MEMORY OF THE WORLD PROGRAMME

2nd Meeting of the Bureau of the International Advisory Committee

Manzanillo, Mexico, 26 September 2000

FINAL REPORT

Information Society Division
UNESCO

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1. Introduction

The proposed agenda (Annex 1) was adopted. Mr Jorge Cabrera Bohorquez welcomed the participants (Annex 2) and explained the administrative arrangements for the Bureau Meeting and the Conference.

2. Review of Programme activities

Mr Abdelaziz Abid spoke to his paper (Annex 3). He elaborated on three subjects:

a) The ***CD-ROM on Preservation and Safeguarding of Documentary Heritage***, prepared in conjunction with the International Federation on Libraries and Archives Institutions (IFLA). The free distribution of the English/French version is running at 30 copies per day (with third of request from the USA). The production run was 5.000 copies and half of these have been distributed. The Colima University is preparing the Spanish version with an expected production run of 3.000 copies.

Mr Schüller commented that the CD-ROM already needed updating in the course of producing the Spanish version. The Bureau felt that this project has given the "Memory of the World" Programme a solidity and members expressed thanks to Mr Schüller for initiating this work in the context of the Sub-Committee on Technology.

b) ***Directory of digitized collections***.
This is a database of important digitized heritage collections all over the world. There are up to now 100 collections (mostly library collections). The database is a consequence of a survey and reflection on how well the Programme is doing digitally. The data base is expending rapidly although more active collaboration is needed to promote it to "Memory of the World" Committees all over the world. However it deals with access, not preservation. The time is now arrived to preserve digital heritage and to extending legal deposit legislation to embrace digitally created heritage.

The Chairman commented that safeguarding digital information now is like preserving the first film and sound recordings: if we don't move quickly, they'll be gone. It is now time to draw attention to the preservation of digital heritage, to urge all countries to extend legal deposit legislation to embrace "born digital" heritage, and for "Memory of the World" Programme to develop a strong statement on the issues – both for "born digital" and "digitized" heritage.

c) ***Extrabudgetary projects***.
More than 40 projects are waiting for funding. NORAD has already provided USD 580.000 for the Slave Trade Archives – this project which is being developed in cooperation with the International Council on Archives (ICA) and other bodies.

3. Selection guidelines for the "Memory of the World" Register

In accordance with the Vienna resolution[1], Ingunn Kvisterøy and Ray Edmondson had since worked on a revision of the General Guidelines for Selection Criteria (Annex 4). The goals of the revision were:

- to simplify and regularize process;
- to ensure involvement of external professional knowledge;
- to clarify the respective places of the international, regional and national registers;
- to clarify the selection criteria;
- to recognize lost heritage;
- to prevent open-ended and indeterminate nominations;
- to create special guidelines for the records of political figures, musicians and scientists

The revisions were presented by the authors, noting in particular that the "primary" and "secondary" criteria in the original text had been "turned around" so that there were now threshold criteria followed by consequent criteria. Detailed discussion followed the presentation. (Comments are noted against relevant paragraph numbers in the Revision)

In discussion the following points were raised:

SECTION 2

- 2.4.1 Whether all items are "deliberate" creations is debatable; perhaps clarify that some art works which are not three dimensional might also be documents;

- 2.4.3. Non textual items should include seals and some paintings/ drawings as documents rather than art;

- 2.4.7. Monitoring the state of items on the register will increasingly become an issue but you cannot monitor lost heritage – therefore lost heritage has to be a separate register;

- 2.4.8. It was recognized that this could be a "hot potato" and difficult to implement but the principle is essential. An example is UNESCO's discreet mission to monitor the library situation in Kosovo and to develop a confidential plan for rescue. It's possible.

- 2.4.9 Refer to comparable words in old guidelines

SECTION 4

- 4.1 The linkages between committees are a way of maintaining quality control. Include a cross reference on the submission process. Regional committees should be a filter: there are no regional registers in existence yet and we have yet to work out how the regional and national registers interact;

- 4.1.4. Endorsement should be by the International Committee not the Regional Committee;

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[1] Final report of the Fourth meeting of the IAC, Vienna, Austria, 10-12 June 1999

- 4.4. It was noted that "social value" from previous text is covered by criterion 5. It's enough to satisfy criterion 1 in addition to threshold tests;

- 4.4.1. Make it clear that criterion 1 is mandatory in cross reference with 4.4.5;

- 4.4.5, 4.4.6 clarify the regional and national dimensions;

SECTION 5

- 5.1.1. Needs clarification. It was felt that member states should be able to submit two nominations every two years (this will force each country to prioritize) to control the potential numbers (maximum 400 every two years – and therefore for each IAC meeting!). However, in subparagraphs 2 and 3, there is no limit to the number of nominations – does this create a problem?

  It was noted, in relation to subparagraphs 2 and 3, that consultation – not necessarily agreement – is the key. Regional and national committees have the right to give opinions; their approval may be sought but is not necessarily required. Two potential instances were quoted: (a) who would put forward Kurdic material for consideration? (b) the Vietnamese alphabet was a potential nomination, but if it was not put forward by Vietnam, how could it be considered for the Vietnam National Register?

- 5.1.2 see also 5.1.1. To ensure finite nominations: do the footwork first.

- 5.1.4. Evaluations will be more credible if external professional opinions are secured. To pursue NGO liaison in relation to implementing the revised criteria, it was agreed that Dato' Habibah and Mr Musembi would approach ICA, that Mr Rugaas will approach IFLA, and Mr Schüller and Mr Edmondson will approach the audiovisual federations.

With the above modifications, the Bureau endorsed the revised draft criteria and agreed to present them as a draft for comment to the 2nd International Conference. It was further agreed that a process will be put in place leading to the presentation of complete revised guidelines to the International Advisory Committee meeting in June next year, most likely in Korea. This process and timetable is to be agreed between Mr Abid, Mrs Kvisterøy and Mr Edmondson and will include:
a) incorporation of comments from this meeting and the 2nd International Conference;
b) redrafting of the procedures;
c) presentation and discussion of the revised criteria with the NGOs at the JICPA
    Executive Board meeting in February 2001;
offering a contract every 2 years to ICA, IFLA and the Coordinating Council of Audiovisual
Archive Associations (CCAAA) in consideration of their provision of advice on nominations.

It was noted that some travel expenses may need to be met in order to allow Mrs Kvisterøy and Mr Edmondson to meet and undertake further drafting;
(Annex 4)

4. Consideration of Nominations Received Since Vienna

The IAC Bureau reviewed **22** nomination proposals for the International MoW Register and **10** project proposals waiting for funding possibilities.

4.1. Nominations

1. *Austria,* **Schubert Collection,** *Vienna City Library:*
   The nomination is consistent with the selection criteria. A complete, well presented nomination form, with good illustrative material (including pictures in electronic form) should be presented to the IAC in June 2001.

2. *Finland,* **Baron Mannerheim's Collection of Central Asian Manuscripts**, *Helsinki University Library:*
   There is no contextual assessment, and there are few original or exclusive items. The Buddhist Manuscripts are unique, but most manuscripts could be found elsewhere: it is part of a larger whole. The proponents should be asked to assess its value in comparison to similar collections and check possible collaboration with others: they need to demonstrate its uniqueness and superiority. On present indications, the collection would not meet the criteria: a better approach may be a new nomination from a consortium of institutions having related collections, of which this collection would be one element.

3. *Finland,* **Elias Lönnrot Collection**, *Finish Literature Society:*
   This is the core of the oral tradition of Finland – the national epic, a national expression of the search for identity. It is not a discreet collection; it could be relevant to the "living treasures" Programme. It was felt to be more appropriate for consideration for the "Memory of the World" national register of Finland, unless the world wide influence of this oral tradition could be demonstrated.

4. *France,* **Le Cartulaire de l'Abbaye Saint-Saveur de Redon**:
   This bound book of mediaeval charters may in part be unique (the Carolingian documents from 9th and 10th centuries) but the later items are more widespread. However, its geographic impact was very limited. It may be relevant to a French national "Memory of the World" register (or a Celtic "Memory of the World") register if such were ever developed). It was suggested that further advice be sought from ICA.

5. *Germany,* **Ludwig van Beethoven, Symphony No. 9, d-minor**, *Statelibrary zu Berlin – Preussischer Kulturbesitz:*
   The symphony is obviously of world importance and global impact. However, this nomination does not really refer to a specific document; several documents are cited, but it seems an arbitrary grouping. Further advice is needed on uniqueness and appropriateness, and a single document is preferred. It was suggested that IAML be asked for an opinion. The nomination proposal should be rewritten accordingly.

