

## Nomination Form Canada Memory of the World Register

### 1.0 Checklist

Nominees may find the following checklist useful before sending the nomination form to the Canadian Commission for UNESCO (CCUNESCO) Secretariat. The information provided in italics on the form is there for guidance only and should be deleted once the sections have been completed.

**Note: If you need help for completing the form, please refer to the guidelines of the Memory of the World Program.**

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|--------------------------|--|
| <input type="checkbox"/> | Summary completed (section 1)  |
| <input type="checkbox"/> | Nomination and contact details completed (section 2)   |
| <input type="checkbox"/> | Declaration of Authority signed and dated (section 2)  |
| <input type="checkbox"/> | If this is a joint nomination, section 2 appropriately modified, and <b>all</b> Declarations of Authority obtained   |
| <input type="checkbox"/> | Document or collection identified (sections 3.1 – 3.3)   |
| <input type="checkbox"/> | History/provenance completed (section 3.4)   |
| <input type="checkbox"/> | Bibliography completed (section 3.5)   |
| <input type="checkbox"/> | Names, qualifications and contact details of up to three independent people or organizations recorded (section 3.6)  |
| <input type="checkbox"/> | Details of owner completed (section 4.1)   |
| <input type="checkbox"/> | Details of custodian – if different from owner – completed (section 4.2)   |
| <input type="checkbox"/> | Details of legal status completed (section 4.3)  |
| <input type="checkbox"/> | Details of accessibility completed (section 4.4)   |
| <input type="checkbox"/> | Details of copyright status completed (section 4.5)  |
| <input type="checkbox"/> | Evidence presented to support fulfilment of the criteria? (sections 5 and 6)   |
| <input type="checkbox"/> | Additional information provided (section 7)  |
| <input type="checkbox"/> | Details of consultation with stakeholders completed (section 8)  |
| <input type="checkbox"/> | Assessment of risk completed (section 9)   |
| <input type="checkbox"/> | Summary of Preservation and Access Management Plan completed. If there is no formal Plan attach details about current and/or planned access, storage and custody arrangements (section 10) |
| <input type="checkbox"/> | Any other information provided – if applicable (section 11)  |
| <input type="checkbox"/> | Suitable reproduction quality photographs identified to illustrate the document or collection. (300dpi, jpg format, full-colour preferred).  |
| <input type="checkbox"/> | Copyright permissions forms signed and attached.   |

**Nomination Form  
Canada Memory of the World Register**

*Title of document or collection being proposed*

**1.0 Summary (max 200 words)**

*Give a brief description of the document or collection being nominated and the reasons for proposing it.*

*This is the “shop window” of your nomination and is best written **last!** It should contain all the essential points you want to make, so that anyone reading it can understand your case even if they do not read the rest of your nomination.*

**2.0 Nominator**

**2.1 Name of nominator (person or organization)**

**2.2 Relationship to the nominated document or collection**

**2.3 Contact person(s) (to provide information on nomination)**

**2.4 Contact details**

<i>Name</i>	<i>Address</i>	
<i>Telephone</i>	<i>Facsimile</i>	<i>Email</i>

**2.5 Declaration of authority**

**I certify that I have the authority to nominate the document or collection described in this document to the Canada Memory of the World Register.**

**Signature**

**Full name (Please PRINT)**

**Institution(s), if appropriate**

**Date**

### **3.0 Identity and description of the document or collection**

#### **3.1 Name and identification details of the items being nominated**

**If inscribed, the exact title and institution(s) to appear on the certificate should be given**

*In this part of the form you must describe the document or collection in sufficient detail to make clear precisely what you are nominating. Any collection must be finite (with beginning and end dates) and closed.*

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#### **3.2 Catalogue or registration details**

*Depending on what is being nominated, appending a catalogue can be a useful way of defining a collection. If this is too bulky or impractical, a comprehensive description accompanied by sample catalogue entries, accession or registration numbers or other ways of defining a collection's size and character can be used.*

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#### **3.3 Visual documentation if appropriate (for example, photographs, or a DVD of the documentary heritage)**

*It is useful to append photographs (or in the case of audiovisual material a CD, DVD, USB key of all or some of the material), where this adds additional information, to help the assessors visualize or listen to the collection or document.*

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#### **3.4 History/provenance**

*Describe what you know of the history of the collection or document. Your knowledge may not be complete, but give the best description you can.*

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#### **3.5 Bibliography**

*A bibliography demonstrates what others have independently said and written about the document or collection you are nominating. It is best if you can cite scholars that are authoritative voices clearly independent from both your own institution and UNESCO/Canadian Commission for UNESCO.*

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#### **3.6 Names, qualifications and contact details of up to three independent people or organizations with expert knowledge about the values and provenance of the document or collection**

Name	Qualifications	Contact details
1.		
2.		
3.		

