

RELEASE May 17, 2021

Request for Quotes: Digital Pathway Project

MONOVA: Museum and Archives of North Vancouver is requesting a quote from Digital Archivists with demonstrated experience in working with online collections management software to provide discovery and access to archival records and museum objects. Specifically, the multimedia, documents, objects and photographs held by MONOVA.

Quote is due by: May 31, 2021.

1.0 Introduction

The scope of work includes digitizing, managing, migrating and uploading digital media and its' related information (e.g., descriptions, authority & subject files, metadata) into a new collections management system that will be available in a new community history museum slated to open late-2021. The new Museum is located in a Shipyards District building in the City of North Vancouver. The Archives is located in a District of North Vancouver building in Lynn Valley. Quotes are sought from Digital Archivists who will work with selected MONOVA staff, software contractors and IT staff to digitize, manage, migrate and upload digital media into a new collections management system that will provide an interactive experience and “**digital pathway**” between the new museum exhibits and their related archival sources.

The required digital archives services will include: digitizing archival records in various formats (e.g., textual, cartographic, photographic, moving images, etc.) and adding relevant metadata; migrating existing media from existing database to new collections management software; creating and managing authority and subject files; uploading files into new collections management software; quality checking the presentation and interactivity of the new collections management system; documenting processes and procedures; and working closely with the Archivist, Museum Curator, Software Contractor, and designated IT staff.

2.0 Background

2.1 Community

North Vancouver, part of a metropolitan area containing some 2.3 million people, is located across Burrard Inlet from the City of Vancouver. Bounded by West Vancouver and the Capilano River on the west, Burrard Inlet to the south, and Indian Arm in the east, North Vancouver spreads across the lower slopes of the Coast Mountain range. The community is comprised of two separate municipalities: a small City of some 48,000 residents, containing a designated regional town centre, surrounded by a larger District municipality of 85,000 people who live in suburban neighbourhoods and a few growing town centres. In past decades North Vancouver has grown slowly, but over the next 20 years the population of the North Shore (North and West Vancouver) is projected to grow

by some 40,000 people. The North Vancouver Museum & Archives Commission (“MONOVA”) serves both the City and the District of North Vancouver. These municipalities share similar community values: they strive to be vibrant, diverse, and livable communities; they want to protect their abundant natural assets (waterfront, rivers and canyons, parks, forests, and mountains); they seek to enhance their local identities and sense of place; and they are committed to becoming more sustainable by balancing social, economic, and environmental needs.

2.2 Organization

MONOVA: Museum and Archives of North Vancouver is the only history focused cultural organization on the North Shore. The organization is a bi-municipal agency, operated under the auspices of the City and District of North Vancouver. MONOVA and its Friends Society (a registered charity) are committed to preserving and building public interest in local history and sharing the stories of our community. We have two facilities, the new Museum of North Vancouver in Lower Lonsdale and the Archives building that will remain in Lynn Valley.

2.3 Mission

We engage, strengthen and inspire our community and its visitors by exploring history, connecting people and sharing ideas. We explore the interactions between people and place that have shaped North Vancouver’s history, are helping to create its present and will define its future. We are the sole municipal custodian of North Vancouver’s municipally-owned cultural, archival and museum collections. We preserve historically valuable community records and make them meaningful and accessible to the public by organizing exhibitions, delivering educational programs, caring for collections, and providing access to archival records both physically and virtually.

2.4 Vision

We strive to create a dynamic and innovative history centre and become a focal point of community life on the North Shore. Our organizational vision is to be an inspirational and transformative community hub where the stories of North Vancouver’s people, places and past come to life.

2.5 Collections

MONOVA has two branches of acquisition, the museum and the archives. The museum collection is comprised of discrete objects that represent the history of business, industry, culture and artistic endeavours that have flourished on the north shore. From logging and shipbuilding to works of art and Coast Salish basketry. The archives holdings are comprised of aggregates of historical records that are the byproducts of governance, organizations and associations, and the individuals who live and work on the north shore. From City Clerk correspondence and tax ledgers to personal diaries and mountaineering maps. MONOVA manages and preserves the collective memory and physical manifestations of the north shore communities.

2.6 Audience

We provide activities, resources and events for people of all ages and backgrounds. Visitors include school groups, families, both new and long-time residents, tourists, genealogists, heritage researchers, and representatives of businesses, municipalities, and

community organizations. Presently, about 30,000 people (mostly from North and West Vancouver) participate in MONOVA's off-site events and visit its facilities each year. In addition, school program participation averages 3,000 students per year. In the new museum facility, with a high-profile location in Lower Lonsdale, the museum's annual on-site visitation is projected to be 27,000 to 30,000, with approximately 20,000 additional people viewing extension exhibits and participating in MONOVA community events.

MONOVA also has a significant online presence. Our main website (monova.ca) hosts exhibits, events, educational programming for teachers and families, and provides access to the Archives database of digitized historical records, photographs, maps and moving images. MONOVA is active on social media and has developed numerous online exhibitions for visitors to interact with.

