



NATIONAL ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

The attached document contains the Grant Narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Be aware that minor changes may have been made to the plan of work and other portions of the proposed project in response to comments made during the review process. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations.

Prospective applicants should consult the NHPRC's application guidelines at <https://www.archives.gov/nhprc/apply> for instructions. Applicants are also strongly encouraged to consult with the NHPRC staff member listed in the grant announcement well before a grant deadline. Prospective applicants are also strongly encouraged to submit a draft application by the deadline listed in the grant announcement.

The Commission welcomes collaborations that target institutional advancement for small and underserved local archives and repositories, **especially those with collections that focus on the voices and perspectives of Black, Indigenous, and People of Color.**

Project Title: Our Family Treasures

Institution: Museum of Chinese in America

Project Director: Yue Ma

Grant Program: Public Engagement with Historical Records

Project Narrative

Overview

The Museum of Chinese in America (MOCA) respectfully requests a one-year grant of \$50,000 to sustain *Our Family Treasures* initiative. *Our Family Treasures* enables the museum to continue its community history documentation and digitization efforts, providing members of the public the opportunity to:

- Learn how to identify, preserve and digitize their family photographs and heirlooms, including oral histories from professional conservators and museum specialists.
- Gain the skills necessary to document, preserve and interpret community history and experience.
- Reflect, share, engage, and connect with their family and other members of the community and the public at large, serving as a positive platform for intergenerational experience.
- Discover the intrinsic value and cultural significance of their own family objects and memories.
- Enhance knowledge of local community and its assets, both historical and contemporary.
- Embed personal and familial histories within the greater American narrative.
- Learn the ways in which historical knowledge of a community can be applied towards the future development of the community.

From its inception, the Museum's collections grew from ongoing dialogues with constituents—the very sources of Chinese American history and culture, and continues to rely on the community help document the experience of Chinese in America. MOCA's collections document an immigrant community that arrived in the Americas with few possessions. After 38 years of collecting artifacts, archival and library materials, MOCA's archives and collections represent an important national assemblage of materials documenting Chinese life in America. Together, these collections encompass the stories of many generations of varied communities in the New York area and across the country that have become home to both new immigrants and long-established, multi-generational families, and they are instrumental to both the telling and sharing of the narratives of diverse Chinese American communities. Currently, MOCA Collections and Research Center holds 65,000+ artifacts, photos,

memorabilia, documents and oral histories. It has grown to include more contemporary items that document the living history and changing profile of Chinese America.

Through *Our Family Treasures* initiative, community members will walk away with awareness and appreciation of what they have, how they can protect and preserve heirlooms for their families in years to come, a digitized copy for posterity, and the larger understanding that their objects are part and parcel of the diverse stories of America. The programs and events will be both practical and thought provoking. For example, workshops for handling and preserving paper documents and photographs to better protect them from the natural wear of time and presentations from guest speakers and community members sharing their identity formations and family journeys. They will also encourage attendees to think about the future of their objects and to assess these objects' place and meaning within their personal, family, and community histories. Sessions will strive to make family heirlooms more than a disparate jumble of items tucked away in attics, closets, and basements, and will instead help attendees fashion meaningful narratives from their objects and their objects' collective stories.

Since the Museum's founding, community and museum members have often approached museum and collection staff about ways to store, preserve, and share family objects and stories. From important occasions to deeply personal events, such as the closing of a family business, the death of a loved one, or even when one enters the process of aging, individuals and families often see MOCA as a resource and space to continue their family history and cultural heritage. Additionally, there is great potential to expand MOCA's current collection to better reflect these narratives, as well as the nation's new wave of immigrants, creating more opportunities for relevant and informed dialogue, research, programs, and exhibitions that effectively capture the diversity of the lived American experience. Digitization efforts also provide an opportunity for community members to share their personal collections, yet still keep the original artifact, giving them more of an incentive to participate.

Thus, in response to the ongoing needs of the community and addressing the gaps in our collection, MOCA developed and piloted its first *Our Family Treasures Day* on March 28, 2015. The program consisted of extensive community engagement and outreach, hands-on educational workshops, and presentations on conducting oral histories and preserving family heirlooms, photographs, and digital memories. The post-program survey results indicated the program's relevance and potential to meet significant needs of the community. With a 100% positive response for the overall quality of the program, 93% of the participants said they gained new knowledge from the program, including the importance and process of preservation as well as particular techniques demonstrated by the conservators. The majority of the participants also indicated that they wished to learn more about the preservation and digitization of photographs, oral histories, and genealogy. The feedback gained through the surveys and observations not only reaffirms the purpose of the program, but also informs how we design and develop the proposed project.