6. *Germany,* **Stiftung Weimarer Klassik**, *Goethe/Schiller Archiv*:
   This nomination proposal is in accordance with the selection criteria; however, the whole archive as such should be nominated because of its completeness. This material could be highlighted within a revised nomination.

7. *Germany,* **The Gutenberg Bible**, *State and University Library of Lower Saxony*: The impact of the Gutenberg Bible is very important world wide, but there is no reason to focus on just one

copy. All existing complete copies should be proposed for nomination to the International Register and the proponent is asked to list the total of 12 copies as one complete nomination.

8. *Germany, **Fritz Lang's Motion picture METROPOLIS**, Friedrich Wilhelm Murnau Foundation*:
This nomination should be handled in the same way as the Gutenberg Bible proposal because of the film's great impact world wide, as well because a number of variant early copies and reconstructions exist in various film archives around the world: there is no one authoritative copy. All early copies and ethical reconstructions should be listed in one nomination, and consideration given to including related original materials such as stills and scripts. The proposal should be referred to FIAF for advice. It is suggested that the nomination be rewritten accordingly by the proponent, and substantial illustrative material included.

9. *Germany, **Konrad Zuse's 1941 Patent Application "Rechenvorrichtung"***:
The nomination proposal should be checked in the scientific world for its universality and uniqueness. As only a photocopy exists (and for preservation purposes it could be further photocopied or photographed) it was felt not to meet the selection criteria for the international register, but it would be a potential nomination for the register of lost heritage.

10. Hungary, ***International Section of the Medieval Collection***, *Hungarian National Archives:*
This is a very diffuse collection whose unity is coincidental rather than inherent – because it happens to belong to a particular institution. Its uniqueness and coherence needs to be better demonstrated, and comment should be sought from ICA

11. *Hungary, **Bibliotheca Corviniana Collection**, National Szechenyi Library Collection*:
This is a carefully written proposal that potentially satisfies the criteria. However, only 25% of the Corvinas are held in the Szechenyi Library, the remainder being dispersed in other institutions. It would be possible to unify the whole collection of 216 items in digital form. It is suggested the proposal be re-written in these terms and submitted on behalf of the consortium of libraries involved.

12. *Hungary, **Medieval Maps Collection**, Szechenyi Library*:
There are several major collections of mediaeval maps and it is not apparent that this collection is unique or relatively outstanding, so it does not meet the criteria. It is suggested that IFLA be asked to comment on the geographical coverage.

13. *Malaysia, **Letters and correspondence of the Late Sultan of Kedah (1882-1943),** National Archives of Malaysia:*
This collection is the only surviving primary source material, in Arabic and Malay script, of a Malay sultanate prior to the advent of western-style colonialism: an era of change seen from the Malay viewpoint. It is a historic source of national and regional importance; its wider international impact is not clear, so it is proposed that the nomination be referred to ICA for an evaluation on this dimension.

14. *Malaysia, **Hikayat Hang Tuah,** National Library of Malaysia:*
This document is a Malay classic and traditional epic of the 15th century of potentially wide geographic impact. It is a unique document of its kind, and a potential candidate for the international register. Further explanation and validation is sought; a revised proposal should be submitted for the next IAC meeting.

15. *Norway*, **The Lepra Archives of Bergen**, *joint nomination:*
    The collective holdings of six institutions in Bergen comprise the only archive worldwide on the existence and eradication of leprosy, and potentially meets the criteria for the international register. The nomination should be referred to ICA to check the uniqueness of the collection prior to submitting the proposal to the next IAC meeting.

16. *Paraguay,* **Archivos del Terror**, *Centro de Documentacion y Archivo, Palacio de Justicia, Asuncion:*
    The inherent sensitivities of the nomination were recognised: in some respects it is like dealing with the archives of the CIA, KGB or the Nazis. It is felt the collection is of obvious regional significance and should be assessed by the new "Memory of the World" Regional Committee for Latin America and the Caribbean for inclusion on the regional register. Its global impact is harder to judge, and the nomination should be referred to ICA for an independent assessment.

17. *Peru,* **Protocolos Notariales Siglos XVI –XX**, *Archivo General de la Nacion*:
    This nomination was judged to have national and potential regional significance and should be referred for consideration by the "Memory of the World" Regional Committee for Latin America and the Caribbean.

18. *Peru,* **Cedularios del Peru Virreinal,** *Archivo Historico Arzobispal de Lima*:
    As with the previous nomination, a reference should be made to the Regional "Memory of the World" Committee for consideration and advice.

19. *Russia,* **The Historical Collections of the Phonogrammarchive of the Institute of Russian Literature**, *Russian Academy of Sciences:*
    The nomination is currently an unofficial draft. These collections are considered a unique assembly of linguistic, music and ethnic recordings of the Tsarist and Soviet empires. A formal nomination should be invited for consideration at the next IAC meeting.

20. *Tanzania,* **Collection of Arabic manuscripts and books**, *Zanzibar National Archives*:
    This nomination proposal needs further development, setting out the uniqueness, importance and influence of the collection for Zanzibar and region and explaining how it qualifies against the criteria.

21. *USA,* **The AIDS Education Global Information System**:
    This nomination was already proposed to the IAC in Vienna 1999 and deferred to the Bureau for further action. The revised nomination is considered to meet the selection criteria, provided the requirement for a collection of fixed size is met: for example, defining the data base as it stands on a specific date. This nomination will be submitted to the next IAC meeting in June 2001.

22. *Venezuela,* **El Archivo del General Francisco de Miranda**, *Miranda Archive, Caracas:*
    The Bureau considered this collection to meet the criteria for the international register. The nomination needs some development before being presented to the next meeting of the IAC.

5. Consideration of Project Proposals Received Since Vienna

1. *Azerbaijan,* **The modernization project of the Azerbaijan State Library**:
   This library project should not be dealt within the "Memory of the World" Programme.

2. *European Community,* **Common archival heritage in Central and Eastern Europe**:
   This is a digitization project for European Community funding proposed by Mr Abid, which should be elaborated in cooperation with the involved institutions. It was recognized that it would consume about one month of Mr Abid's time, a priority supported by the Bureau. A better solution would be to hire a consultant;

3. Hungary, **Biblioteca Corviniana, the Medieval Map Collection** and the **International Section of the Medieval Collection**, *Hungarian National Archives:*
   These three Hungarian project proposals were not supported by the IAC Bureau because of insufficient detail and doubt about the proposed digitization strategy: the Bureau would suggest that they review their proposed digitization standards and seek expert advice on this.

4. *Lithuania,* **Digitization of Judaica Collection at the Centre of Bibliography and Book Science of the National Library of Lithuania**:
   The Bureau was sympathetic to the project but it was not clear that the digitization standards had been thought through - so it could not support the proposal as it stood, since the funds requested related specifically to the provision of the digitization equipment. The idea of an exploratory study to more fully define the digitization standards and the preservation strategy was suggested. There are currently no funds available from UNESCO, but assistance in helping to link the project with another funding source would be offered. (French Institution Arkhênum is a possibility).

5. *Mexico,* **Collection of maps in the National Archives**:
   Advice will be offered to assist in preparing an application for funds from appropriate foundations like CLIR (USA).

6. *Mexico,* **Oaxaca Archives**:
   A clearer presentation and costing should be provided

7. *Uzbekistan,* **Conservation, Preservation and Digitization of the Navoi Library's Collection**:
   This is a detailed presentation. UNESCO will assist the proponent to seek sponsorship from a foundation.

8. *Uzbekistan***, Al-Beruni Institute of Oriental Studies**:
   Similarly, assistance will be given in seeking sponsorship from a foundation.

9. *India,* **Palm-leaf manuscripts**
   This is a well documented project and UNESCO will assist the proponents in locating a sponsor: a possible Japanese source is in mind. Mr Schüller commented that the digitized images should not be presented as a JPEG file: standards need to be reviewed.

10. *Peru*, **News and documentary films**, *Biblioteca Nacional del Peru*
    The proposal needs to be rewritten, because no budget was mentioned.

6. Review of Professional Programme of the 2nd "Memory of the World" Conference

The Conference Programme was reviewed and arrangements for chairing the sessions established.

8. Preserving our Digital Heritage - Need for an UNESCO Charter?

The Bureau agreed on the need for a "charter" or manifesto concerning the preservation of digital heritage to be ready for proposal to the General Conference in October 2001. Mr Abid will prepare a brief by October/November 2000. There was discussion on strategy: do we limit our possibilities by concentrating on digital issues alone? It was noted that such a document would have no legal force but represented a moral or philosophical stance which could have its own effect, and would be an expression of the spirit and purpose of the "Memory of the World" Programme.

