

## **Organizational Profile**

The Salamatof Tribe is a federally recognized tribe that currently serves over 540 members and provides tribal governance, social services, and support for the preservation and promotion of Dena'ina cultural heritage and traditions. The principal offices of the Tribe are located on the Kenai Peninsula with headquarters located in Kenai, Alaska.

The purpose of the Salamatof Tribe is to promote pride and self-determination on the part of the sovereign and indigenous peoples of the Salamatof area in their cultural heritage and traditions; to preserve and promote their language, customs, folklore and art; to promote the educational, physical, economic and social well-being of the Native individual, family and community; to prevent and overcome racial prejudice and its inequities; and to restore effective self-government, reminding those who govern and those who are governed of their mutual and joint responsibilities (Salamatof Tribe Constitution and Bylaws, Article 3; Adopted May 21, 2021.)

The Salamatof service area, located in the Kenai Peninsula Borough, is considered rural and includes the communities of Kenai, Soldotna, Kalifornsky, Salamatof, Nikiski, and Sterling, on the Kenai Peninsula in southcentral Alaska. The majority (305) of the Tribe's members live in the communities of Salamatof and Nikiski, within a 25-mile radius of Salamatof Tribal offices in Kenai, Alaska.

The Tribe is committed to preserving and strengthening cultural heritage, empowering the community, and fostering the development of future leaders through the intergenerational transfer of knowledge, skill building programs, and active engagement. Tribal Council, staff, and members support the community by instilling a deep appreciation for ancestral traditions, supporting subsistence practices, providing opportunities for leadership development, economic development, education, community-building initiatives, and advocacy. Current departments and programs administered by the Tribe include Tribal Administration, Social Services, Youth Services, Cultural Services, and Environmental Services.

Cultural Services provides access to information and resources relevant to the needs of the Salamatof community and other Alaska Native community members. The Tribe has two locations for public access to computers with internet access, books, and other archival materials. Tribal headquarters and the Youth Services facility have a combined total of approximately 100 books, oral histories, and other resources related to Alaska and Alaskan Native art, language, customs, history, and culture.

## Narrative

### A. PROJECT JUSTIFICATION

#### Program Goals

The *Salamatof Library Services Enhancement Project* addresses the IMLS Agency-Level Goal 1: Champion Lifelong Learning; Objective 1.1: Advance shared knowledge and learning opportunities for all, and Objective 1.2: Support the training and professional development of the museum and library workforce. The Project addresses Grant Program Goal 3: Enhance the preservation and revitalization of Native American cultures and languages; Objective 3.2: Support the preservation of content of unique and specific value to Native communities, and Objective 3.3: Support the sharing of content within and/or beyond Native communities.

#### Need

Salamatof Tribal services including Administration, Social Services, Youth Services, Cultural Services, and Environmental Services are relatively new. The Tribe received Federal recognition in 1993 but did not begin the process to initiate its tribal government until 2017. Currently, the Tribe's library services include two locations with limited access to computers, books, non-circulating archival materials, special collections, and meeting space. Tribal headquarters and the Youth Services facility have a combined total of approximately 100 books, oral histories, and other resources related to Alaska and Alaskan Native art, language, customs, history, and culture. The collection **needs to be organized, labeled, and preserved for long-term access.**

According to the Salamatof Tribe's 2020 Community Needs Assessment, 36% of respondents were interested in participating in cultural activities, 24% were interested in cultural enrichment, 14% were interested in career and employment skills training, and 14% were interested in college planning and financial aid services. In order to meet the needs of the Salamatof community, the Tribe plans to **increase access to library services** by providing necessary staff, equipment, and resources including computers, internet access, printing/scanning/copying stations, workforce development and job search resources, educational resources, communication resources for remote conferencing, and social service programming.