As a repository of collective memories and cultural artifacts, and a site of accessing and interpreting Chinese American historical records, *Our Family Treasures* can become an effective catalyst for cross-cultural and inter-generational dialogue. It is our philosophy that all the history we learn from the community, once analyzed and organized, must be brought back to help educate and improve it. *Our Family Treasures* enables MOCA to sustain this process of gathering, developing, and giving back what we learn from the community to pass on the rich heritage from those who shared in the making of this history to those who will be shaping the future.

Project Programs

Our Family Treasures has the following components: 1) Preserving Heritage Materials Workshops that will teach participants specific conservation/preservation methods for various types of artifacts; 2)

Digitization and Consultation Sessions, at which community members may bring their family heirlooms to our Learning Center for on-site digitization and preservation consultation; and 3) Our Family Treasures Day, a day-long community sharing event with hands-on educational workshops, and presentations on conducting oral histories and preserving family heirlooms, photographs, and digital memories. MOCA will continue our partnerships with the Queens Library, Big Brothers, Big Sisters, the Teen Resource Center at the Charles B. Wang Community Health Center, the National Archives and Records Administration, and the NYC Municipal Archives, who have led workshops, helped structure the content of our programs, and expanded our outreach efforts.

1) Preserving Heritage Materials Workshops

In response to the feedback received from participants of the 2016 Family Treasures program, MOCA has identified a need to hold additional workshops on how to preserve heritage materials. As part of MOCA's ongoing public programs series, the museum will offer the following in-depth workshops: How to Preserve Photographs; How to Preserve Textiles and Objects; and How to Record, Save, and Share Family Stories. Each workshop, led by an expert, will include a presentation, demonstration, and hands-on learning activities, with ample opportunity for one-on-one engagement with museum and archives professionals.

2) Digitization and Consultation Sessions

In recognition of a demand for increased opportunities to interact with the museum's staff to help contextualize individual families' digitized heritage materials within Chinese American and American history, MOCA will make the digitization efforts more meaningful for participants by providing them with the opportunity to sign up for one-on-one hour-long digitization and consultation sessions with MOCA's staff. These sessions will be scheduled and open for reservation via the museum's website one day a month for 12 months. They will provide a sustained platform

for community members to gather, document, and share their community and family stories. MOCA staff will conduct short interviews with participants at each of these digitization sessions to supplement the new archival material with historical and personal context.

3) Our Family Treasures Day

Our Family Treasures Day will be held on a weekend in May from 12pm-5pm. Participants will be invited to bring up to three personal items for a 30-minute digitization and consultation session. Throughout the day of the event, MOCA will hold presentations and workshops, including those tailored towards families that expand the participants' knowledge of Chinese American history and provide them with the tools to research and preserve their family history. By providing historical context, MOCA will deepen participants' understanding of what their family experienced and enrich our connection to those who came before us. Presentations and workshops will include

Telling Textiles: Participants will examine period dresses from MOCA's teaching collection and learn how textiles reveal an individual's past experiences. They will then learn how to properly handle and care for family textiles and reflect on their significance.

Digital Archiving with the Queens Memory Project: Are digital documents permanent? Is Facebook forever? With this program, visitors will master how to store, manage, display, and digitize their photographs. The workshop will be led by the Queens Memory Project, a joint project between the Queens Public Library and Queens College.

Preserving Family Papers: Report cards, newspapers, awards, birth certificates, greeting cards, recipes, and ticket stubs can all tell significant stories about you and your family. Visitors will discover the intrinsic value of their own family papers and learn the basics of paper preservation and conservation, including how to prevent deterioration so that their stories can be kept alive for future generations.

Researching My Family History: Getting Started: Designed for those who have little or no experience in researching family history, this workshop will provide readily available resources, tools, and strategies for getting started on researching visitors' Chinese American family roots. Participants will also learn basic techniques and approaches for conducting interviews and strategies for encouraging story-sharing from all ages.

Picture This! Photo Care for Posterity: Baby pictures, school portraits, vacation snapshots, and other personal photos document vital family and community histories. Participants will learn tips and methods for caring for treasured photographs from across the ages. They will become familiar with how to store, handle, and display their photographs, while keeping them in tiptop shape. There will also be an emphasis on digital preservation as more and more information is stored electronically and memories are captured digitally. Strategies for writing descriptions and for organizing materials, e.g., chronologically, thematic, associative, will be considered.

