



LITTLE PEOPLE OF AMERICA  
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## Project Summary

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Little People of America (LPA) has been given a grant to create a digital space where LPA members and the general public can explore the history of LPA. We are currently looking for a web development team to help us create a virtual museum of all things related to LPA. This digital museum will include a front-end with curated content based on stories and information pulled from our archives, as well as a searchable database of content, indexed by keywords.

We are looking for a vendor that has experience working with marginalized groups, ideally one that has a basic understanding of the culture of LPA and/or LP experience.

## Organization Background

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Little People of America, Inc., is a national nonprofit organization that provides support and information to people of short stature and their families. Short stature is generally caused by one of more than 300 medical conditions known as dwarfism. LPA welcomes all forms of dwarfism. LPA has more than 7500 members across the United States and internationally. We have 13 districts and 70 chapters.

LPA provides social interaction, parent and peer support, medical support and education, scholarships and grants. Our members range from newborns to senior citizens, both little people and average height. Dwarfism spans all religions, ethnicities, and economic levels. All are welcome!

LPA is dedicated to improving the quality of life for people with dwarfism throughout their lives while celebrating with great pride Little People's contribution to social diversity. LPA strives to bring solutions and global awareness to the prominent issues affecting individuals of short stature and their families.

## Current Inventory

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Our virtual museum will need to include content that will be coming from three different places:

### **10 Terabytes of Videos**

LPA has been working on collecting oral histories from its members. We plan to complete 72 video histories of our members in total, all of which will need to be included on the website, and within the searchable database.



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### **Past-Published Quarterly Magazines**

LPA began publishing a magazine for its membership in 1962, that is now published on a quarterly basis. Past issues of this magazine will need to be included on the website and in the searchable database.

### **Warehoused Information**

LPA's historian maintains an inventory of 220 boxes of material we want to include in the searchable database. About 90 of those boxes are page-based records and other historically relevant information. The digitization process for these documents will begin in late 2024 and should be completed in 2025. The other 130 are boxes of memorabilia – including photographs, slides, audio and video recordings – which should be digitized and available for inclusion in our database by late 2025.

LPA is managing the digitization of these records separately, and will ensure handoff to our chosen vendor of those digitized files we determine to belong within the online database (this will likely be the majority of the total 220 boxes of material).

## **Website Audience**

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LPA is creating this virtual museum primarily for our members. Secondly, we want to be able to share our historical information – and thereby, access to the virtual museum's database – with qualified researchers, who will be credentialed by LPA.

The general public will have access to the curated content on the site, but should be locked out, via login, from the searchable database.

## **Goals and Objectives**

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We want this virtual museum to give our members a better understanding of our history as a community, and as a result, to make them feel proud of all we have accomplished together, as a community, and proud of their place within it.

Members and the general public should be able to navigate through the front-end of this site and learn something more about themselves as they learn more about our community.



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## Functionality Requirements

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### **Branding/Overarching Site Specifications**

This website will exist as an addition to the current LPA website. This digital museum will need to be accessed from the current LPA website but would also have its own URL. It will be critical to maintain a consistent branding between the current website and the museum website, which may involve updates or enhancements to our current website in order to have a more seamless experience for visitors to either site. LPA's current website is managed by LPA's membership database, Personify MemberClicks.

The entire site needs to comply with the latest accessibility and WCAG guidelines.

### **Database Specifications**

The database of this site needs to exist behind a login, to allow only members and qualified, credentialed researchers access to our detailed, un-curated content. The login members use should correspond with their existing LPA membership login. LPA should have a way to grant temporary login credentials to qualified researchers who apply directly to LPA for that access.

The database needs to hold all three types of content, as outlined in the "Current Inventory" section above, and needs to be searchable by indexed keywords.

Once built, LPA will need the ability to add to the database themselves, without professional development help.

Regarding uploading content to the database, LPA would like the ability to:

- Directly upload data, to align with NDSA and OASIS specifications
- Transform files to preservation formats and view without original application
- Add metadata, and use full text search to find items
- Create access copies for the website

### **Front-End Specifications**

The main navigable portion of our virtual museum will contain curated content with stories – to be developed by LPA – related to important and notable portions of our community's history.



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A page with subsets of content separated by type (for example, Members' Video Histories, LPA Todays, etc.) should also be included on this site, and should also exist behind the same login as the database.

Videos will need to be played within the website. A main Video page with thumbnails and short descriptions of each video should exist above secondary pages where individual videos will play, and will need to include video transcripts (LPA has these created and available). LPA will handle indexing each video, but we would like development help to allow the audience to click indexed themes and jump to that portion of the video.

## eCommerce

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There will not be any need for eCommerce functionality on this website, but we may choose to route our audience to LPA's existing donation form on the main website.

## Budget

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Through a generous grant from the Ford Foundation, LPA has the following funds to dedicate to this virtual museum project:

- \$50,000 for the web design and development of our virtual museum
- \$15,000 for a database integration developer
- \$5,000 for website assets and licenses
- \$10,000 for website hosting and storage fees within a three-year period
- \$10,000 for accessibility and WCAG guidelines configuration

## Project Requirements

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This website will need to be created in stages as LPA continues digitizing our records and memorabilia and collecting our members' video histories.

We are ready to build Phase 1 of our virtual museum with all of our past-published LPA Today magazines and 17 members' video histories.

We expect a portion of our records digitization to be complete by September 2024, and LPA will be ready to complete Phase 2 of our site by September of that year, with several more member video histories in-hand by then.



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A Phase 3 will be necessary in 2025, when we expect to have the remainder of our content digitized and/or edited.

## Project Deadline

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We must fulfill the terms of our grant – and complete all three phases of website development of our virtual museum – by February 28, 2026.