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*The referees you cite will be asked for their opinions. The Canadian Commission for UNESCO may also contact other authoritative referees so that a good spectrum of opinion is available for assessment purposes.*

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#### **4.0 Legal information**

##### **4.1 Owner of the document or collection (name and contact details)**

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Name	Address
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Telephone	Facsimile	Email
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##### **4.2 Custodian of the document or collection (name and contact details if different from the owner)**

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Name	Address
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Telephone	Facsimile	Email
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##### **4.3 Legal status**

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Provide details of legal and administrative responsibility for the preservation of the document or collection

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##### **4.4 Accessibility**

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Describe how the document (s) / collection may be accessed

All access restrictions should be explicitly stated below:

*Encouraging accessibility is a basic objective of Memory of the World Program. Accordingly, digitization for access purposes is encouraged and you should comment on whether this has been done or is planned. You should also note if there are legal or cultural factors that restrict access.*

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#### 4.5 Copyright status

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Describe the copyright status of the document(s) / collection

*Where copyright status is known, it should be stated. However, the copyright status of a document or collection has **no bearing** on its significance and is not taken into account in determining whether it meets the criteria for inscription.*

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#### 5.0 Assessment of Authenticity and Irreplaceability

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##### 5.1 Authenticity

*Is the document or collection what it appears to be? Have identity and provenance been reliably established?*

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##### 5.2 Irreplaceability

*Is the document or collection unique and irreplaceable? Would its disappearance constitute and harmful impoverishment of the heritage of Canada? Has it created great impact over time and/or within a particular cultural area of Canada? Has it had great influence (positive or negative) on the course of Canadian history?*

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#### 6.0 Specific Criteria to Canada Memory of the World Register

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***Does the proposed document or collection meet at least one of the following criteria?  
Give details of the criteria encountered.***

##### 6.1 Time

*Documentary heritage is of Canadian significance if it is especially evocative of its time (which may have been a time of crisis, or significant social or cultural change). It can reflect in a unique way a period of important change in our history or makes a contribution to our understanding of Canada at a particular time.*

*Questions: Does the document represent a new discovery or is it the “first of its kind?”*

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##### 6.2 Place

*Documentary heritage is of Canadian significance if it contains meaningful information about a locality or region which made an important contribution to Canadian history or culture.*

*Questions: For example, was the location or region itself an important influence on the events or phenomena represented by the document? Does it describe physical environments, cities or institutions that have since vanished?*

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##### 6.3 People and Society

*Documentary heritage is of Canadian significance if it has a special association with the life or works of a person, people, community or society who have made a meaningful contribution to Canadian history or culture.*

*Questions: Does the cultural context of the document heritage's creation reflect significant aspects of human behaviour, or of social, industrial, artistic or political development? Or does it capture the essence of great movements, transitions, advances or regression? Does it illustrate the lives of prominent individuals? Does it document an important debate, including demands for recognition and representation in Canadian society?*

#### **6.4 Subject and theme**

*Documentary heritage is of Canadian significance if it documents an important subject or major theme of Canadian history or culture.*

*Questions: Does the subject matter of the document represent particular historical or intellectual development in the natural, social and human sciences? Or in education, culture, communications, politics, ideology, and sports?*

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#### **6.5 Form and style**

*Documentary heritage is of Canadian significance if it is an important example of a unique form or style.*

*Questions: Does the documentary heritage represent a particular form or style? Styles can include visual, oral or written presentations and customs. Forms can include all types of mediums and formats.*

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#### **6.6 Spiritual and community significance**

*Documentary heritage is of Canadian significance if it has social, cultural or spiritual value which has made important contributions to Canada and its peoples.*

*Questions: Does the documentary heritage have an emotional hold, meaning or relevance for people in Canada? Is it venerated today, or was it venerated in the past, for its spiritual or traditional qualities, or its association with significant people(s), culture(s) and events?*

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### **7.0 Contextual information**

#### **7.1 Rarity**

*Definition: Does its content or physical nature make it a rare surviving example of its type or time?*

#### **7.2 Integrity**

*Definition: Within the natural physical limitations of carrier survival, is it complete or partial? Has it been altered or damaged?*

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### **8.0 Consultation with stakeholders**

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**8.1 Provide details of consultation about this nomination with the stakeholders in its significance and preservation.**

*Apart from the nominating institution itself, have other organizations or groups been consulted in the process of preparing the nomination – and, if so, did they support it or oppose it, or have useful comments to make?*

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**9.0 Assessment of risk**

**Detail the nature and scope of threats to this document or collection.**

*Attach a separate statement if space insufficient.*

*Be accurate and honest. If your document(s) is at risk for any reason, say so. CCUNESCO needs to know its true situation.*

**10.0 Preservation and Access Management Plan**

**10.1 Is there a management plan in existence for this document or collection?**

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YES            NO

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*If yes, attach a summary of the plan. If no, please attach further details about current storage and custody of the materials.*

**11.0 Any other information**

**Detail any other information that supports the inclusion of this document or collection on the Canada Memory of the World Register. If the nomination is successful, how will you use this to promote the Memory of the World Program?**

*Attach a separate statement if space insufficient.*