Saving Stories through Oral Histories: Family stories are most powerful when told from one family member or friend to another. In this workshop, participants will find out how to capture and share their own family stories by investigating the qualities of a great question and how to break the ice by testing them out with a digital recorder.

Treasures + Troves: Proper Packing and Storage: Storage is an issue every New Yorker understands. In this workshop, participants will learn new ways to pack and store their items so they endure the test of time. This hands-on workshop will provide visitors with the opportunity to pack and store objects and documents using archival materials.

Memory Circles: In partnership with the New York Public Library's (NYPL) Community Oral History Projects, these facilitated memory circles are recorded group oral histories where participants can share their recollections on a relevant theme, i.e., family recipes, old Chinatown,

Chinese American identities and belonging. The *Our Family Treasures* memory circle will gather residents together in community storytelling, the results of which will be shared publicly on NYPL's website and MOCA's forthcoming Oral History Metadata Synchronizer (OHMS) website. OHMS is a dynamic online system with advanced, multi-lingual search capabilities, which can help community members and researchers locate particular sections of an oral history without listening to the entire recording.

MOCA Collection Highlights: Visitors will explore highlights from some of MOCA's most beloved family and neighborhood collections and then browse our Collections Online to view other artifacts, photographs, books, and documents housed at our Collections and Research Center at 70 Mulberry Street.

By hosting these archival workshops and facilitating open conversations about the importance of preserving family histories, MOCA aims to build awareness among the general public of the value of their contributions to MOCA's Collections and to the museum in general. As museums and preservation work become increasingly professionalized, we seek to open our Collections accession, storage, and recordings processes so that members of the community are confident using archival material to follow their own historical interests. By expanding the accessibility of our Collections, a larger section of the general public will be able to explore how history is remembered and discussed, and in turn to examine critically how their own stories will contribute to shaping historical records and materials for future researchers.

Through sharing with our public the artifacts in MOCA's Collections and working to educate as broad an audience as possible about archival processes, *Our Family Treasures* will act as a gateway for visitors to form their own historical inquiries and further explore MOCA's Collections, cultivating a

broader public interest in historical records and commitment to learning and engagement with the humanities. *Our Family Treasures* contributes to MOCA's institutional philosophy of gathering, developing, and giving back what we learn from the community and passing on the rich heritage from those who shared in the making of this history to those who will be shaping the future.

Plan of Work

Development & Planning: From July 2018, MOCA staff will develop collaborative, outcome-based program plans for each event. This will include crafting an outreach plan and developing community partnerships. Staff will develop a schedule of events and confirm equipment and supplies to be purchased, and also research and develop workshop and program materials and guides.

Marketing & Evaluation: From July to August 2018, MOCA programming staff will work with the Education and Collections Departments to design and produce marketing materials, including social media campaigns. MOCA will reach out to local publications, organizations, community centers, and schools to promote *Our Family Treasures* programs and launch a marketing campaign for upcoming events. Staff will also develop an evaluation plan to measure outcomes for each program.

Programming: From August 2018 to July 2019, MOCA will begin hosting Digitization and Consultation Sessions and Preservation Skills workshops. Over the twelve month grant period, MOCA will host 12 Digitization Sessions and 5 Preservation Skills workshops. MOCA will follow up with participants to conduct a post-event evaluation of each event.

Our Family Treasures Day: In May 2019, MOCA will host the day-long event that brings together all community partners, scholars, preservationists, museum professionals, and participants to discuss and reflect on the year's activities. Museum staff will design workshops and events based on the year's

programming, and offer all participants an opportunity to direct their preservation-related inquiries to the MOCA team and other professionals on hand. Prior to the day, MOCA will develop program materials in response to the feedback from earlier programs so that participants may have a quick reference guide to at-home preservation methods and best practices.

Project Evaluation: Beginning June to July 2019, MOCA will compile and analyze our feedback forms, solicit comprehensive evaluations from consultants and community partners, and author a report on the overall impact of *Our Family Treasures*.

Project Products

Our Family Treasures Day will coincide with Asian Pacific American Heritage Month in May 2019. The day-long community sharing event will include educational workshop, one-on-one consultations, and digitization stations that allow participants to learn and identify items of historical and cultural significance from their family and the community.

