Insert title for nomination here

|  |  |
| --- | --- |
| Round closing 31 August 2020 (no extensions given) | If you have any questions, email enquiries@unescomow.nzA member of the Memory of the World Committee can help you complete the form or work with you to help you decide whether to make a submission. |
| Summary of criteria for inscription | The documentary heritage should have the following characteristics:* Provenance should be known
* Be unique and irreplaceable
* Collection should be closed i.e. not being actively added to
 |
| The documentary heritage should have at least one of the following | * TIME: Be evocative of its time e.g. a crisis, significant social or cultural change; a new discovery, the first of its kind
* PLACE: Contain significant details about a locality important in the history of New Zealand
* PEOPLE: Reflect significant aspects of human behaviour, or social, industrial, artistic or political development
* SUBJECT AND THEME: Represent particular historical or intellectual developments e.g. culture, education, science, medicine, politics, ideology, sports, the arts
* FORM AND STYLE: Have outstanding aesthetic, stylistic or linguistic value
 |
| Important informationRead before completing the nomination form | * Most of the information requested should be readily available.
* Experience has shown that obtaining statements from experts may take the most elapsed time.
* Expert’s testimony (section 3.4) needs to focus on the significance and provenance of the documentary heritage for understanding our past and not, for example, on the importance of the event or the person.
* The documentary heritage needs to meet at least one of the criteria. It does not need to meet all the criteria.
* The response boxes are an indicative size only. You can use as much or as little space as required to answer the questions.
* We understand that you may not have information on the risks to the nominated documentary heritage available. If this is the case, then note this in your answer to section 6.
* The nominating institution is accountable for consultation and liaison with all relevant stakeholders.
 |

|  |  |
| --- | --- |
| Other information | The Aotearoa/New Zealand Memory of the World Committee reserves the right to consult with experts of their choice on nominations submitted for inscription to the Aotearoa/New Zealand Memory of the World Register. If successful, this completed nomination form will be published online at: **unescomow.nz** under “New Zealand Register”. Please read our privacy policy to understand what will be published. |
| After completing the form | Email the completed form as an attachment in Word file format to: **enquiries@unescomow.nz**You will receive an email within 5 days to confirm receipt of the nomination form. Please email **enquiries@unescomow.nz** if you do not receive this confirmation. It is important to provide the form in Word file format so that we can remove some personal details prior to publication on our website. |
| If your nomination is successful | We will work with you and your communications advisor (if any) to make sure that the successful inscription is used to promote your institution and the importance of documentary heritage. You will need to ensure that resource is available to contribute to the promotion.You will be presented with a certificate of inscription to the Aotearoa New Zealand Memory of the World Register.You will be provided with a Memory of the World ‘tile’ that we encourage you to insert on your website and/or your catalogue record. This will link to the Memory of the World register entry. You may only use the Memory of the World logo/tile when it is associated with the inscribed documentary heritage.We encourage you to place the Memory of the World logo/tile in a prominent place when inscribed documentary heritage is used in exhibitions including digital exhibitions. |
| The Aotearoa New Zealand Memory of the World Committee reserves the right to remove documentary heritage from the register if it no longer meets the registration criteria. |

|  |  |
| --- | --- |
| Title of the documentary heritage item or collectionThis should be the complete name of the documentary heritage as it is usually known. Use a second language if the item is known by more than one name, e.g. Te Tiriti o Waitangi/Treaty of Waitangi. Include dates if they are usually part of the name.  |  |
| Section 1 | Nominator Details |
| This section is for information about the source of the nomination and the authority under which it is made. A copy of the Aotearoa New Zealand Memory of the World programme's privacy policy is available on its website. |
| * 1. **Name of nominator (person or organisation)**

Full name of the person(s) or organisation(s) making the nomination. If the organisation has a name in more than one language provide them in the preferred order. The nomination may be submitted jointly by more than one person or organisation |  |
| * 1. **Relationship to the nominated documentary heritage**

Explain the nominator’s relationship to the documentary heritage. For example, the nominator may be a responsible officer of the library or archive which owns it; or he/she may be a private individual with a research interest in it. |  |
| * 1. **Contact person**

Provide the name of the person who is responsible for the nomination process. |  |
| * 1. **Contact details**