8. Any other business

Dato' Habibah commented that the presence of ICA as an observer at "Memory of the World" conferences and meetings was essential, including meetings of regional "Memory of the World" committees.

Mr Schüller drew attention to the desperate plight of audiovisual archives in Eastern Europe and suggested the development of an overall project proposal to assist them: perhaps UNESCO National Commissions in these countries could assist individual archives and collaborate in developing a proposal.

Closure of the meeting: There being no further business, the Chairman declared the meeting closed. Thanks were offered to Mr Bohorquez for providing for the meeting arrangements. The next meeting of the IAC will be in June 2001 most likely in Korea.

Annex 1

Agenda

1.   Introductory Remarks and Administrative Matters, Jorge Cabrera Bohorquez

2.   Review of Programme Activities, Abdelaziz Abid

3.   Selection Guidelines for the "Memory of the World" Register
      Report of Working Group Appointed in Vienna, Ray Edmondson
      and Ingunn Kvisterøy

4.   Consideration of Nominations Received Since Vienna

5.   Consideration of Project Proposals Received Since Vienna

6.   Review of Professional Programme of the 2nd "Memory of the World" Conference

7.   Preserving our Digital Heritage- Need for a UNESCO Charter?

8.   Any Other Business

Annex 2

PRESENT

Bureau members:

Bendik Rugaas (chair)

Dato' Habibah Zon Yahaya (Vice chair)

Musila Musembi (Vice chair)

Ray Edmondson (Rapporteur)

(Apology: Edwina Peters)

IAC members:

Jorge Cabrera Bohorquez

Dietrich Schüller (ex officio)

Observers:

Lourdes Feria Basurto
Ingunn Kvisterøy

UNESCO:

Abdelaziz Abid

Isidro Fernandez-Aballi

Tereza Uteseny

MEMORY OF THE WORLD

Preserving and sharing access to our documentary heritage

Abdelaziz ABID

Information Society Division

UNESCO

mai 2011

Abstract

The paper outlines the main features of "Memory of the World", a UNESCO Programme to safeguard endangered documentary heritage, democratize access to it, increase awareness of its significance and distribute, on a large scale, products derived from it. Criteria to list documentary heritage on the "Memory of the World" Register and to select projects are set out, together with a brief account of the Programme's technical, legal and financial framework.

A number of pilot projects are briefly described. They consist mainly in digitization programmes and a CD-ROM series featuring a selection of manuscripts from the National Library in Prague, the Radzivill Chronicle in Saint Petersburg, medieval manuscripts concerning the symbolic figure Saint Sophia, patron saint of the capital of Bulgaria, a collection of Yemenite manuscripts including the Koranic fragments at Sana'a, a preservation project of astronomical manuscripts of Kandilli Observatory in Istanbul, a selection of manuscripts from the Egyptian National Library and another selection from Vilnius University Library reflecting in turn medieval Arab and European scientific advancement, a few thousand photographs from the nineteenth century illustrating the history of some ten countries in Latin America and the Caribbean, an inventory of nineteenth century Latin American newspapers and their state of preservation, a CD-ROM offering a unique description of early 20th century Egypt through postcards, and an ambitious project called "Memory of Russia".

Documentary heritage in libraries and archives constitutes a major part of the memory of the peoples of the world and reflects the diversity of peoples, languages and cultures. But that memory is fragile.

A considerable proportion of the world's documentary heritage disappears through "natural" causes: acidified paper that crumbles to dust, leather, parchment, film and magnetic tape attacked by light, heat, humidity or dust. The cinema, for instance, is in danger of losing most of the works that have made it the art of the century. Thousands of kilometres of film could just fade away unless they are restored and preserved as soon as possible. Nitrate fires in France and Mexico, for example, have caused important losses.

In addition to insidious causes of decay, accidents regularly afflict libraries and archives. Floods, fires, hurricanes, storms, earthquakes... the list of disasters which are difficult to guard against except by taking preventive measures is very long. The recent catastrophe in Japan immediately comes to mind. One thinks also of the earthquake which caused such heavy damage in Japan in 1923, including the destruction of 700.000 volumes of the Imperial University Library in Tokyo. Among the losses were records of the Tokugawa Government and many manuscripts and old prints. World wide distress was also caused in 1966 in Italy when the river Arno flooded library basements in Florence. More than two million books suffered water damage and restoration is still under way.

It would take a long time to compile a list of all the libraries and archives destroyed or seriously damaged by acts of war, bombardment and fire, whether deliberate or accidental. The Library of Alexandria is probably the most famous historical example, but how many other known and unknown treasures have vanished in China, Constantinople, Warsaw, or more recently in Cambodia, Bucharest, Saint Petersburg and Sarajevo? There are many more, and sadly the list cannot be closed - not to mention holdings dispersed subsequent to the accidental or deliberate displacement of archives and libraries.

There is no escape from the destructive forces of nature: you cannot stop an earthquake or a flood, but it is a sad reflection that the most grievous losses have generally been the result of human action, whether through neglect or wilful destruction.

1. Preservation and Access

Recognizing that urgent action was required to stem the disappearance of vast parts of the world's documentary memory, in 1992 UNESCO launched the "Memory of the World" Programme to protect and promote that heritage.

The first objective of the Programme is to ensure the preservation, by the most appropriate means, of documentary heritage which has world significance and to encourage the preservation of documentary heritage which has national and regional significance. A twin objective is to make this heritage accessible to as many people as possible, using the most appropriate technology, both inside and outside the countries in which it is physically located.

Preservation of the documentary heritage and increased access to it complement one another. Access incites protection and preservation ensures access. For example, digitized materials can be accessed by many people and demand for access can stimulate preservation work.

Another element of the Programme is to raise awareness in the Member States of their documentary heritage, in particular aspects of that heritage which are significant in terms of a common world memory.

Finally, the Programme seeks to develop products based on this documentary heritage and make them available for wide distribution, while ensuring that the originals are maintained in the best possible conditions of conservation and security. High quality text, sound and image banks could be compiled and made available on local and global networks and reproductions could be derived in many forms such as compact discs, albums, books, postcards, microfilms, etc. Any proceeds from the sale of related products will then be ploughed back into the Programme.

2. Programme scope and structure

The scope of the Programme is, therefore, vast and involves a variety of partners, ranging from students, scholars and the general public to owners, providers and producers of information and manufacturers of end products. An International Advisory Committee for the "Memory of the World" Programme was appointed by the Director-General of UNESCO to guide the planning and implementation of the Programme as a whole and make recommendations concerning fund-raising, fund allocation and the granting of the "Memory of the World" label to the projects selected, including those not receiving financial support from the Programme. The Statutes of this Committee, approved by the Executive Board of UNESCO in May 1996, provide in particular for close co-operation with competent NGOs such as IFLA and ICA and stress the need to facilitate access to endangered documentary heritage by the greatest number, using state-of-the-art technology.

The IAC consists of 14 people appointed in their personal capacity by the Director-General of UNESCO. The IAC normally meets every two years and the Bureau, consisting of the Chairman, three Vice-Chairmen and the Rapporteur, meets more frequently to advise the Director-General between the main meetings.

So far the Committee has held four meetings (Pultusk, Poland, September 1993 ; Paris, France, May 1995, Tashkent, Uzbekistan, September, 1997 and Vienna, Austria, June 1999). At its first meeting it recommended that the concept of documentary heritage be extended to include, besides manuscripts and other rare and valuable documents in libraries and archives, documents in any medium: in particular, audio-visual documents, computerized recordings and oral traditions, the importance of which varies from region to region. In all these fields there is a need for protection, sometimes as a matter of urgency if we are to prevent collective amnesia and set up world wide cultural exchange.

At the national level, it is recommended that a committee be appointed, firstly to identify the most significant documentary heritage, to select projects according to the criteria agreed upon and submit them to the International Advisory Committee and, thereafter, to follow them up. The committee should include experts capable of making an active contribution to the projects and users' representatives. Persons submitting projects must

ensure that the rights of the owners of the holdings or collections are protected. In addition, each project will set up its own scientific committee of specialists to determine the general thrust of the project and to supervise its organization. "Memory of the World" National Committees have been set up in 38 countries (Albania, Austria, Barbados, Belarus, Bulgaria, Canada, Cape Verde, China, Colombia, Croatia, Cuba, Denmark, Estonia, Finland, Germany, Hungary, Italy, Jamaica, Lebanon, Lithuania, Malaysia, Malawi, Mauritania, Mauritius, Mexico, Nepal, Norway, Pakistan, Poland, Romania, the Russian Federation, Saudi Arabia, Slovakia, Sweden, Tanzania, Thailand, Venezuela and Zaire) and others are considering the creation of such a Committee. Jordan and Syria have indicated that existing national institutions are already performing the role of National Committees.