Through the Digitization and Consulting Sessions, MOCA's Collections & Research Center will provide free and open digital access to all artifacts recorded during the program. Online access will not only aid researchers and scholars outside of the New York area, but also will allow family members across the world and of future generations to access records of their family history.

The range of items and format to be digitized include: 3-D artifacts and ephemera; photographs; paper documentations; and audio/video files. We aim to gather content on Chinese life in America from individuals; families; businesses; and organizations, such as family associations, professional associations, Chinese churches, and Chinese schools. Standards and procedures include the following:

Digital Scanning

One workstation is connected to one scanner and one converter, and used as needed one at a time. If the scan size is larger than 8"x10", the resolution is 300 dpi; if the size is lower than 8"x10", but larger than 2"x 2", the resolution is 600 dpi; if the scan size is lower than 2"x 2", the resolution is 1200 dpi. All scanned images will be saved in the TIFF format and any digital image will be set at the camera's maximum quality. Master images will be adjusted to low resolution images, 96 dpi, and the longer dimension (either length or width) to 500 pixels, using Photoshop to ensure the best presentation on screen, save memory space, and increase navigation speed for web presentations. MOCA will save one copy of the image on both external drives and a second copy on a DVD for each event as a master image. Each attendee will receive a copy of the images on a DVD.

Collecting Metadata

Each attendee will be asked to fill out an object questionnaire to provide background information or to be interviewed by the staff member at the digitization station to obtain sufficient information to catalog the object in the museum collection.

Cataloging

The Collections staff will create records in the Past Perfect/Archives Space database system for each individual attendee, and publish records online via Past Perfect Online or Archives Finding Aids online. This will meet the museum collections description standard or archival description standard. These records will also be available online for public access. After digitization, the Collections staff will pack the objects using archival materials. MOCA has created its own Collections Policy and Collections Processing Handbook that we will follow, and the collections went through a CAP (Conservation Assessment Program) assessment, and came up with an assessment report in 2012.

MOCA will also ask attendees to complete and sign a consent form that transfers the rights to the museum by granting MOCA the permission to use attendee's name, story, to take and publish photos, videotapes or motion pictures of him/her or which include his/her voice, in any media for any legitimate purposes related to the event; release all rights to such photographs, videotapes, motion pictures and recordings.

The attendee will also transfer full and absolute ownership of all right, title and interest, including any and all rights of copyright that the Donor may hold in the digital surrogate of the originals (including but not limited to JPG, BMP, TIFF, and PDF files) that MOCA created, to the Museum, its successors, licensees and assignees. The attendee authorizes the Museum on an unrestricted basis to reproduce, prepare derivative works of, display, and distribute the digital files(s) and any derivatives in any medium for exhibition, scholarship, publicity, promotional, informational, programming, educational, archival or other Museum purposes, including without limitation use in exhibits, displays, catalogues and brochures.

Personnel Qualifications

Beatrice Chen is MOCA's Vice President for Programs and Museum Experience. She develops and produces public programs, including planning and implementing interdisciplinary projects such as digital MOCA and community oral histories. Chen has previously worked at the New York Public Library and WNET, coordinating education initiatives, editing and producing digital content, and developing archival procedures. She has a B.A. in History and International Studies from Yale University, a Master in Education from Harvard University, and a Master in City Planning from MIT.

Yue Ma, Director of Collections, has been with MOCA for nine years, and is in charge of the museum collections, library, and archives, which are located at 70 Mulberry Street. She oversees daily acquisition, preservation, digitization, research, and online projects. Prior to MOCA, Ma served as a

Digital Project Manager and an Associate Research Archivist at the Shenzhen City Archives and interned at the City of Toronto Archives. Educated globally, she received a B.Sc. from Jilin University and a M.B.A. from Xiamen University respectively, and a M.A. in Photographic Preservation and Collections Management from a joint program at Ryerson University and George Eastman House.

Kevin Chu, the Research Manager of the museum collections, library, and archives, has been with MOCA for four years. Aside from researching and writing about the collections—his most recent article, “Emile Bocian: Photojournalist for The China Post, NYC,” was published in the *CUNY Forum*—Kevin assists the Director of Collections in supervising interns on archival digitization projects.

Lauren Nechamkin, MOCA’s Assistant Director of Education, has been with MOCA for five years and oversees the Education Department, including the museum educators, family programming and development, and partnerships with local schools and neighborhood organizations. Prior to MOCA, Nechamkin worked in the education departments at StoryCorps and the New York Hall of Science, and as a student teacher at both the middle and high school levels. She holds a B.S. in Social Studies Education from New York University.