There has been a prevalent loss of traditional knowledge, skills, and language in the Salamatof Tribe and Dena'ina culture. Many Alaska Native traditions, ways of knowing, and languages have been lost generally due to active suppression of Native culture in Alaskan territorial schools and the loss of elders who were the last generation to speak their language fluently. It is currently estimated that less than 75 people are remaining that speak the Dena'ina language fluently, with one estimate of only five highly proficient speakers (State of Alaska, Alaska Native Language Preservation & Advisory Council, Division of Community and Regional Affairs <https://www.commerce.alaska.gov/web/dcra/AKNativeLanguagePreservationAdvisoryCouncil/Languages.aspx>). With such a small population of fluent speakers, the language is currently in severe danger of being lost. Traditional skills are also in danger of being lost. There is a need for the **preservation and revitalization of threatened cultural knowledge.** Passing information

down through the collection and preservation of oral histories and documenting demonstrations relating to traditional skills will benefit both current and future generations, instilling a deep understanding of Salamatof cultural heritage.

As the library collection and programs grow, there is a **need to evaluate, review, and update library policies and procedures, provide staff professional training, and acquire supplies and equipment necessary to properly grow and manage all aspects of library services.**

### Target Audience

The intended community to benefit from the Project includes staff and members of the Salamatof Tribe, residents of the Kenai Peninsula and the state of Alaska, and researchers from around the world. The Salamatof Tribe provides services to over 540 Tribal members and is committed to the engagement of the community. Programs are actively developed and implemented to serve the needs of community members at Tribal headquarters, Youth Services facility, as well as offsite locations. Youth Services resources are exclusively used for staff, student, and intern use, while resources available at Tribal headquarters are available to Tribal members. Cultural educational events such as the Salamatof Cultural Immersion Camps take place in and around the community.

The Project will benefit Tribal staff through training opportunities and consultation with Library professionals. Supplies and equipment acquired for the Project will allow the Tribe to expand library services to provide improved access to resources and information for patrons and the long-term preservation of collections. Oral histories and documented skill demonstrations collected for the Project will provide essential cultural connection to knowledge held by elders including language preservation and revitalization within the community. Audio/visual interviews and transcribed documents will be accessible by current community members and future researchers.

Currently, library services at Tribal headquarters include access to a small but growing research collection. Patrons have access to a laptop computer with internet and receive assistance with general research, job searches, creating resumes, filling out online forms, email, and social service needs. Tribal Council members and Tribal staff also utilize library resources for research projects including clan research, historical, cultural, and environmental information, and language learning and preservation.

Salamatof Youth Services oversees a vibrant and growing After-School Program and Internship Program designed for students Grade 4 through Grade 12. There are currently 40 enrolled students in the Salamatof After-School Program. Approximately 90% students are Native American/Alaska Native with 35% of participants under 12 years old and 65% of participants between 13-17 years old. The Intern Program currently employs interns ages 16-19 for an eight-week session during the summer months. Both the After-School Program and Intern Program are based out of the Youth Services facility which is located at the Salamatof Duhdeldiht Education Center in Kenai, Alaska. Library services include indoor and outdoor classroom

lessons, access to computers, books, and other informational resources. The indoor classroom space includes a large gathering space for interactive learning experiences. Students gather daily to learn culturally based, traditional skills and values such as hard work, respect, and reverence for elders. Traditional language is incorporated into many of the lessons to ensure the Dena'ina language is valued and preserved. The Internship Program provides youth with work projects designed to develop job skills, environmental stewardship, cultural appreciation, and civic responsibility. Each summer, youth participate in service and research projects throughout the community which include building and repairing trails, preserving, maintaining, and enhancing natural resources, improving cultural and historical resources, and conducting oral history interviews. Youth receive cultural education as well as resources and training for resume writing and job search strategies. The program fills quickly with more applicants than there are internship positions, and has far-reaching and long-term benefits to youth and the community.

#### Long-term Beneficiaries

Salamatof family lineages have occupied the southcentral Alaska region for centuries. There are currently over 540 Salamatof Tribal members who will directly benefit from the Project as well as Tribal staff and the public. Professional training, planning, and preservation efforts, and improved access to information and resources will fill gaps in library services and culturally relevant information long term. The preservation of culture and heritage will provide valuable insight into cultural practices, skills, traditions, and beliefs which have been key to survival in the harsh Alaskan climate and overall health and well-being of the community. This indigenous knowledge is invaluable and can also be applied to current and future global issues, resilience, and advocacy efforts.