Lastly, whenever the need arises, a regional committee may select projects of a regional nature, taking local characteristics into consideration, with a view to submitting them to the International Committee.

An example of efficient regional follow-up to the establishment of the Programme is the Experts meeting held in December 1994, in Kuala Lumpur for the definition of an Asian component of the "Memory of the World" Programme. Participants from 20 countries discussed problems facing custodians of national documentary heritage materials which are generally endangered because of neglect, adverse physical and climatic conditions, political instability, etc.

The participants agreed to take steps to ensure that Member States establish a mechanism at national and regional levels to identify projects receivable under the "Memory of the World" Programme, as well as to establish individual country inventories of documentary heritage materials, prepare a programme for the preservation and conservation of such materials, and establish promotion and marketing strategies to generate resources to finance the programme. The preservation of the Tibetan manuscripts and the palm leaf collections in various countries, were given priority.

Further consultations in the region resulted in the setting up of the **'Asia/Pacific Regional Committee for the Memory of the World Programe'** that held its first meeting in Beijing, China, from 17 to 21 November 1998. It was hosted by the State Archives Administration of China. 17 representatives from 8 countries were present at the meeting.

As defined by UNESCO, the Asia/Pacific region includes 43 countries, in each of which the Regional Committee should help establish an active National Committee. Because of the vast size of the Asia/Pacific region, it was agreed that the region was to be divided into four sub-regions and each to be represented either by the Chairman or a Vice Chairman of the Committee. The Secretariat is based in Malaysia at the National Archives on an experimental basis.

The Asia/Pacific Regional Committee's objective is to promote, facilitate and monitor the implementation of the Memory of the World Programme within the region, and to represent the region's perspective at the international level. In particular, it will support and facilitate nominations and encourage adequate representation of the region's documentary heritage in the Memory of the World Register. It will also

support and complement the work of the National Committees and, where appropriate, encourage or initiate nominations.

A number of activities were proposed:

- Contact and encourage the 43 countries to submit more nominations for the World Register through the Regional Committee;

- Promote public awareness of the Memory of the World Programme and the work of the Committee through the following activities: publication of a pamphlet introducing the Committee and giving an overview of the Memory of the World Programme; compilation of detailed and comprehensive guidelines covering, *inter alia*, selection criteria and submission technique for the Memory of the World Register (material in these proposed guidelines will form the basis for a Workshop); staging a TV promotional programme and designing a Web site for the Committee within one year.

Another Regional Memory of the World Committee has been created during a recent meeting of regional preservation experts in Pachuca, Mexico. Under the chair of Maria Elena Porras, Ecuador, it aims to federate Latin American and Caribbean initiatives for the preservation of documentary heritage and to strengthen the collaboration between experts and institutions in the region.
Some 20 experts from Latin America and the Caribbean attended the meeting, where together they reviewed the development of the Memory of the World Programme in the region and made recommendations for the improvement of conservation as well as digitization of and access to documentary heritage..
It was during this session that the Pachuca declaration was adopted. The declaration pledges the commitment of participants to:

- Promote and ensure the preservation of documentary heritage of international, regional and national significance, using the most appropriate technology;
- Raise Member States' awareness of their own documentary heritage, especially any part which holds significance in terms of common regional memory;
- Formulate and adopt national strategies which allow to define, safeguard and give access
   to the regional documentary heritage;
- Propose mechanisms in favour of co-operation and mutual exchange of knowledge between
   professionals of preservation of the historical documentary heritage.

A Sub-regional meeting on the "Memory of the World", held in Budapest from 9 to 10 March 1995 reached similar conclusions. The meeting was attended by participants from Austria, Croatia, the Czech Republic, Hungary, Romania and Slovakia. While digitization is a powerful tool to facilitate access and thereby help to preserve the originals, participants stressed that it has limits and cannot replace conventional preservation work. During the meeting, a co-operative sub-regional project was designed. It is expected that the project will enable the participating institutions to test

digitization techniques and equipment and assess the related financial, legal and dissemination aspects. A training session took place in this context in the National Library in Prague in November 1996.

A Regional Consultation on the Conservation, Preservation and Promotion of the documentary Heritage of Central Asia was held in Tashkent in September 1997, immediately before the meeting of the IAC. Representatives of the five Central Asian States - Kazahkstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan - met to discuss improving their links with the Memory of the World Programme. During the meeting they also explored ways of working together for their mutual benefit. They are considering the formation of a loose co-operative regional scheme called 'Memory of Central Asia'.

An International Conference on "Memory of the World" was held in Oslo from 3-5 June 1996. Some 150 delegates from 65 countries participated in the Conference, which highlighted the results achieved by the Programme and the need for regional and national plans for preservation and access. The Conference adopted a resolution urging all countries to establish "Memory of the World" Committees and to become active participants in the Programme. The Proceedings are available from UNESCO and can also be copied from its Web Site.

3. Memory of the World Register

This Register lists documentary heritage which has been identified by the 'Memory of the World' International Advisory Committee as meeting the selection criteria for world significance, similar in some ways to UNESCO's World Heritage List. However, the nomination and registration of documents under the "Memory of the World" label will have no legal or financial implications.

Individual countries are encouraged to set up their own documentary heritage registers in parallel to the "Memory of the World" Register. National registers identify the documentary inheritance of the nation. The national registers will increase awareness of the importance of the national documentary heritage and the need for a co-ordinated and integrated policy to ensure that endangered documentary heritage is preserved. Groups of nations like the Scandinavian countries or the Baltic States may compile regional registers to list documentary heritage which is integral to their collective memory.

In its meeting in Vienna in June 1999 , the IAC reviewed 20 nominations received from 16 countries. Nine outstanding archives and library collections of world significance were added to the Memory of the World Register. New registrations include the Records of the Qing's Grand Secretariat, held by the First Historical Archives of China, the Masterpieces of Fryderyk Chopin, held by the Fryderyk Chopin Society in Warsaw and the Eric Williams Collection of the Library of the University of West Indies, Trinidad and Tobago. A number of nominations were considered more appropriate for national or regional registers as no sufficient evidence of world significance could be found in the nominations. This brings the total number of entries on the Memory of the World Register to 47 collections from 26 countries. A number of Latin American countries are represented on the Register including Argentina, Mexico and Venezuela.

3.1 Selection criteria

Each register - World, Regional and National - must be based on clearly-defined criteria for assessing the cultural value of documentary heritage. Documentary heritage is of worldwide significance if it has had a major **influence** on the history of the world, transcending the boundaries of a national culture; if it reflects in an outstanding way a period of momentous change in world affairs or makes an outstanding contribution to our understanding of the world at a particularly important **time** in its history; if it contains important information about a **place** which made a crucial contribution to major developments in world history or culture; if it has a special association with the life or works of a person or **people** who have made an outstanding contribution to world history or culture; if it gives particularly valuable information on an important subject or major **theme** of world history or culture; if it is an important example of an outstanding **form or style**; if it has outstanding **cultural and social** or spiritual **value** which transcends a national culture.

In addition to these seven major criteria, two further criteria should be taken into account. These may enhance the world significance of documentary heritage, though they are not sufficient in themselves to establish its value: the significance of documentary heritage may be enhanced if it has a high degree of **integrity** or completeness or if it is unique or **rare**.

The criteria will be tested by the International Advisory Committee and weighing factors will be developed to reflect the relative importance of the criteria. The question of weighing the criteria differently for different types of documents was raised. For example, the documents collected by a political figure in his/her lifetime may require more stringent assessment against Criterium 1 - Influence - than other types of collection. Similarly, documentary films may need to be tested more stringently against Criterium 5 - Subject/Theme - while Criterium 6 - Form and Style - may need to be applied more strictly for entertainment films. In many instances, the IAC may seek specific specialist advice from the appropriate NGO.

It was agreed that a high degree of *selectivity* along with a high degree of *rigour* adds to the credibility of the Memory of the World label.

The criteria for documentary heritage to be entered on National or Regional Registers are to be decided by the relevant National or Regional Committees. It is recommended, however, that the World Register criteria be used as a model. Restrictions on access to documentary heritage will not systematically prevent entry on a Register but may reduce the possibility of receiving support through the "Memory of the World" Programme.