Molly Gibson works as MOCA’s Education Coordinator, assisting in developing interpretative materials for museum-based learning aimed at diverse audiences. She also develops content for professional development workshops for teachers and assists with evaluating MOCA’s education programs, including interpreting statistics and data analysis. Gibson holds an A.B. in Comparative Literature with a Certificate in African American Studies from Princeton University.

Rachel Stewart is MOCA’s Grants Writer & Program Coordinator. She maintains grant submission and report schedules, conducts basis research for potential funding sources, and assists in writing and submitting grant proposals and reports. She also assists with planning, outreach, and development of the Museum’s public programs and marketing materials. Stewart has a B.A. in History and International

Relations from the University of Pennsylvania and a M.Phil. in World History from Cambridge University.

Performance Objectives

- *Our Family Treasures* initiative will directly serve 250 participants
- Participants will demonstrate increased knowledge of archival and preservation techniques
- Participants will become familiar with MOCA's archives and collections and how it relates to the community's history
- Participants will increase their contextual historical understanding of the artifacts and papers in their family collection.

Narrative Description

Project Activities and Audience

The NEH's grant support of \$12,000 enabled the Museum of Chinese in America (MOCA) to develop and host a series of educational preservation, heritage, and storytelling themed public programs, largely in response to feedback from community members who were interested in how they could effectively store, preserve, and share family objects and stories.

Programs entailed extensive community engagement and consisted of hands-on educational workshops and presentations from guest speakers who reflected deeply on their identity formations and family journeys. All programs aimed to better capture the diversity of the lived American experience. On-site events included the daylong *Our Family Treasures* event; a pre-event *Family Treasures* teen workshop; the *Ging Hawk Club: The Social Networks of 2nd Gen Chinese American Women* (a reunion event); and *Family, Food, and Place: A Memoir Writing Workshop with Ava Chin*. Off-site events at numerous branches of the Queens Library included: the *Living Memory: The Culture and Heritage of Chinese New Yorkers* launch event, *Uncovering My Chinese American Family Story* with Amy Chin, and a screening of Alvin Tsang's *Reunification*.

The series launched with a kick-off event *Living Memory: The Culture and Heritage of Chinese New Yorkers* at the Queens Library Central Library. Queens Memory Director Natalie Milbrodt conducted a live oral history interview with Chinese-born Queens resident and contemporary artist, Zhang Hongtu, who shared his personal reflections on the experience of leaving one home and finding another. Beatrice Chen, VP of Programs at MOCA, moderated a panel on the shifting identity of the Chinese community in New York City with notable members of the Chinese community, including *The New Yorker* staff writer Jiayang Fan, New York City Councilman Peter Koo, and chef/cookbook author Kian Lam Kho.

The series continued with a teen workshop, building up to the main event, *Our Family Treasures*. The teen workshop revolved around investigating a family object, learning some basics behind how best to preserve it, and digging into the stories behind it to learn what more it has to share about their larger family history. Several teens used the skills they learned as volunteers on MOCA's *Our Family Treasures* day. Due to scheduling on the teens' end, it was decided that a longer one-day workshop would better suit teens' needs than shorter workshops split over many days. This was a decision made mutually by MOCA and MOCA community partners (Big Brothers, Big Sisters and the Teen Resource Center at the Charles B. Wang Community Health Center).

MOCA's *Our Family Treasures* was a daylong event for attendees to learn best practices for preserving and digitizing personal artifacts, and to participate in workshops on Chinese American history and methods for researching their family heritage. The day comprised family history consultations with Amy Chin; two digitization stations; a talk from the National Archives and Records Administration (NARA) on how to use their resources to uncover pieces of their family stories; and interactive, drop-in learning stations staffed by professional conservators, student conservators, and other museum professionals. Learning stations included:

Telling Textiles - Examine period dresses from MOCA's teaching collection and learn how textiles reveal an individual's past and experiences. Learn proper handling and care of your family textiles, and reflect on their significance.

Digital Archiving with the Queens Memory Project - Are digital documents permanent? Is Facebook forever? Master how to store, manage, display, and digitize your photographs. Join the Queens Memory Project to learn how to preserve and organize your digital memories!

