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**Canada Memory of the World Register**

**Nomination Form**

*[Insert title of item being proposed]*

1. **Summary and Description Section**

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| **Summary (300 words max)**  *Summarize the overall story told by the nominated documentary heritage and its significance to Canada.*  *This is the “shop window” of your nomination and is best written last! It should contain all the essential points you want to make.* |
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| **Description of documentary heritage (300 words max)**  *Describe the documentary heritage (i.e.: scope of content, physical size and nature of materials, host institution, and history of acquisition). Provide enough detail to make clear precisely what collection, fonds, item, or other materials you are nominating.* |
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1. **Assessment Section**

Tell us how the documentary heritage you are nominating for inclusion on the Canada Memory of the World Register meets our three criteria: **national significance**, **authenticity**, and **uniqueness and irreplaceability**.

**A. National Significance**

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| *Describe how the documentary heritage meets* ***at least one*** *of the following assessment sub-criteria:* |
| **Time (300 words max)**  *Is the documentary heritage especially evocative of its time (which may have been one of significant social or cultural change or crisis)?* |
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| **Place (300 words max)**  *Is the documentary heritage significant because of the place it was created? It may contain meaningful information about a site, locality, or region, including the people who once lived there or who live there now.* |
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| **Peoples and Society (300 words max)**  *Is the documentary heritage significant because the social and cultural context of its creation reflects the life or works of a person, people, movement, community, or society?* |
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| **Subject and Theme (300 words max)**  *Is the documentary heritage significant because it documents a particular aspect of Canada and its peoples? This could include traditional knowledge, science, the humanities, spirituality, education, culture, communications, politics, ideology, technology, media, business, or sports.* |
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| **Form and Style (300 words max)**  *Is the documentary heritage significant because it is an important example of a distinctive aesthetic, stylistic, or linguistic form or style; or a significant example of a type of visual, oral or written presentation and custom?* |
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| **Social/Spiritual/Community Significance (300 words max)**  *Is the documentary heritage significant because of its social, spiritual, or community value for Canada and its peoples?* |
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**B. Authenticity (300 words max)**

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| *Demonstrate the authenticity of the documentary heritage by explaining how its identity and provenance have been reliably established. Copies, replicas, and forgeries can - with the best of intentions - be mistaken for the genuine article.* |
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**C. Uniqueness and Irreplaceability (300 words max)**

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| *Demonstrate the**uniqueness and irreplaceability**of the documentary heritage by explaining how its disappearance or deterioration would impoverish Canada and its peoples.* |
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**D. Additional Considerations**

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| *The following elements are also considered:* |
| **Rarity (300 words max)**  *Is the documentary heritage a rare surviving example of its type or time?* |
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| **Integrity (300 words max)**  *Is the documentary heritage complete or partial? Has it been altered or damaged?* |
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| **Threat/Risk (300 words max)**  *If the documentary heritage is subject to threats or at risk, please detail the nature and scope of those threats and explain actions being taken to minimize them.* |
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1. **Program Objectives Section**

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| *The following elements are also being considered:* |
| **Preservation (300 words max)**  *What measures or plans are in place to preserve the documentary heritage?* |
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| **Access (300 words max)**  *Describe how the documentary heritage may be accessed. All access restrictions should be explicitly stated.*  *Digitization for access purposes is encouraged, and you should comment on whether digitization for access (or preservation) has been carried out or is planned.* |
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| **Awareness (300 words max)**  *How would you use a successful nomination to raise awareness of the documentary heritage and the Memory of the World program?* |
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1. **Legal Information Section**

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| **Nominator(s)** | | | |
| **Name(s) of nominator(s) (person or organization):** | | |  |
| **The nominator’s relationship to the nominated documentary heritage:** | | |  |
| **Contact details:** | | | |
|  | **Address:** | |  |
|  | **Telephone:** | |  |
|  | **Email:** | |  |
| **Owner of the documentary heritage (if different from the nominator(s))** | | | |
| **Name:** | |  | |
| **Address:** | |  | |
| **Telephone:** | |  | |
| **Email:** | |  | |
| **Custodian of the documentary heritage (if different from the owner)** | | | |
| **Name:** | |  | |
| **Address:** | |  | |
| **Telephone:** | |  | |
| **Email:** | |  | |
| **Descriptive Information (300 words max)**  *Please Include a hyperlink or sample of a finding aid, catalogue entry, or other descriptive information; this information will help the Committee better understand the nature and size of the documentary heritage.*  *.* | | | |
|  | | | |
| **Legal Status (300 words max)**  *Provide details of legal and administrative responsibility for the preservation of the documentary heritage* | | | |
|  | | | |
| **Copyright (300 words max)**  *Describe the copyright status of the documentary heritage.* | | | |
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| **Cultural/Moral/Ethical/Spiritual Status (300 words max)**  *Describe any non-legal beliefs, customs, or relationships to the documentary heritage. Do any nations, communities, groups, or institutions have a cultural, moral, ethical, or spiritual relationship with the documentary heritage? This could include members of specific communities, or the families of people recorded or documented.* | | | |
|  | | | |
| **Consultation with Cultural/Moral/Ethical/Spiritual Stakeholders (300 words max)**  *Were all stakeholders identified and consulted in the process of preparing this nomination?*  *How were their inputs/points of view/beliefs incorporated into this nomination?*  *The Canada Memory of the World Register is committed to respecting the Intellectual Property rights of Indigenous peoples. For more information, please see the statement in the Call for Nominations.* | | | |
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1. **Additional Information Section**

Please provide the following information, if available. This information will provide additional context that will help the Committee in its deliberations.

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| **Names and contact details of up to three people who can provide more information on the documentary heritage.**  *These people could include Elders and community leaders, families, heritage professionals, academics, artists, etc. The Committee may contact these people to obtain additional information.* |
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| **Visual and audio-visual documentation**  *Including up to three photographs or one piece of audio-visual material can help the Committee visualize or listen to the collection or document.*  *This documentation can be submitted via hyperlink, via other common file sharing programs, or on an USB key.*  *Please note that written documentation beyond the nomination form will not be accepted. Please list below any additional photographs or audio-visual material submitted with the nomination form.* |
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| **How have people and communities used the documentary heritage? (300 words max)**  Describe how the documentary heritage has been used, or is currently being used, by your institution or community and/or people outside of it.  *Examples could include sacred, ceremonial, or diplomatic uses, exhibitions, films, television productions, artworks, educational materials, published works, or web content.* |
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**Declaration**

I/we certify the reliability of all the information provided to nominate the documentary heritage described in this document to the Canada Memory of the World Register.

Signature:

|  |  |
| --- | --- |
| Name (Print) |  |
| Title and institution (if appropriate) |  |
| Date | Click here to enter a date. |