3.2   Review of the selection criteria
There was extended discussion on the papers prepared for the meeting in Vienna and the topic generally, during which the points listed below were raised:
-   The three levels of Memory of the World registers – international, regional and national – do not denote levels of "importance" but rather the geographic sphere of the value and importance of the heritage concerned. In a fundamental sense all are equally important, which is why they merit inclusion. Decisions on acceptance

or rejection of all nominations should take into account this three-level structure regardless of whether the relevant national or regional register has yet been formally established.

- The following stance on archival fonds is of fundamental importance:

The IAC recognizes that all archival fonds are generated organically by state administrations, corporate bodies and individuals in the course of their normal activities. The IAC considers, however, that the Memory of the World Register cannot include all the records in public and private archives, no matter how important those bodies or individuals may be. A large proportion of the records are concerned with local, national and, sometimes, regional issues.

Repositories should nominate for inclusion on the World Register only those documents that are clearly of world significance. The nomination may consist of a complete fonds, a sous-fonds, series or groups of records or even a single document within a collection.

- How should the Memory of the World funds be used strategically in the light of revised criteria? To secure the integrity of documents already on the Register? For awareness raising? To invite and assist nominations from under-represented quarters? To organize meetings of experts?

- There cannot be "open-ended" nominations: all proposals must relate to fixed and finite documents or groups of documents. Once added to the Register, the document group cannot be varied or redefined over time. Having accepted this principle, however, the fugitive nature of some materials – such as audio-visual carriers – has to be recognized: sometimes, what survives over time may be the content rather than the decaying original carrier. There may need to be format change within a group of documents after it is included on the Register.

- Memory of the World is an open and inclusive programme: it is important to allow individuals, as well as organizations within and outside the UNESCO umbrella, to nominate items for the Register. We have so far tended to use a "top down" approach: perhaps we now need a wider approach. We could involve UNESCO national commissions and national Memory of the World committees in offering comment on revised criteria. This also matters as national Memory of the World registers are established: criteria for all registers at national, regional and international levels need to be mutually consistent in their definition and operation.

- We should avoid political correctness, which is not a criterion for evaluating a nomination, but rather deal objectively with the merits of each proposal for nomination, in its own right. We receive and respond: we may stimulate, too, but should not distort (a specific example of stimulating activity in Central Asia was quoted.)

- "If it ain't broke, don't fix it…." Selection criteria should not be static. They must continually evolve in the light of experience. The nomination process needs to be thorough – it is undesirable to "deregister" material once it has been included, even though selection criteria may evolve. We have to be pragmatic in keeping the nomination process operating while accepting that criteria will continue to change.

- We must be pragmatic also in reading the political and cultural context of nominations. Adding a nomination to the Memory of the World Register not only recognizes the importance of the documentary heritage involved, but may also be instrumental in obtaining the release of government funds for preservation work, or in generally raising the status of the documentary heritage in the country or locality concerned. (These are key objectives of the Memory of the World

programme.) As a body concerned with cultural rather than political values, the IAC should focus on the cultural value of the material under consideration, and while being aware of relevant political or other agendas attaching to it, be primarily concerned with the timeless cultural issues.

- No set of Guidelines can be completely comprehensive. We may need to take precedents into account, as well as prescriptions.
- It is desirable, in principle, to obtain independent evaluation of nominations, for example by involving NGOs and/or recognized experts in providing evaluations. Economically, it will not always be possible: nor will it necessarily be simple. Any advice-giving body is likely to have its own strengths and limitations, and its own agenda, and we will need to be aware of the difference between "expert technical advice" as opposed to formal advice or policy stances.
- We should take advantage of the opportunities the revision process offers for increasing profile and awareness of the Memory of the World programme, especially among UNESCO bodies. We know that many UNESCO national commissions have limited awareness of Memory of the World and do not promote it. It is our duty to highlight the programme strategically. Some national Memory of the World committees are not working effectively and need to be helped.
- We might include "lost heritage" in the registers themselves, rather than as a separate list: it may send a salutary message and put the "survivors" on the register into context.
- Specific considerations will be attached to nominations for published material: such material may not be unique, and be held in a number of collections in various configurations.
- The IAC needs to be persuaded by a nomination, so the case should be well-prepared and address the ruling criteria comprehensively to allow the IAC to make an informed decision. Nominations should be as objective as possible and free from debatable assertions, ambit claims and value judgements.
- There is a need for ongoing dialogue with the UNESCO World Heritage programme to ensure compatibility in our approaches to documentary heritage contained within a designated World Heritage site.
- There is a need for special guidelines to be developed for dealing with the organized records of major political figures, musicians and scientists: there are many hundreds (thousands?) of such collections and it would be impractical and undesirable to have such material dominate the programme. A "time test" – restricting eligibility to non-contemporary materials – may be one useful approach. Other formats or collection types may also require special guidelines – for instance, exhibitions (as opposed to collections) and databases.

To give effect to these views, two members of the IAC are working as a team to prepare a new draft of the criteria, taking into account the above discussion. They are seeking in this context expert opinion and we would welcome any comment or advice from CDNL members.

4. Pilot projects

The Programme has established several experimental pilot projects. These have resulted in a number of interesting CD-ROMs.

4.1 Prague

A digitization programme was launched by the National Library in Prague, in co-operation with a private firm, Albertina Ltd. A demonstration CD-ROM was first published in 1993, featuring some of the most precious manuscripts and other documents in the historic collections of the National Library, with annotations in Czech, English and French. In addition, a CD-ROM series has been started with the release of the first two discs in early May 1995. Digitizing the most beautiful manuscripts and old prints of the National Library will facilitate access to these treasures without exposing the originals to heavy use, thus contributing to their preservation. In addition, while colours and ink react with paper, parchment, silk and other traditional media, digital information does not fade with the passing of time and could be easily transferred from CD-ROM to future more durable media.

4.2 The Radzivill Chronicle

Written in old Russian, this monumental work reveals the history of Russia and its neighbours from the fifth to the early thirteenth century in pictorial form, representing events described in the manuscript with more than six hundred colour illustrations. Known to the scholarly community according to its ownership in the seventeenth and eighteenth centuries, the Radzivill, or Kenigsberg Chronicle, is the most ancient surviving example of the art of the Russian illuminated chronicle. It is a fifteenth century copy of a thirteenth century archetype held by the Library of the Russian Academy of Sciences in Saint Petersburg (BAN). The Radzivill Chronicle's combination of text and illustration places this manuscript in the company of such acknowledged masterpieces as the Madrid copy of the Greek Illuminated Chronicle of Ioann Scilipa, the Vatican copy of the Bulgarian Translated Chronicle of Konstantin Manassia, the Budapest copy of the Hungarian Illuminated Chronicle, and the copies of the Big French Chronicles. Among these, the Radzivill is distinguished by the richness and quantity of its illustrations.

The increasing fragility of the original manuscript, together with its pre-eminence in the Russian literature, has left BAN sharing a dilemma faced by libraries around the world in charge of the care and wise use of cultural treasures. The handling of the Radzivill Chronicle, itself, must be restricted to preserve its material well-being. At the same time, the scholarly and scientific enterprise to which the Library is dedicated argues for access to this important document for serious research. This is why the Library has turned to a digital medium - to display the manuscript in full color while preserving the original. A prototype Photo CD is produced with the support of UNESCO and the Library of Congress, as a pilot project and a demonstration of the use of digital media in the service of preservation.

4.3 Saint Sophia

Devised by a group of Bulgarian and French writers, the "Saint Sophia" project is an attempt at a multimedia edition of Bulgarian manuscripts on an interactive compact disc. The disc evokes the symbolic figure of Saint Sophia, patron saint of Sofia, the capital city of Bulgaria, in Bulgarian history, literature and civilization from the eleventh to the seventeenth centuries.

The documents selected include primarily the facsimile reproduction, in the form of digital images, of Bulgarian manuscripts, including the oldest known: the eleventh-century *Book of Apostolic Epistles of Enina*. They are supplemented by reproductions of illuminations, frontispieces and decorative motifs, and by photographs of various historic and archaeological sites. There are also printed transcriptions in Old Bulgarian of certain manuscripts and, where available, their translations into modern Bulgarian, English and French.