Preserving Family Papers - Report cards, newspapers, awards, birth certificates, greeting cards, recipes, and ticket stubs can all tell significant stories about you and your family. Discover the intrinsic value of your own family papers and get exposed to the basics of paper preservation and conservation. Learn how to prevent deterioration and keep your stories alive for generations!

Saving Stories: Oral Histories! - Family stories are most powerful when told from one family member or friend to another. Find out how to capture and share your own family stories. Investigate qualities of a great question and break the ice by testing them out with a digital recorder. Then blast into the past as you listen to engaging oral histories from MOCA's collection in a cool 1970s phone booth!

Treasures + Troves: Proper Packing and Storage - Storage is an issue every New Yorker understands. Discover new ways to pack and store your items so they endure the test of time. This station contains a variety of sample artifacts and storage materials for hands-on learning.

Picture This! Photo Care and Storage Solutions - Baby pictures, school portraits, vacation snapshots, and other personal photos document vital family and community histories. Learn tips and methods for caring for your treasured photographs from across the ages. Master how to store, handle, and display your photographs, while keeping them in tiptop shape.

MOCA Collection Highlights - Explore highlights from MOCA's most recently acquired family and neighborhood collections, and browse our extensive Collections Online!

MOCA also provided digitization opportunities at our regularly scheduled public programs, which spotlighted first-person stories by authors, filmmakers, historians, and community members presenting behind-the-scenes perspectives into how they have researched their own family histories. Digital images and object stories are accessible on MOCA's [Collections Online](#), an online repository hosted by the museum, via two collection management systems: PastPerfect Online for object catalogs and ArchivesSpace for collection finding aids. Overall, the aim of the project was to highlight the untold stories and living histories of Chinese immigrant communities in New York City.

58 participants, including seniors, adults, youth, and children from the tri-state area, attended the *Our Family Treasures* event. The accompanying youth workshop reached 20 teens from the five boroughs, in addition to accompanying guardians through engagement with Big Brothers, Big Sisters and the Teen Resource Center at the Charles B. Wang Community Health Center. 20 seniors from around New York attended the Ging Hawk Club reunion, where they shared their memories and stories about growing up Chinese American and female in the 1930s and the impact of New York's Ging Hawk Club on their lives and the community. Over 120 people

attended the series kick-off event, *Living Memory: The Culture and Heritage of Chinese New Yorkers. Uncovering My Chinese American Family Story* with Amy Chin drew 25 people while each of the two film screenings, Alvin Tsang's *Reunification* and Danielle Chang's *Lucky Chow*, had an attendance of 60.

Accomplishments, Evaluation, Continuation of the Project, and Long Term Impact

MOCA feels confident in having met four of its primary participant goals: to learn how to identify, preserve, and digitize their family photographs and heirlooms; to gain the skills necessary to document, preserve and interpret community history and experience; to reflect, share, engage and connect with their family and other members of the community; and to discover the intrinsic value and cultural significance of their own family objects and memories. Taken together, participant feedback and encouraging commentary from volunteers, staff, and community partners suggest success in these areas.

On the day of the event, MOCA staff collected paper surveys from participants to assess what they found most and least beneficial, as well as what they would like to see at future events of this kind. MOCA staff planned the event with the prior year's survey feedback in mind, amending the schedule to include more targeted programming.

An analysis of the surveys collected shows that:

- 100% of participants said the program provided new knowledge.
- 90% of visitors surveyed expressed that the program strongly encouraged them to record and preserve family history. (10% said encouraged.)
- 90% of visitors surveyed wrote that the overall quality of the program was excellent. (10% said very good.)

Survey comments were overwhelmingly positive:

- "The program was great and the staff were very knowledgeable."
- "This place is awesome."
- "[The program] enhanced my fascination with how Chinese genealogy is captured."
- "All fab- group was impressed. Didn't realize the extent of the program until I arrived."

MOCA plans to build in more feedback opportunities for volunteers and employees in future iterations of the program. We did not formally capture thoughts from most staff during the first two years of the program and feel it would greatly benefit forthcoming programming.

We did follow up with family genealogist Amy Chin, who shared some qualitative highlights from her individualized 15-minute consultations, part of the "Starting Your Search" sessions:

- "Looking over her binder of old letters and documents, I showed one woman how she could use that information to get 3rd party sources to corroborate, interpret and supplement the details of her family's story. She didn't know American archives would have information on her Chinese ancestors."

We looked up her father's name on Ancestry.com and immediately found his WWII draft registration card."

