**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 first element of your application is the “shop window” of your nomination. This is best written last and 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).  *This section should include enough detail to make clear precisely what collection, fonds, item, or other materials you are nominating.* |
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1. **Assessment Section**

Explain how the documentary heritage you are nominating for inclusion on the Canada Memory of the World Register meets the three criteria: **(A) national significance, (B) authenticity, and (C) uniqueness and irreplaceability**. See the guidelines for more information about the criteria.

**A. National Significance**

Demonstrate the national significance of the nominated material in relation to how closely it meets **at least one** of the sub-criteria set out below.

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| **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?  *The material 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)**  Does the documentary heritage contain meaningful information about the social and cultural context of its creation, as a reflection of the life or works of a person, people, movement, community, or society? |
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| **Subject and Theme (300 words max)**  Does the documentary heritage document a particular aspect of Canada and those living there? 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)**  Does the documentary heritage serve as 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 or 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, through confirmation that its identity and provenance have been reliably established. |
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**C. Uniqueness and Irreplaceability (300 words max)**

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| Demonstrate theuniqueness and irreplaceabilityof the documentary heritage, through an explanation of how its disappearance or deterioration would impoverish our country and its peoples. |
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**D. Additional Considerations**The following elements are also considered.

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| **Rarity (300 words max)**  Is the material in question a rare surviving example of its type or time? |
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| **Integrity (300 words max)**  Is the material in question complete or partial? Has it been altered or damaged? |
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| **Threat/Risk (300 words max)**  Is the material in question subject to threats or at risk? If so, how are those risks being minimized? |
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| **Preservation (300 words max)**  Please describe all measures or plans in place to preserve the material in question.  *Information about digitization for preservation should be included if appropriate.* |
|  |
| **Access (300 words max)**  Please describe all measures or plans in place to provide access to the material in question.  *All access restrictions should be explicitly stated. Information about digitization for access should be included if appropriate.* |
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| **Awareness (300 words max)**  Explain how you would raise awareness of the documentary heritage and of the Canada Memory of the World Programme, should the nomination be successful and the material added to the register. |
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1. **Contextual Information Section**

The following information is essential to contextualizing the application.

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| **Descriptive Information (300 words max)**  Please include a hyperlink or sample of a finding aid, catalogue entry, or other descriptive information about the documentary heritage being nominated.  *Descriptive information about the material in question is essential to allowing the Committee to understand the nature and size of the documentary heritage under consideration.* |
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| **Legal Status (300 words max)**  Provide details of legal ownership and administrative responsibility for the preservation and management of the material in question. |
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| **Copyright/Intellectual Property Rights (300 words max)**  Describe the status of copyright or intellectual property rights for the material in question.  *CCUNESCO Memory of the World is committed to respecting the Intellectual Property rights of Indigenous people as recommended in the Truth and Reconciliation Commission Calls to Action #69, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Updated Set of Principles for the Protection and Promotion of Human Rights through Action to Combat Impunity (2005), more commonly known as the Joinet/Orentlicher Principles.* |
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| **Cultural/Moral/Ethical/Spiritual Status (300 words max)**  Describe any non-legal beliefs, customs, or relationships associated with the documentary heritage.  *Please explain, for example, if any nations, communities, groups, or institutions have a cultural, moral, ethical, or spiritual relationship with the documentary heritage. Individuals or groups might include members of specific communities, or members of the families of people recorded or documented.* |
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| **Consultation with Cultural/Moral/Ethical/Spiritual Stakeholders (300 words max)**  Please explain all consultations undertaken with stakeholders in the process of preparing this nomination, with details about how their inputs/points of view/beliefs were incorporated into this nomination.  *The Canada Memory of the World Register is committed to respecting the rights and entitlements of any communities directly associated with the documentary heritage under consideration.* |
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| **Names and contact details of up to three people who can provide more information on the documentary heritage.**  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**  If possible, please include up to three photographs or one piece of audio-visual material to 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 a USB key.*  *Please note that written documentation sent separately from the nomination form or exceeding the limits set in the guidelines will not be accepted. Please list below any photographs or audio-visual material submitted with the nomination form.* |
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| **Past or current use of 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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| **Associated materials (300 words max)**  Describe any other documentary resources specifically created by or directly associated with the materials in question (such as additional archives by the same creator) held in other institutions, whether in Canada or internationally.  *This information allows the Committee to determine the “wholeness” of the nominated materials and their relationship to other items in other jurisdictions.* |
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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:** | | | |
|  | **Contact name:** | |  |
|  | **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 and nominator)** | | | |
| **Name:** | |  | |
| **Address:** | |  | |
| **Telephone:** | |  | |
| **Email:** | |  | |

**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:

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