4.4 The Sana'a manuscripts

In 1972, after heavy rain, a section of the wall of the Great Mosque of Sana'a collapsed. Work on the roof brought to light manuscripts which had been concealed in the ceiling in ancient times. They are parchment and paper fragments representing approximately one thousand different volumes, the oldest of which date back to the first century of the Hegira. Most are extracts from the Koran and are of considerable interest for the linguistic, religious and paleographic study of the literature of the early centuries of the Hegira and of the Arabic language. The fortuitous and extraordinary discovery of these documents and their unique character constitute a remarkable event which will mobilize efforts and expertise on an international scale. Thanks to the active participation of Germany, a plan of work on the fragments was begun, which led to the construction of a House of Manuscripts, the restoration of some 12,000 fragments of parchment (out of 15,000), their storage, identification and classification and the training of Yemeni restorers and photographers.

Research work on illuminated fragments and on bindings was carried out with a grant from the Getty Institute. This work, together with papers read at congresses and articles in academic journals, shows just how remarkable the collection is. The Yemeni authorities concur in the view that the collection is the equivalent of a historic building of exceptional heritage quality. A UNESCO mission visited Sana'a at their request to consider including a pilot project on the Yemeni collections in the "Memory of the World" Programme.

A National Committee for the project has been set up to identify the most suitable documents. A demonstration disc based on a selection of manuscripts including some of the Koranic fragments has been published, in co-operation with the Regional Information Technology and Software Engineering Centre (RITSEC), Cairo, Egypt. This CD-ROM offers an introduction to the Arabic calligraphy illustrated by Yemenite manuscripts, especially the Koranic fragments. Descriptions and comments are provided in Arabic, English and French.

4.5 Memoria de Iberoamerica

The project, submitted to UNESCO by the "Asociación de Bibliotecas Nacionales de Iberoamerica" (ABINIA) is concerned, in its first stage, with protecting the nineteenth-century press published in Latin America and improving access to it for historians and interested members of the public.

ABINIA had previously organized a series of activities on the occasion of the Five Hundredth Anniversary of the Encounter between Two Worlds, in response to the desire to encourage appreciation of the documentary heritage of the Iberian world.

Among these activities was the compilation of a database indexing 90,000 books from the sixteenth to the eighteenth centuries, a travelling exhibition and the reissue of the most important historical works in the context of the Five Hundredth Anniversary. The national libraries of twelve countries (Brazil, Chile, Colombia, Costa Rica, Cuba, El Salvador, Mexico, Nicaragua, Puerto Rico, Peru, Portugal and Venezuela) are taking part in the project on the nineteenth-century press. It has led to the drawing up of a computerized inventory of some 6,000 newspaper titles and other press organs.

The second phase of the project is to arrange for the conservation of the listed collections and their transfer to microfilm and digital form with a view to exchanges between national libraries, the organization of exhibitions and special publications.

4.6 Manuscripts of the Kandilli Observatory

The aim of this project is the preservation of a collection of about 1300 works on astronomy in three languages (Turkish, Persian and Arabic) held in the Library of Kandilli Observatory and Earthquake Research Institute at Bogaziçi University in Istanbul.

UNESCO's contribution covered the preparation and publication of the catalogue of these manuscripts and the production of a CD-ROM consisting of the catalogue and sample pages from most of the manuscripts.

4.7 Memory of Russia

This project deals with preserving and improving access to the collection of 15th and 16th Century Slavic manuscripts held by the Russian State Library in Moscow. It also includes the archives of many of the major Russian authors such as Dostoevsky and Pushkin.

4.8 African Postcards

The old postcards chosen for this project constitute a pictorial treasure and are related to the 16 countries of the Economic Community of West African States (ECOWAS). These postcards are very rare because they are scattered in many countries, mostly in Europe. Only their presentation on a CD-ROM or a Web Site could bring them together, at least partially, under one theme or in an

historical and geographical framework. The CD-ROM, prepared in collaboration with the Association Images et Mémoires and ICG-Mémoire Directe, features 3.000 postcards, which represent only a small percentage of the existing 50.000 for the same period (1890-1930) and the same countries. This first achievement should pave the way to even more sophisticated initiatives.

4.9 Treasures of Dar Al Kutub

This project, reproducing on CD-ROM a selection of precious manuscripts of the National Library in Cairo (Dar Al Kutub), offers a guided tour among the splendours of the Arab culture and its contribution to the enhancement of knowledge in numerous scientific fields.

4.10 Manuscripts of Vilnius University

This project is in many ways similar to the preceding one. It concerns collections of manuscripts, incunabula and old atlases kept at the Vilnius University Library and its aim is to illustrate, through a series of CD-ROMs and on Internet, European contributions to scientific advancement between the 15th and the 18th century.

4.11 Photographic collections in Latin America and the Caribbean

The huge number of photographic collections scattered around the world led the promoters of this project to limit its scope, in a first stage, to Latin America and the Caribbean and to public collections of the 14th century held in national archives and libraries.

Through the stock of prints often stored in inadequate preservation conditions, it is the whole life of the nations which re-surges with its important moments and the portraits of those who have influenced the course of history.

The coupling of a CD-ROM containing 3.000 to 5.000 prints illustrating the main stages of the history of some ten countries of Latin America and the Caribbean and of a presentation on the Web of a representative sample of images (video quality) with comments in English, French, Portuguese and Spanish, will enhance the value of this fragile heritage, in danger of disappearing. It is hoped that this will then help libraries and archives to ensure that preservation of their photographic collections is a priority.

All these projects were funded under the UNESCO Regular Programme. A number of other projects received funding under the Participation Programme or from extra-budgetary sources. These include the safeguarding of manuscripts of Antonìn Dvoràk and Bedrich Smetana, held by the Museum of Czech Music in Prague; the setting up of a database on the preservation conditions of documentary heritage in Estonia, inventory and preservation of manuscripts in Mauritania, provision of equipment in Algeria, Armenia, Cuba and Poland, and of regional training courses in Caracas, at the Centre for Preservation of Paper of the National Library of Venezuela and in Prague, at the Digitization Centre of the National Library of the Czech Republic; reproduction and repatriation in Antigua of historical records held in foreign repositories; publication of "Libro de los Pareceres de la Real Audiencia de Guatemala 1573-1655"; reproduction of

the hand-written card file of the 11th-17th century Russian language to CD-ROM to promote access to this collection, etc.

5. Technical framework

From the examples mentioned above, it emerges clearly that the two basic principles which guide the "Memory of the World" Programme are the preservation of documents, holdings and collections and the democratization of access to them. The two principles are intrinsically linked, since access is conducive to protection and preservation ensures access.

The essential steps for carrying out any project in the "Memory of the World" programme are: selecting and preparing the documents, ensuring that they are placed in a suitable physical environment, photographing them where necessary, digitizing them, describing and annotating them, providing the staff to perform these tasks with appropriate ad hoc training where necessary, translating bibliographical descriptions or even the texts themselves where necessary, and ensuring that the resulting product is distributed as widely as possible.

Provision has been made for the establishment of two sub-committees, the first to make regular assessments of the technology that might be used by the Programme and the second to study methods for marketing and selling the Programme's products throughout the world. The first Committee held four meetings devoted to preservation and digitization of documents. It reviewed recent developments in digitization and prepared technical guidelines with a table showing, for each type of carrier (texts and still images on the one hand and sound and moving images on the other hand) the recommended digitization standards for access. It was suggested that a programme of digitization of documents is the best compromise between the conflicting demands for wider access to collections and for greater protection of the documents.

The Sub-Committee also considered a draft recommendation that digital copies of manuscripts and old printed material under "Memory of the World" use the Hypertext Mark-up Language (HTML 2.0) as the basic presentation tool in order to provide the widest possible access. Through HTML discs can be searched using any Internet search software. The technology can also be adapted for use on other carriers (sound recordings, photographs, newspapers, etc.) and, of course, for documents placed on the World Wide Web.

As to the preservation of the originals, a 'Guide to Preservation Standards' which is available both in paper edition (CII-98/WS/4) and on the Web site provides a compilation of the most relevant standards. It covers the following sections:

- Paper and other traditional materials (such as leather, parchment, palm-leaves, etc.)
- Photographic materials
- Mechanical carriers (including phonograph cylinders, microgroove discs, etc.)
- Magnetic materials (such as magnetic tapes and disks)
- Optical media (audio CDs, CD-ROMs, video discs, optical tapes, etc.)
- Electronic publications (off-line and on-line publications)

- Electronic records and virtual information (such as E-mail messages and personal computer files)

Each section introduces the general problem, draws the list of relevant standards, relating them to each other and pinpointing gaps, provides implementation guidelines and checklists and discusses Third World issues such as climatic and financial conditions, grass-root and traditional preservation techniques and minimum standards.