2.7 Governance and Staffing

Founded in 1972, MONOVA (formally the North Vancouver Museum & Archives Commission) is governed by a municipally-appointed Commission containing an equal number of appointees from the City and the District of North Vancouver. Staff members include a Director, Business Services Manager, Curator, Programs Coordinator, Program Assistants, Archivist, Reference Historian, two part-time receptionists, Guest Services Coordinator, Volunteer Coordinator, Communications & Marketing Coordinator, as well as casual visitor services staff, auxiliary staff and student interns. Most staff will be based at the new museum, with the Archives staff remaining at the Lynn Valley facility.

2.8 Funding

The budget currently to create, manage and migrate digital media and its' related information for the **Digital Pathway project** is \$15K.

3.0 Project Description

When the new Museum opens in Lower Lonsdale in late 2021, it is imperative that we provide our community with a strong virtual pathway to the archival holdings in our other facility in Lynn Valley. The Archives of North Vancouver houses the historical evidence of the District and City of North Vancouver; along with oral histories, photographs and archival materials of individuals, organizations and societies on the north shore. Exhibitions at the new Museum draw heavily upon the archival holdings to tell the stories of North Vancouver. We want to make this relationship evident through a "Digital Pathway" that allows visitors to draw deeper connections between the museum exhibits and their archival sources. An additional benefit will be to provide a better understanding for visitors about the types of historical records that are donated to the Archives. The result will stimulate the community's connection to the Archives and increase the likelihood of future donations and visitors to the Archives in Lynn Valley.

The new Museum has been conceived as a gateway, a community hub, and a bridge between communities. The **Digital Pathway Project** is a virtual experience that allows visitors at the new Museum to make connections between the exhibits and stories presented in the Lower Lonsdale facility with their archival sources, such as historical photographs and oral histories preserved in the Archives in Lynn Valley. Primarily a software design and user experience project, the **Digital Pathway Project** will provide visitors with a more in-depth understanding of the people and place that is North

Vancouver.

Currently there are three core exhibits planned for the new Museum. The **Digital Pathway Project** would initially explore the core exhibit “Passion for Place” (outdoor recreation, adventure and North Vancouver’s rich legacy of wilderness and parks), with virtual experiences being added annually to explore the other core exhibits.

The **Digital Pathway Project** will be hosted on a computer terminal located in the new Museum, in Lower Lonsdale, and will curate virtual pathways to the primary sources and research services located at the Archives, in Lynn Valley. In doing so, the **Digital Pathway Project** will provide audiences and scholars with additional layers of exploration, allowing them to extend their museum experience further in a self-guided manner and encourage visitors to further pursue their research at the Archives.

4.0 Required Project Deliverables

The scope of digital archives services includes:

4.1 Digitization

- Review of existing archival records in digital format related to “Passion for Place” exhibit.
- Review of existing digital images of museum objects and exhibit installation for “Passion for Place”.
- Review of digitization specifications, including file format recommendations for new content management software.
- Selection and digitization of archival records for inclusion in **Digital Pathway project**, according to prescribed standards.
- Primary contact and liaison for Digital Pathway Project at MONOVA is the Archivist.
- Support provided by MONOVA Archivist, Museum Curator, software contractor and IT staff.

4.2 Managing digital assets (in collaboration with selected MONOVA staff)

- Review existing digital asset access, transfer and storage locations and systems within the organization (e.g., m-drive, Dropbox, Eloquent etc.)
- Establish process and procedures for managing digital assets (e.g., digitized archival records and images of museum objects) and related information for **Digital Pathway project**
- Manage access and control of all digital assets and related information to facilitate use by selected MONOVA staff, software contractors, and IT staff for duration of project

4.3 Migration and Upload (in collaboration with selected MONOVA staff, IT staff and software contractor)

- Migrating existing digital assets and related information from existing database to new collections management software.
- Creating and managing authority and subject files.
- Uploading files into new collections management software.

- Quality checking the presentation and interactivity of the new collections management system with migrated and uploaded digital assets in place.

5.0 Project Budget

The current budget for the digital archives services for the **Digital Pathway Project** are approximately 15 K. The digital archivist will be responsible for developing and managing the budget in consultation with MONOVA Director to ensure that the project does not exceed the budget available. Enhancements to the **Digital Pathway Project** may be authorized in the future.

The digital archivist shall have access to and use of digitization equipment and software available onsite at the Archives of North Vancouver; along with access to digital assets and related information that is securely managed and stored onsite. The digital archivist shall furnish all other labour, materials and equipment to perform the work indicated and specified by this document.

MONOVA will be responsible for participating in the access, use and publication of digital assets and their related information through the new collections management software, which includes hosting online. MONOVA will be responsible for approval, use and licensing of digitized content if necessary.

6.0 Schedule

The digital archivist is required to deliver the following scopes of work on the below dates for the **Digital Pathway Project**.

Deadline for Response May 31, 2021

Digitization July - August 2021
Managing Digital Assets July - December 2021
Migration & Upload September - November 2021
Quality Checking November - December 2021

7.0 Award of Contract

After selection, a service agreement contract will be prepared which could include discussion of the terms and conditions in the contract and minor modifications of scope and price.

The following documentation will be requested from the Contractor:

- WorkSafeBC confirmation (where applicable)
- Certificate of Insurance
- GST# or SIN
- Business License

8.0 Contact Information

Please send quotes and questions to:

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