Provide sufficient details to allow easy communication with the contact person. | Email:Phone: |
| Section 2  | Identity and Description of the Documentary Heritage |
| **2.1 Title of inscription**If the nomination is successful, what do you want it to be titled (e.g. for certificates)? Please use a maximum of 6 words. In the order of preference add the title in an additional language. |  |
| **2.2 Description of the documentary heritage**This should include a full description of what is included in the documentary heritage, its scope and its size. Include details of the type of documents e.g. letters, film, images etc. |  |
| **2.3 Catalogue, registration or bibliographic details**This should include any bibliographic, registration, inventory, classification and/or call numbers that uniquely identify the documentary heritage. |  |
| **2.4 Visual documentation** Where available and appropriate, supply photographs or videos of the documentary heritage. Send image files as separate attachments and record captions here.Please provide images that can be used for the purposes of promoting Memory of the World. |  |
| **2.5 Bibliography** This should be, where possible, a list of 3-6 published sources that have been produced using (i.e. drawing heavily on) the documentary heritage to attest to the item/collection’s significance. |  |
| Section 3  | Assessment Against the Criteria |
| **3.1 History/provenance** Provide a summary of the provenance of the documentary heritage. For example, how and when was the material acquired and integrated into the holdings of the institution? |  |
| **3.2. Uniqueness of the documentary heritage** Give a brief explanation of why the documentary heritage is unique and irreplaceable. |  |
| **3.3 Assessment against the significance criteria**Provide an explanation of what criteria the documentary heritage meets and why it meets those criteria. The documentary heritage must meet at least one of the criteria in this section. An explanation of each criteria is given on the front page of this form. | Time:Place:People:Subject and Theme:Form and Style: |
| **3.4 Testimony of at least two independent experts**The committee requires testimony from at least two independent people or organisations who can give an informed opinion about the significance and provenance of the documentary heritage. The informed opinion should focus on the criteria for inscription provided above and on the front page of this form. Please provide up to one page from each expert in support of your submission. *Note: the fields in italics will not be included on the version uploaded to our website.* |
| **Expert One** |
| Name |
| Qualification(s) |
| *Contact Number* |
| *Email* |
| Paragraph in support |
| **Expert Two** |
| Name |
| Qualification(s) |
| *Contact Number* |
| *Email* |
| Paragraph in support |
| **Expert Three** |
| Name |
| Qualification(s) |
| *Contact Number* |
| *Email* |
| Paragraph in support |
| The above experts have given their written permission to provide this information to the Memory of the World Committee and they have agreed that the provided information can be published without email and contact details and that they can be contacted by the Register Subcommittee if required. [ ]  Yes [ ]  No |
| Section 4  | Legal Information |
| **4.1 Owner (name and contact details)** Provide the name and full contact details of the owner or owners, whether an institution or an individual. |  |
| **4.2 Custodian (name and contact details if different from the owner)** Provide the name and full contact details of the custodian, whether an institution or an individual. Sometimes the custodian of the documentary heritage may not be the same as the owner. It is essential to establish both before a nomination can be added to the Register. |  |
| **4.3 Legal status** State whether the documentary heritage is owned privately, or by a public institution, or by a commercial corporation. Details of legal and administrative powers for the preservation of the documentary heritage should be the name of the Act, or other instrument of administrative power, that gives the owner and/or the custodian the legal power to preserve the documentary heritage. |  |
| **4.4 Accessibility** Provide a brief description of how the documentary heritage may be accessed. All access procedures and restrictions should be clearly stated. There are three levels of access:- access to verify the significance, integrity and security of the material. This is the minimum condition for inscription- access for reproduction, which is strongly encouraged- public access in physical, digital, or other form |  |
| **4.5 Copyright Status** For documentary heritage items that are subject to copyright, details should be provided on the relevant copyright legislation and copyright owner(s). Any other factors affecting the legal status of the documentary heritage should be noted. For example, is any institution required by law to preserve the documentary heritage in this nomination? |  |
| Section 5  | Stakeholders |
| The nominating institution is accountable for consultation with all relevant stakeholders before submitting the nomination. |
| **5.1 Owner**  | The owner(s) of the documentary heritage has been consulted: [ ]  Yes [ ]  No |
| **5.2 Custodian**  | The custodian(s) of the documentary heritage has been consulted: [ ]  Yes [ ]  No |
| **5.3 Significant Stakeholders** | Stakeholders with a significant interest in the content of the documentary heritage e.g. iwi, family members, have been consulted, if relevant: [ ]  Yes [ ]  No |
| Section 6 | Care and Preservation and Risk Assessment |
| Identify any risks to the survival of the nominated documentary heritage. We understand if you have not done a formal risk assessment.Note: a successful inscription may assist you to obtain funds to preserve and care for the nominated documentary heritage.If your nomination is successful, we may request additional information on the care and preservation of the inscribed documentary heritage. |  |
| Section 7 | Summary |
| Provide a brief summary describing the documentary heritage and how it meets the criteria for inscription on the Aotearoa New Zealand Memory of the World Register.Keep your summary to no more than 300 words as, if successful, it will be used on the website **unescomow.nz** to describe why the documentary heritage has been inscribed on the New Zealand Register and given UNESCO recognition. |  |
| Section 8 | Promotion of documentary heritage |
| Inscription to a UNESCO Memory of the World register provides an opportunity to promote the importance of documentary heritage. We shall provide you with a branded ‘tile’ to use on websites / social media and in catalogues.Give a brief overview of how your institution will use the opportunity of a successful nomination to promote the Memory of the World programme and the importance of documentary heritage. You may wish to consult with communications staff in your organisation to provide an answer to this question. |  |
| Section 9 | Permission to use visual documentation |
| The Aotearoa New Zealand Memory of the World Committee will also work with you and your communications staff to obtain publicity for the programme and for the successful inscriptions.  | Do you give permission for the Committee to use the visual documentation you have provided for Aotearoa New Zealand Memory of the World publicity purposes (e.g. for brochures/website)?[ ]  Yes [ ] No [ ]  I would like to be consulted first  |
| Section 10 | Declaration of Authority |
| I am authorised to nominate the above documentary heritage to the Aotearoa New Zealand Memory of the World Register. | Name: Date: |