### **B. PROJECT WORK PLAN**

#### Activities

Salamatof Tribal staff recognizes that establishing and developing a tribal library takes dedication, community involvement, extensive planning, and specialized knowledge. In year one of the Project, Salamatof will contract a professional library consultant to evaluate current services, and make recommendations for the development and enhancement of library services. Specifically, the consultant will recommend strategies for workflows, policies, procedures, collections management, needs assessments, and the integration of technology. Tribal staff will attend the IMLS grant award training and will participate in at least one professional library conference or training each year of the Project. Trainings may include the Alaska Library Association Conference, American Library Association Annual Conference, or the Association of Tribal Archives, Libraries, & Museums International Conference. Policies and procedures will be updated with recommendations by the consultant to guide collection, cataloging, and preservation methods for materials and digital assets.

Recommended supplies and technology hardware will be purchased to enhance library services by year two. Remote conferencing equipment including a camera, microphone, speaker, and projector will be purchased and installed for use by library staff and the public. Two computer

workstations will be set up by Tribal IT Department staff with internet access, headphones, printer, and scanner. Archival supplies and shelving will be purchased to properly store collections. A collections management software system will be purchased to catalog collections. Oral history collection equipment will be purchased including an audio recorder with case, digital camcorder with case, tripod, and a digital camera.

Staff will train student interns to conduct oral history interviews by summer 2025, and again in summer 2026. The goal is to complete ten oral histories or traditional skills demonstrations over the course of two years both onsite at Tribal headquarters and at locations throughout the community. Interviews will include a pre-determined set of questions developed by staff with basic background questions as well as individualized questions relevant to the narrator's area of expertise. Staff will also develop, distribute, and collect participant feedback surveys for staff, interns, narrators, and patrons each year of the Project. Staff will update deed of gift forms and release agreements for the oral history program as needed. A transcription service will be hired to transcribe the interviews which are anticipated to be one to two hours in length. Audio files of the interviews will be sent to the transcription service to transcribe and return a draft. The draft will be reviewed and edited by staff and the narrator for final copy and acquisition into the archives.

Books and other physical items held in the library archives will be labeled, barcoded, and cataloged into the collections management software database. Digital collections such as oral histories, demonstrations, and supplemental documents collected during the project period will also be cataloged into the database by the end of year two. Progress reports will be presented at monthly Tribal Council meetings and Project interim and final reports will be completed according to award requirements.

#### Risk Mitigation

Identified risks to the project include potential changes in staff to oversee the Project, potential difficulty of recruiting interns, and potential difficulty in recruiting community members to share their stories for the oral history program.

Mitigation efforts include an aggressive recruitment and retention effort to hire qualified staff and provide a supportive work culture with competitive pay and benefit package. Current job descriptions and Tribal recruitment strategies are up to date in the event that a position opens.

Interns will be recruited through the established Salamatof Youth Services Internship Program which typically has more applicants than internship opportunities available. The internships will be widely advertised including on the Salamatof Native Association's website and Youth Services Facebook page.

The oral history program will be promoted on social media, online, and through Tribal sponsored events such as the monthly pot-luck style family dinner hosted by Youth Services. Staff will present information and updates about the program to Tribal Council and flyers will be

distributed throughout the community and posted at Tribal headquarters. Oral history narrators will be recommended by staff, Tribal Council, and Tribal members, and actively recruited by the Youth Services Coordinator.

### Project Management

The Project will be managed by Tribal staff including Tribal Executive Officer Eric Morrison, Tribal Operations Director Sonja Barbaza, and Youth Services Program Coordinator Shovaughnna Wilson.

**Tribal Executive Officer Eric Morrison** received a Juris Doctorate in Law from the University of New Mexico in 1979. He has served as the Tribal Executive Officer for the Salamatof Tribe since 2017. As the Executive Officer, Eric supervises Tribal staff and provides planning and oversight for Tribal activities. Eric will oversee and direct all aspects of the Project, advise the Project Management Team, ensure compliance with Tribal policies, and monitor and review all required reports prior to submission.

**Tribal Operations Director Sonja Barbaza** has worked in planning, administration, and social and educational services for the past 15 years. As Salamatof Tribal Operations Director, Sonja is responsible for all aspects of operations and administration including client assessment, advocacy, outreach, program management, and community partnerships. As Project Director, Sonja will oversee Project activities to ensure that the implementation schedule is on track, Project milestones are met, and that all grant requirements are completed. Sonja will present monthly progress reports to Tribal Council and will coordinate Project travel arrangements and the purchase and installation of all library supplies and equipment. She will oversee the development of library policies and procedures and will manage collections databases and cataloging. Sonja will schedule appointments and provide public access to library archives and computers at Tribal headquarters.

