of Some of the Universal Fields

## Indigenizing PastPerfect

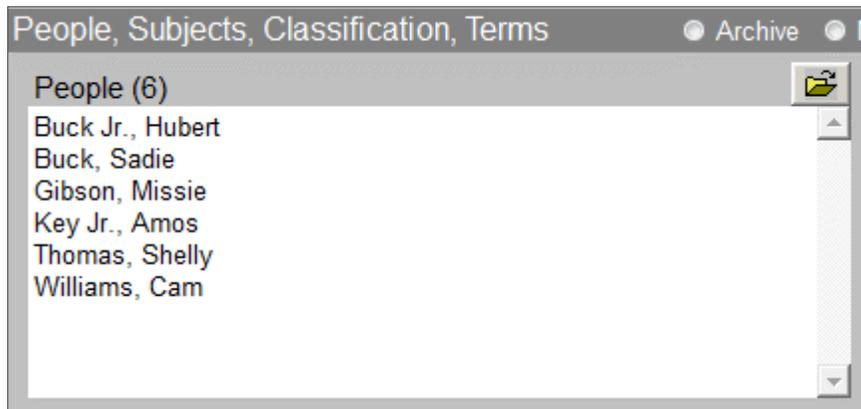
In consultation with PastPerfect Support we had to find several workarounds to better represent Indigenous knowledge in areas where the software was not designed to support a collection like ours.

- **Language:** PastPerfect is built to only allow one language to be indicated for each record. This is problematic when a recording has two or more languages (Cayuga, English, Mohawk, etc.). As such, we created entries such as “Cayuga/Mohawk/English” to the authority file for every combination of languages that we encountered. This way, you can still search by language.
- **Status:** We use status to indicate level of restriction. These levels are determined by Faithkeepers and knowledge guardians in the community. Here are the options:
  - Open Access (unrestricted)
  - Community Only (only community members can access without special permission)
  - Restricted (by special permission only)
  - Unknown (recording still to be assessed for restriction level)
  - Missing (there is a record that the tape/CD/recording exists, but location is unknown)
- **Condition:** digitization
  - For all files, we note whether or not they’ve been digitized, and where those digitized copies are stored.

## Names & People Biographies

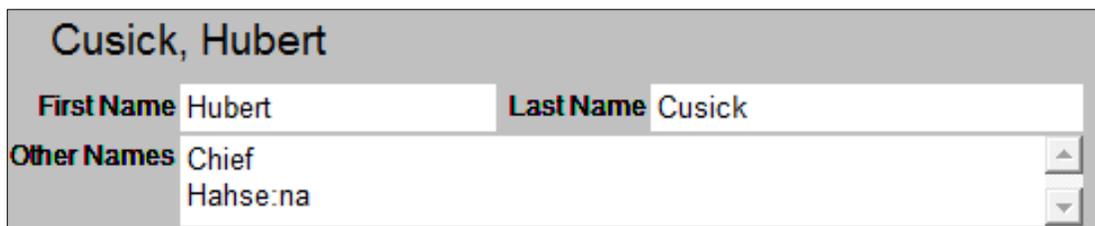
Many fields, such as Narrator, Interviewer, Creator, etc., can only contain one name. Any additional people involved are listed in the description field, with their roles indicated, and the language they are speaking in if possible (if the record is in multiple languages).

- All individuals involved in or referenced in the recording should also be listed to the People field. This field will not allow roles specified, but does provide the option to add biographies. These can be accessed through the “People Biographies” directory from the Main Menu.
- Some biographies contain information, however the comprehensive completion of the People Biographies of prominent speakers, Faith Keepers, teachers, historical figures, and other community members and allies could be another future project



People Field

Biography Names (vs. “Other Name”): PastPerfect is built for each person to have one name, which includes a first name and a last name. This system does not work well for people who have an English name and a traditional name, or just want to use their single-word traditional name. To deal with this, we have used each individual’s English name in the database, and listed their traditional name in the Biography file under “Other Names”. You can still use the traditional name as the displayed name on the record, if preferred. The default display name is *Last Name, First Name* (as pictured below).



Except from Hubert Cusick’s Biography File

## Access and Security

In consultation with Elders, Faithkeepers and language speakers, the Woodland Cultural Centre Language Archives has classified each of the speeches and recordings we hold in trust into different levels of access. These are:

- Open Access (unrestricted)
- Community Only (only community members can access without special permission)
- Restricted (by special permission only)

The majority of the materials in the archives are restricted. These levels reflect who is able to come into the Centre and listen to the archives. Recordings of any level of restriction can only be reproduced by special permission, and many cannot be reproduced at all (due to copyright restrictions).

Community members may gain access by (a) talking with the Language Director of the Woodland Cultural Centre; and (b) getting the express permission of a Faithkeeper.

Non-community members wishing to gain access may also talk to the Language Director of the Woodland Cultural Centre; however, access is highly restricted, and it is unlikely that an external researcher will be granted access.

## User Accounts

Types of Accounts in PastPerfect are as follows:

Account Type	Description
Administrator	Full control of administrative functions.
Cataloguer	Staff members trained to edit the database.
Speeches	Individuals with approved access to sound files. Cannot edit database or access administrative functions. Supervised use of the database only.
Guest	Community members and researchers who have been granted permission to browse the database, but have not obtained permission to access the sound files. Cannot edit database or access administrative functions. Supervised use only.

## Statistics

To date, the following is true of the PastPerfect Database:

- 120 Accessions
- 1,002 Archive Records
- 1 Library Record
- 495 Records have linked digitized media
- 1,731 multimedia files linked to records
- 170 GB of digitized recordings

## Support Materials Created to date

### Training Documents

- PastPerfect Researcher's Training Slideshow in PowerPoint (complete)
- PastPerfect Researcher's Guide (complete)
- PastPerfect Cataloguer's Training Slideshow in PowerPoint (complete)

### Catalogs

- Catalogs of all records in each of the Six Nations languages (generated in PastPerfect)
- Catalog of restricted materials (generated in PastPerfect)
- Catalog of all accessions (generated in PastPerfect)
- Catalog of all records, including descriptions (generated in PastPerfect)