- "One woman said Red Guards forced her now 96 year old sister to rip up and burn the family's genealogy book in the Cultural Revolution so she is searching for a duplicate copy or partial copy if one exists. I directed her to the 2 libraries of Chinese family genealogy books."
- "A family of 5 sat down together – their family matriarch recently passed away so they wanted to learn how to preserve family history for future generations. We discussed some first steps and in my 1967 Chinese Laundry Alliance Directory we were delighted to find an ad for the family's old wet wash business in the Bronx – they snapped a photo of it."
- "A couple confessed that they don't know the name of their home village in China since the family has been in Hong Kong for many generations and everyone has forgotten. We discussed looking at the headstones of various relatives, the Roots village database and siyigenealogy.com."
- "A young woman just starting her family research wondered about how to get reluctant elders to talk. We discussed using old photographs as springboards for discussion and I gave her an example from my family – and we both started to tear up and hugged each other when we said goodbye."

After the full day *Family Treasures* program, two families approached us about sharing their collections:

- We received a 40 page photo album containing images of Ernest Eng from his son Steven Eng to digitize. Steven brought the album all the way up to Manhattan from Virginia, where he lives. Ernest K. H. Eng was born in Norfolk, VA in 1920 and died June 29, 2010. He was drafted into the U.S. Army during World War II and also served during the Korean Conflict. During his distinguished military career, he served as an Aide-de-Camp to several General Officers, most notably Gen. George C. Marshall, who was the ranking U.S. military representative in negotiations between the Chinese Nationalist and Communist parties after WWII. Mr. Eng was a guest at the White House and was honored in 1999 by President Clinton. The album includes images of Captain Eng's tour in China with General George Catlett Marshall and other political figures of China, such as Zhou Enlai and Chiang Kai-shek; wedding pictures; and family photos after returning to America. There are also notes and newspaper clippings attached to album pages, some loose images, and an urgent incoming radio message document. Additionally, we digitized three letters from General Marshall to Major Ernest Eng in 1953 and 1955 respectively, as well as a film premiere program brochure. The family kept the original album, but provided us with the rights to use the digital images and share them with students, educators, and researchers via our Collections Online portal. The Ernest Eng Collection has been put online, in both our [ArchivesSpace](#) and [PastPerfect](#) systems.
- During the work with Steven Eng, Jane Moy, Steven Eng's cousin, learned about his donation and the importance of the originals to our archives. As a result, she decided to donate some of her family materials to our museum. In return, we provided her with high-resolution copies of the materials.

In order to complete digitization during *Our Family Treasures* day and accompanying events, we purchased an Epson E11000XL-PH Photo Scanner, which offers everything required for professional-quality tabloid size scanning. In accordance with our digitization standards, we scanned images equal to or greater than 5" x 7" at

300 dpi, those between the size of a 135 negative and 5" x 7" at 600 dpi, and images the size of a 135mm negatives at 1200 dpi. All master images were saved as TIFF files.

In the original proposal, we planned to accession digital items and stories collected during the program into our previous Mapping Our Heritage system; however, we ended up putting the collective new acquisitions into our more comprehensive collections online systems, PastPerfect Online and ArchivesSpace. Our Mapping Our Heritage system is a separate system, not connected to any of our collections databases, so we decided to put new digital acquisitions in our current collections management system to maintain the integrity of our collection catalogs.

We were not able to collect digital collections during the program due to the trepidation of attendees, but we did get several unique collections from attendees after the event. We learned that people need time to think about donating digital assets to the museum, as well as to decide whether they wanted their family stories to be freely accessed by students and researchers. Most participants had a desire to learn how to digitize their family photos, letters, and documents, but were not ready to donate digital assets on the same day. We helped three families digitize and pack their family artifacts. They were all given a DVD containing their digitized images so they would be able to reduce handling the originals.

With regards to long term impact, *Our Family Treasures* allowed MOCA to establish and renew relationships with local and national organization aligned with our mission. MOCA renewed engagement with the National Archives and Record Administration (NARA), with whom we continued to work during our NEH Summer Institute on Chinese Exclusion and our weekend-long Chinese American Genealogy Conference in the fall. At *Our Family Treasures*, an Archives Specialist from NARA led a workshop on how to search for ancestral information by exploring Chinese Exclusion Act Case Files, passenger arrival records, naturalization records, and documents from the "Confession Program," all housed at local branches of NARA. The nearest branch of NARA is just four subway stops away from the museum, making family research at both MOCA's Collections and NARA feasible in a small quantity of time.