**Youth Services Program Coordinator Shovaughnna Wilson** has worked in youth-based programming for over ten years providing supervision and direction based on tribal values in the Kenai community. Shovaughnna is familiar with Alaska Native culture and will oversee library services at the Salamatof Youth Services facility. She will train and supervise interns to conduct oral history interviews, ensure oral history procedures are followed, develop and administer participant feedback surveys, coordinate transcription service, deliver final products to the library archives, and complete progress reports to the Project Director.

### Tribal Resources and Assets

Tribal Executive Officer Eric Morrison will spend an estimated 5% FTE on the Project each year. Tribal operations Director Sonja Barbaza will spend an estimated 10% FTE on the Project each year. Youth Services Program Coordinator Shovaughnna Wilson will spend an estimated 25% FTE on the Project each year. Tribal Council members will serve as advisors to guide all Tribal activities. Monthly progress reports will be presented to Tribal Council for review and recommendations.

### Outside Resources and Partnerships

Library consultant Jennifer Patterson of Jenuine Consulting service will conduct a library services evaluation and make recommendations for strategies and improvements. A comprehensive consulting proposal is attached to this application with options to allow for removal or addition of components if a change of scope is desired. It is anticipated that a portion of the proposal will be completed for the two-year Project. The Alaska State Division of Libraries, Archives, and Museums will serve as a resource for information and guidance for the Project. Tribal staff have reached out to Head of Library Development & Public Library Coordinator Valarie Kingsland, and School & Tribal Library Coordinator Sorrell Goodwin to provide information assistance and Project support.

### General Findings

As outlined in the Salamatof Performance Measurement Plan, monthly Project progress reports will be presented to staff and Salamatof Tribal Council by the Project Director. Progress reports will be submitted by key staff to the Project Director every six months. At the end of year 1, a professional library consultant will submit a final recommendations report to staff and Tribal Council. Staff will collect participant satisfaction surveys from staff, patrons, narrators, interns, and other Project participants each year. The number of patrons served, types of resources used, and number of hours library services were available will be documented monthly and reported by staff to the Project Director and Tribal Council. The number of items processed, labeled, cataloged, and stored in the archive will be documented by staff and reported annually to the Project Director and Tribal Council. The number of interns hired and trained will be recorded by Human Resources Department. The number of interviews/demonstrations conducted and accessioned into the archive will be documented by staff and reported to the Project Director and Tribal Council. An interim and final report will be completed according to grant award requirements.

Digital products created for the library archives include signed release agreements and other pre-interview documentation, audio files, audio/visual files, still image photographs, and transcribed interviews which will be collected, stored, preserved, and accessed according to the Digital Products Plan and archives policies and procedures manual which will be updated by the end of year 2. The Project will be publicized on Salamatof social media such as the Salamatof Youth Services Facebook page <https://www.facebook.com/p/Salamatof-Tribe-Duhdeldiht-Youth-Services-100077674207835/>. The public can request information regarding the Project by contacting Salamatof Tribal Headquarters.

**C. PROJECT RESULTS**

Intended Results

Need	Results
<b>Evaluate current library services</b>	Hire a professional consultant to evaluate current library services and make recommendations in a final document.
<b>Develop and review library policies &amp; procedures</b>	Update library policies and procedures based on recommendations by a professional library consultant.
<b>Provide staff professional training</b>	Staff will attend at least one library services related professional development training or conference each year.
<b>Increase access to resources</b>	<p>Provide two computer workstations for patrons to access the internet, print, copy, and scan documents.</p> <p>Purchase remote conferencing equipment for use by staff and the public to conduct remote meetings.</p> <p>Provide staff, collections, and resources at Tribal headquarters during regular business hours and by appointment.</p>
<b>Increase access to information</b>	<p>Process and catalog collections into a searchable database/collections management software system.</p> <p>Properly store archival materials and digital assets for long-term retrieval.</p>
<b>Preserve cultural knowledge</b>	<p>Hire and train interns to work with elders.</p> <p>Collect oral history interviews and/or skills demonstrations with at least 10 members of the Salamatof community.</p> <p>Transcribe interviews and accession all associated materials into library archives for long-term storage, preservation, and access.</p>