A CD-ROM on preventive preservation and conservation is being prepared in co-operation with IFLA. This disk will display a comprehensive documentation both in English and French, with illustration material on degradation factors affecting library and archival materials as well as preventive measures to be taken. The disk is expected to be used in all sorts of education and training programmes. Large extracts will also be available on the 'Memory of the World' web site.

A number of training activities are being arranged in the context of the Programme. Two training workshops on preservation and conservation in Africa were held in 1999, in co-operation with the IFLA/ICA Joint Committee on Preservation in Africa (JICPA). These workshops took place in Praia, Cape Verde for Portuguese speaking specialists and in Harare, Zimbabwe for English speaking conservators. Another workshop is planned for French speaking specialists. The objectives of these workshops are:

- to provide the participants with an understanding of the nature of paper and characteristics and other media and the need for their preservation;
- to impart practical knowledge of restoration of documents to participants;
- to provide adequate time for meaningful discussion of specific problems faced by participants in their home countries.

From the discussion in Harare and Praia it appeared that the situation in many countries is quite serious where in some cases directors of libraries and archives are not very much interested in preservation and conservation and only a lower priority was given to them in the scheme of things.

Lastly, so that UNESCO can play its role to the full as co-ordinator and catalyst, three inventories in the form of regularly updated databases are being created in co-operation with IFLA, ICA and other competent professional bodies such as FID, FIAF, FIAT and IASA.

1) **Inventory of library collections and archive holdings which have suffered irreparable destruction since 1900**: This inventory, published as "Lost Memory - Libraries and archives destroyed in the twentieth century" (CII-96/WS/1), is an attempt to list major disasters that destroyed or caused irreparable damage to libraries and archives during the present century. Thousands of libraries and archives have been destroyed or badly damaged in the course of fighting during the two world wars, notably in France, Germany, Italy and Poland. War has also been the cause of untold destruction to libraries and archives more recently in former Yugoslavia and in many other countries. The document, prepared by J. van Albada (ICA) and H. van der Hoeven (IFLA) lists lost documentary heritage in more than 100 countries. This inventory is not meant to be a sort of funerary monument but is intended to alert public opinion and sensitize the professional community and local and national authorities to the disappearance of archival and library treasures and to draw attention to the urgent need to safeguard endangered documentary heritage.

2) **World list of endangered library collections and archive holdings**: To date more than 60 countries have proposed collections and holdings to be included in the list of endangered documentary heritage. The International Association of Sound Archives has conducted a survey carried out by George Boston, in the context of this exercise, that shows that the most endangered carriers are not necessarily the oldest. In the audio domain, substantial numbers of acetate discs and tapes are lost each year. All unique acetate recordings at risk need to be copied swiftly to a new format. A database called "Endangered Memory" is being constituted with answers to the questionnaire distributed since 1994. This database presently contains 128 answers from 59 countries.

3) **Inventory of ongoing operations to protect documentary heritage**: Documentary heritage has been lost in the past and will continue to disappear in the future. The aim of "Memory of the World" is to ensure that significant material is identified and saved. Today's technology enables us to identify the location of important documentary heritage and gain access to it. This inventory, prepared under contract with IFLA by Jan Lyall, lists major preservation activities currently in progress. The information in this document (CII-96/WS/7) was obtained through a questionnaire which was widely distributed in English, French, German, Japanese and Spanish, using the IFLA Preservation and Conservation (PAC) network. The survey was intended to collect information from libraries with collections of national significance in order to identify problems in various parts of the world and to obtain a snapshot of current preservation activities. More than 200 responses were received and keyed into the computer. This database, as well as the previous one, running on CDS/ISIS, will be updated regularly and the data analysis facilitated by use of IDAMS, a statistical package developed by UNESCO and featuring an interface with CDS/ISIS. The two lists will constitute the indispensable basis for the Programme along with the "Memory of the World" Register.

Furthermore, in recognition of the impact of cinema throughout the world, it was decided, as part of the centenary celebration, to compile and publish, in the context of the "Memory of the World" Programme, a list of approximately 15 films each country considers to be representative of its most significant film heritage. This list is available free of charge from PGI under the title "National Cinematographic Heritage" (CII-95/WS/7).

A world wide survey on digital collections and their preservation is being conducted in cooperation with IFLA. There is a great deal of uncertainty regarding the preservation of digital information and professional circles have become increasingly anxious about the safeguard of these new documents. Although this concern is shared by many other organizations and initiatives such as "Bibliotheca Universalis" launched by the G7 Conference on the information society no global answer has so far been made. The aim of this IFLA/UNESCO project is two-fold. First, it intends to list the main digitization programmes that are being conducted throughout the world. This will allow UNESCO to identify those collections which could become part of the "Memory of the World" Programme, and lead to the constitution (either through direct access to a data base or by way of links to library web sites) of a global virtual library, at least for those documents belonging to the "public domain". Secondly, it aims at identifying and assessing the various preservation policies and strategies

concerning digital collections. It is obvious that this specific preservation issue is both a technical, financial and legal challenge for the entire library community.

Finally, UNESCO has published guidelines on the Programme's technical, legal and financial framework and its working structures. This text is available in all UNESCO official languages, free-of-charge, under the title "Memory of the World- General Guidelines to Safeguard Documentary Heritage" (CII-95/WS-11).

6. Legal Framework
6.1 Documentary heritage in war

A major diplomatic conference held in The Hague, Netherlands (15-26 March 1999) adopted new provisions for the protection of cultural heritage in the event of armed conflict, destined to improve the safeguards provided by the UNESCO Convention for the Protection of Cultural Property in the Event of Armed Conflict adopted in The Hague in 1954.

These provisions will offer the international community an opportunity to take measures to counter the alarming new tide of damage and loss due to armed conflicts since 1990. The recent, and sometimes intentional, destruction of heritage in Afghanistan, Bosnia and Herzegovina, Cambodia, Croatia and Somalia, among other places, has led to calls to improve this protection. Such destruction represents an inestimable loss to the common heritage of humanity and to the cultural development and identity of local communities.

UNESCO, together with some other intergovernmental and non-governmental organizations, has conducted a review of the 1954 Convention and found several aspects in which it could be strengthened. More precise provisions could, for instance, be brought to the concept of "military necessity" and better heritage protection in situations of civil and domestic conflicts. There is also a significant demand for the adoption of an improved system of sanctions to punish perpetrators of crimes affecting cultural heritage and for the creation of a body to supervise the implementation of the Convention.
The International Council of Museums (ICOM), the International Council on Monuments and Sites (ICOMOS), the International Council on Archives (ICA) and the International Federation of Library Associations and Institutions (IFLA), which have established the International Committee of the Blue Shield as a coordinating body, provide the experts who try to protect cultural heritage under threat.

6.2 Partnership agreements and ethical issues

Working in partnership in an international context means that a legal framework is an absolute necessity if "Memory of the World" is to be managed in a properly accountable manner. The framework must nevertheless remain sufficiently flexible to guarantee the originality of each project and take account of the diversity of national legislation.

It is essential that the rights of the owners of the collections and holdings in a project are respected and that the relationship between the owners and the technical and commercial partners is clearly defined, particularly with regard to the division of rights among the

various parties, the allocation of rights of ownership to the images produced and the sharing of the profits from the sales of products made from images. It also seems clear, however, that excessive protection which might limit access to the documents would run counter to one of the Programme's fundamental principles. The International Advisory Committee recommended, at its second meeting, that UNESCO pay careful attention to legal questions affecting the intellectual heritage in the new context of the increasing use of electronic storage media in libraries and archives, in particular to provide for freedom of access within the limits set by national and international legislation.

INFOethics, an International Congress on Ethical, Legal and Social aspects of Digital Information was held from 10 to 12 March 1997, in Monaco. The Congress proposed, in particular, the setting-up of an international commission on INFOethics, the launching, under the auspices of UNESCO, of a large-scale co-operative effort among all professions concerned with the archiving, preservation and conservation of digital information, an initiative that would result in the elaboration of a professional code of conduct; it stressed the importance of authors' moral rights in the new environment of global flow of digital information. UNESCO's objective here is to develop a scale of values in cyberspace, to reinforce the free flow of information and to head off any over-reaction that might lead to excessive regulations of the communication networks. Infoethics'98, the second international Congress on Ethical, Legal and Societal Challenges of Cyberspace, was held from 1 to 3 October 1998 in Monaco. Experts in telecommunication, information, computer science, social sciences and philosophy discussed the areas of public domain, multilingualism, globalization, privacy, confidentiality and security in cyberspace. Every citizen in the world should have the right to meaningful participation in the Information Society which has become an integral part of society as we know it today, with all the rights and obligations that this entails.