MOCA also partnered with Queens Memory, which is itself a program supported by both the Queens Library and Queens College, CUNY. Queens Memory was designed to collect stories, images and other evidence of life in the borough of Queens. In addition to collecting oral histories, Queens Memory hosts community scanning events at branch libraries throughout the borough. In a similar manner to *Family Treasures*, participants take home their original material as well as newly created digital files. Items that were digitized during the *Our Family Treasures* event are in MOCA's Collection database and were also given a permanent home in the Archives at Queens Library.

MOCA continued to collaborate with the Queens Library on a project called *Living Memory: The Culture and Heritage of Chinese New Yorkers*, in which MOCA and the Queens Library held a series of programs offering members of the Chinese and Chinese American community opportunities to tell their stories and have them preserved digitally for library and museum archives. These programs allowed MOCA to connect with existing Chinese American communities in Flushing, Elmhurst, and other parts of Queens, audiences whose stories we are always trying to better capture and represent.

Partnerships with NARA, Queens Memory, and Queens Library all contributed to another one of MOCA's program objectives: to enhance knowledge of local community and its assets, both historical and contemporary. With regards to the program's other core objectives, MOCA was perhaps a bit ambitious. *Our Family Treasures* and accompanying programs served as an excellent primer for participants on how to keep precious objects for posterity, pull stories from them, and contemplate their greater meaning. Accompanying programs helped to put participant stories in the context of others with connected or parallel histories. Programming undoubtedly made progress toward MOCA's goals to "embed personal and familial histories within the greater American narrative" and "learn the ways in which historical knowledge of a community can be applied towards the future development of the community," however it is difficult to assess to what degree. These are both long-term goals, which we have and will continue to address in future programming, as they really touch at the core of MOCA's mission. When speaking about the New York Chinatown History Project (what would later become MOCA), co-founder and academic Jack Tchen said, "We cannot improve the present unless we understand the past. Understanding the community's history, then, is not a luxury that should be left to the few who have the time and inclination, it is a necessity for all who wish to move positively into building a decent future. We wanted the New York Chinatown History Project to create a physical and intellectual space for this learning process." *Family Treasures* is part and parcel of NYCHP's, and later MOCA's, charge to do just that. Its roots are deeply intertwined in the museum's founding, thus its organic genesis.

MOCA plans to make *Our Family Treasures* a signature yearly program and the Chinese American Genealogy Conference it inspired a biennial event. *Our Family Treasures* captured a wonderful locally based audience, which we hope to expand in the coming years. The program helped spotlight the MOCA collection and our preservation efforts. It attracted many members of the community that knew of our institution but were unfamiliar with the archives and our preservation efforts. This newfound awareness will help the community trust our institution as a permanent home for their family artifacts. Future partnerships with the New York Public Library and the New York City Municipal Archives will allow us to connect more effectively with the broader public in the tri-state area, while upcoming Chinese American Genealogy Conferences will help us tap into existing nationwide networks of people interested in tracing their family lineage. Both will aid in improving visitor awareness and program visibility.

To further grow the program's exposure, MOCA plans to better utilize social media platforms by posting video content (in addition to images, which we already post) and using QR codes, which, while not widely used in the U.S., are highly prevalent in China and used in applications like WeChat that integrate personal experiences into the mobile landscape.

Work Plan

It will take 1 year to complete the work, from 07/01/2018-07/31/2019

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-2018	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-19
Develop programs and hire consulting scholar (Education, Programs, Collections Staff)	Yellow	Yellow											
Craft marketing, outreach, and community partnerships plans (Education and Programs Staff)	Orange	Orange											
Create workshop guides and program materials (Education, Programs, Collections Staff)	Purple	Purple											
Preserving Heritage Materials Monthly Workshops			Blue		Blue		Blue		Blue		Blue		
Digitization and Consultation Monthly Sessions		Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
Compile and analyze participant and collaborator evaluation/feedback (Education, Programs, Collections Staff)				Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Import and organize digital collections content (Collections and IT Staff)				Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue	Light Blue
Troubleshoot digital archives, online platform, and launch content on digital				Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue
Plan workshops, panels, and programs for Our Family Treasures Day							Light Orange	Light Orange	Light Orange	Light Orange	Light Orange		
Our Family Treasures Capstone Day											Blue		
Follow up with collaborators, community members, workshop												Dark Green	Dark Green