### Increased Knowledge, Skills, and Appreciation

Project results will strengthen the foundation and framework to support all library services impacting staff, Tribal members, students, community members, and the public. Staff will be trained in essential library management techniques and will have the opportunity to network with other professionals from around the nation through conferences and consultations. Community members will learn more about library services through outreach and publicity of programs and will have increased access to resources for personal and professional growth. Youth interns will learn important skills in interview strategies and cultural preservation as well as creating a connection with Tribal members and elders through the transfer of knowledge.

### Resulting Products

Products resulting from the Project include:

1. Consultant evaluation and recommendation report.
2. Two professional development training opportunities for staff.
3. Updated library policies and procedures manual.
4. Two computer workstations (with internet, headphones, scanner, and printer).
5. Owl conference equipment for remote meetings to be used by staff the public.
6. Archival supplies and shelving to properly label, track, and store collections.
7. Oral history hardware to collect audio/visual interviews.
8. Collections management software to organize library materials.
9. Cataloged, organized, and preserved archival collections.
10. Ten oral history interviews added to the library archives.

### Sustainability

The Salamatof Tribe supports the continuous development of library services through dedicated staff, community involvement, and partnerships. Staff will utilize national, state, and local resources such as the Institute of Library and Museum Services, American Library Association, Oral History Association, Alaska Library Association, Association of Tribal Archives, Libraries, & Museums, Alaska State Library, Archives, and Museums Division, Soldotna Public Library, and the Kenai Community Library to learn and emulate best practices.

Staff and Tribal members are committed to the success of the growing program by securing necessary funding, personnel, and expanding the capacity to reach community members with relevant programs and services. A needs survey of Salamatof Tribal members is regularly conducted to prioritize resources and determine approaches to reach the goals of the community. The *Salamatof Library Services Enhancement Project* will lay a foundation for the Tribe to preserve and provide access to culturally and socially significant information, resources, and services to the public indefinitely.

<b>Year 1</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>
Award notification												
Public announcement												
Meet with Project staff to review award and set up accounting												
Attend IMLS grant award training												
Meet with library consultant												
Staff attend library training conference												
Monthly report to Tribal Council												
Begin updating policies and procedures manual												
Update OH forms and list of questions												
Develop staff, intern, and customer feedback surveys												
Purchase supplies and equipment												
Hire/Train interns to conduct OH interviews												
Conduct interviews												
Distribute and collect feedback surveys for Year 1												
Complete interim reporting												
Hire transcription service												
Begin cataloging all library collections												

<b>Year 2</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>Apr-26</b>	<b>May-26</b>	<b>Jun-26</b>	<b>Jul-26</b>	<b>Aug-26</b>	<b>Sep-26</b>
Attend IMLS grant award training												
Staff attend library training conference												
Continue to update policies and procedures manual												
Set up and maintain OWL & public computers												
Monthly report to Tribal Council												
Hire/Train interns to conduct OH interviews												
Conduct interviews												
Distribute and collect feedback surveys for Year 2												
Hire Transcription Service												
Finalize/Accession transcribed interviews												
Catalog library collections												
Complete final reporting												

## Salamatof Tribe Digital Products Plan

Salamatof Library Services is a vital community resource dedicated to collecting, preserving, and providing access to a diverse collection of books, archival research materials, language resources, cultural and artistic materials, and digital resources. The Tribe will use the Federal Agencies Digitization Guidelines Initiative's *Technical Guidelines for Digitizing Cultural Heritage Materials* as a framework for best practices in digitizing content and metadata creation.

### **Type**

In 2024, Tribal staff will hire a professional library consultant to make recommendations on policies and procedures and begin to conduct oral histories with Salamatof members and elders. Equipment suggested by the consultant will be purchased to conduct oral histories in alignment with guidelines published by the Oral History Association. Digital products created for the library archives include signed release agreements and other pre-interview documentation, audio files, audio/visual files, still image photographs, and transcribed interviews. Signed agreements will be scanned and saved as PDF documents. Pre-interview documents will be saved as Microsoft Word documents and PDF documents. Interviews and skills demonstrations will be recorded using both audio/visual and audio-only equipment. Audio-only equipment includes the Zoom H5 Handy Recorder (or similar) which is capable of recording in WAV format up to 24-bit/96kHz and will be duplicated in the MP3 format for access. Audio/visual equipment includes the Canon XA60 Professional UHD 4K Camcorder (or similar) which is capable of recording XF-AVC 4K UHD 160 Mb/s at 30P and Full HD 45 Mb/s at 60p/60i and 30/24p and will be duplicated in the MP4 format for access. In addition to the oral history interview or demonstration, digital still image photographs of the interviewee may be collected in 3:2 RAW format using a Canon Rebel T7 DSLR camera (or similar). The RAW file will be duplicated into TIFF and JPEG file formats for storage and access including thumbnail images for catalog reference and collections management. After the interview is complete, the Tribe will hire a contractor to transcribe the interview. A copy of the audio file will be sent to the transcriptionist to use to create a word-processed document file in Microsoft Word 2010 or newer. After final editing by Tribal staff, the Word document will be saved and copied into PDF format for access. It is anticipated that Dublin Core metadata standard will be used. Metadata to be collected may include creator, contributor, publisher, title, date, language, format, subject, description, identifier, relation, source, type, coverage, and rights.

<b>Digital Product Type</b>	<b>Content</b>	<b>Quantity</b>	<b>Format(s)</b>	<b>Metadata</b>
<b>Donation Agreement and Release Form</b>	Signed Agreement	10	PDF	TBD
<b>Pre-survey Documentation</b>	Correspondence, Informed Consent Form, staff notes	10+	Microsoft Word; PDF	TBD
<b>Audio/visual Interview</b>	Audio/visual interview approximately 1-2 hours in length	7	MP4	TBD
<b>Audio-only Interview</b>	Audio interview approximately 1-2 hours in length	3	WAV; MP3	TBD
<b>Still Image Photographs</b>	Full color digital still image	10	RAW; TIFF; JPEG	TBD
<b>Transcribed Interview</b>	Word processed document transcribed from oral history interview audio file	10	Microsoft Word; PDF	TBD

**Availability**

All digital products will be saved on a computer dedicated to collections storage and backed up on a removable hard drive which will be stored off-site, as well as a cloud-based software. Each interview and associated documentation will be cataloged into a collections management software system such as Past Perfect Museum Software (to be purchased based on recommendations made by a professional library consultant). Interviews will be available for research at Tribal headquarters on a public computer and by appointment for archival access. Supplemental educational outreach products produced using photographs, interviews in their entirety, or excerpts of interviews will be determined. As funding allows, the Tribe hopes to create an edited video and booklet for use in Youth Services lessons, presentation to Tribal Council and members, and an openly available online exhibit highlighting Salamatof history, language, and culture. Additional grant funding will be sought to continue to develop outreach projects to utilize information gathered and preserved in the archives and provide further access and impact.

**Access**

Donation agreements will be completed by both the person being interviewed and by the person who will interview members of the community. The agreements include deeds of gift and will clearly define terms of access, restrictions, copyright, and usage including open-source licenses. Interviewees will have the right to restrict/redact portions of an interview to ensure

their privacy and safety before the interview and transcripts are deposited in the library archives. Sensitive information such as specific locations of culturally important archeological sites, hunting grounds, or harvesting areas may also be restricted or redacted from public access and will be specifically outlined in the donation agreement.

### **Sustainability**

Digital products collected for the library archives will be preserved and made accessible to the public indefinitely. To ensure continued long-term preservation and access to digital archives, the Salamatof Tribe will collect digital assets using the highest quality technology available at the time of collection. Multiple copies of the master file will be created in various formats and hard-copy files will be created and stored when possible. Files will be stored on-site at Tribal headquarters as well as off-site location(s) and cloud-based storage. Files will be monitored and backed up regularly. To ensure the integrity of files, the Tribe will utilize processes for migration of digital materials. Migration will reduce the threat of compromised capability for retrieval, display, or other use of digital assets. The goal of preserving the library's digital archives is to retain the understandability and usability as it relates to content, context, structure, appearance, and functionality over time and continuously changing technologies.