The Infoethics 2000, the third UNESCO Congress on Ethical, Legal and Societal Challenges of Cyberspace will take place in Paris from 13 to 15 November 2000. The aim is to build up a consensus on ethical, legal and societal principles applicable in cyberspace. Numerous international consultations are showing that clear policy guidelines are needed in the increasingly open, interactive and global information context. Such guidelines should cover all aspects of the global information networks - technological and economic, but also educational, scientific, cultural and social. The latter will ultimately have a deeper and more fundamental significance in achieving an Information Society for All.

7. Financial context

All projects carried out so far were funded under the UNESCO Regular Programme or its Participation Programme. More projects are awaiting funding. These include, for example the restoration and preservation of 7000 hours of audio material of Chinese folk music, preservation of Tamil palm-leaf manuscripts in India, preservation of Vietnam film heritage, preservation of Lao manuscripts, preservation of a Jewish musical collection in Kiev, safeguarding of manuscripts of ancient cities in Mauritania, etc. Extra-budgetary funding for some of these projects has been pledged. This includes

Norwegian funding for the preservation of, and enhanced access to, the slave trade archives in Africa and Latin America and the Caribbean and funding from the European Union for the preservation and promotion of heritage collections in a number of Mediterranean countries. The last project is being implemented by the Centre de conservation du livre à Arles, France, in close co-operation with UNESCO.

An international fund is being set up within UNESCO to finance some of the Programme's projects. These will include, as a priority, projects with a regional or international dimension. Other projects which meet the agreed criteria could use the "Memory of the World" label without necessarily receiving aid from UNESCO or the fund. A UNESCO special account has been opened for the "Memory of the World" (Ref. 406 INT 61).

Each "Memory of the World" project is an entity in itself, especially as far as finance is concerned. While profit can never be a prerequisite for carrying out a project, each project must strike a financial balance between, on the one hand, the investment needed for digitizing, reproducing, and distributing products and for preparing the reproduced collections and holdings for conservation and, on the other, initial contributions from local or outside funds and royalties from possible sale of products. This balance will not be achieved without the participation of sponsors and technical and financial partners. The search for partners is an important, not to say decisive, phase of all "Memory of the World" projects.

Some projects are being funded by governments with no financial implication for UNESCO. A good example is **the archives of the Dutch East Indian Company (VOC).** An international conference on the Dutch East Indian Company Archives project was held in The Hague and Leyden on 10 and 11 December 1998 following Resolution 28 adopted by the 29th session of the General Conference of UNESCO. This meeting was organised by the National Commission of the Netherlands and attended by participants from all concerned countries, including Permanent Delegates to UNESCO of the Netherlands, India, Sri Lanka and Indonesia. The archives of the Dutch East Indian Company (VOC) represent a unique source of information about the 17th and 18th century history of many countries and cultures of Europe, Africa, Asia and Australia. The history of the East India Company is not merely the of a large Dutch business conglomerate symbolized by many large architectural monuments such as warehouses, meeting halls or ship wharves. The records of this Company deal with its operations in Asia, and thus shed considerable light on Asian history as well. The aim of the project is safeguarding the extensive material heritage this trading company has left behind in the Netherlands and Asia, and how we can make this mutual heritage accessible and available for further use.

During the Conference it is announced that the Government of the Netherlands has decided to launch in co-operation with all concerned Member States the Dutch East Indian Company (VOC) archives project within the framework of Memory of the World.

The Sub-Committee on Marketing held its first meeting in Oslo, in July 1996. The Group outlined a fund-raising strategy for the Programme, together with a promotional and marketing plan and a legal framework. The meeting agreed that there was a possibility for "Memory of the World" to seek partnership with major companies active in creating and preserving memory and knowledge. It was also stressed that the Programme needed to be marketed first for the professions, through their associations

and publications. The participants also suggested that celebrated writers and winners of literary prizes should be invited to rally the Programme and publicise its aims and achievements.

Sources: *"Memory of the World" Programme - First Meeting of the International Advisory Committee, Pultusk, Poland, 12-14 September 1993. Final Report. Paris, UNESCO, 1993 (PGI-93/WS/17)*

"Memory of the World" Programme - Second Meeting of the International Advisory Committee, Paris, France, 3-5 May 1995. Final Report. Paris, UNESCO, 1995 (CII-95/CONF.602/3)

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"Memory of the World" Programme –Fourth Meeting of the International Advisory Committee, Vienna, Austria, 1999. Final Report. Paris, UNESCO, 1999 (CII-97/CONF.502.1)

"Memory of the World" - General Guidelines to Safeguard Documentary Heritage. Paris, UNESCO, 1995 (CII-95/WS-11)

"Memory of the World" - Lost Memory - Libraries and Archives destroyed in the Twentieth Century. Paris, UNESCO, 1996 (CII-96/WS/1)

"Memory of the World" - A survey of current library preservation activities. Paris, UNESCO, 1997 (CII-96/WS-7)

Proceedings of the First International "Memory of the World" Conference, Oslo, 3-5 June 1996. Edited for UNESCO by Stephen Foster. Oslo, 1996

"Memory of the World" Programme- Safeguarding the Documentary Heritage: A Guide to Standards, Recommended Practices and Reference Literature Related to the Preservation of Documents of All Kinds. Paris, UNESCO, 1998 (CII-98/WS/4)

"Memory of the World" Programme.- External Evaluation. Paris, UNESCO, 1998 (CII-98/WS/5)

For further information please visit UNESCO's web site:
http://www.UNESCO.org/webworld

Annex 4

MEMORY OF THE WORLD

REVISIONS TO GENERAL GUIDELINES

2   SCOPE OF THE PROGRAMME

2.4   THE MEANING OF DOCUMENTARY HERITAGE

2.4.1 For the purposes of the programme, **documentary heritage** is defined as comprising items which are:

- moveable
- made up of signs, sounds and/or images
- preservable (the carriers are non-living)
- reproducable and migratable
- result from a deliberate documenting process

This excludes items which are part of a fixed fabric (such as a building or a natural landscape) or which were designed as non-reproducable "originals", such as paintings or three dimensional artefacts or art objects.

2.4.2   An item of documentary heritage can be a single document. Or it can be a group of documents: such as a collection, a holding or an archival fonds. A collection is a set of documents selected individually. A holding is a collection or set of collections held by an institution or an individual, or a fonds or record group, or a set of them held by an archival institution. (Such institutions may include libraries, archives, organisations such as educational, religious and historical bodies, museums, government agencies and cultural centres.)[1]

2.4.3   For the definitional purposes of the Memory of the World Programme, a document *is deemed*
to have two components: the information *content* and the *carrier* on which it *resides*. Both may be of great variety. For example:

- Textual items such as manuscripts, books, newspapers, posters, etc. The textual content may recorded in ink, pencil, paint or other medium. The

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[1]   Archival fonds are generated organically by state administrations, corporate bodies and individuals in the course of their normal activities. However, the MoW Registers cannot include all the records in public and private archives, no matter how important those bodies or individuals may be. A large proportion of the records are concerned with local, national and, sometimes, regional issues.

Nominations should be only for those documents that are clearly of world significance. The nomination may be for a complete fonds, a sous-fonds, series or groups of records or even a single document within a collection.

carrier may be of paper, plastic, papyrus, parchment, palm leaves, bark, textile fabric, stone or other medium.

- Similarly, non-textual items such as drawings, prints, maps, music.

- Audiovisual items such as films, discs, tapes and photographs - whether recorded in analogue or digital formats, and by mechanical, electronic or other means – comprise a physical carrier with an information bearing layer where the content resides. [The definition of audiovisual media in "A Philosophy of Audiovisual Archiving" (UNESCO, 1998 edition, para. A 3.2.3 is taken as the standard]

- Virtual documents such as websites reside on servers: the carrier may be a hard disc or tape, the content is electronic data.

2.4.4   Documentary heritage may be in the possession of public or private organisations, or
individuals. Access may vary greatly: from full public access to no access at all. It can vary from country to country, from institution to institution, and according to legislation and institutional policy. While the contents of some private documentary heritage holdings are publicly unknown, there are many owners who are prepared to make public their ownership, so holdings can be assessed to determine their significance.

2.4.5   Beyond recognising differing custody arrangements, the Memory of the World Programme
makes no distinction between public and private documentary heritage. Even though access may be restricted, private documentary heritage is still to be regarded as a potential part of the Memory of the World Programme, which provides a mechanism for recording its existence . Changes of circumstance often means that private documentary heritage enters public *ownership.* It is in the interest of the heritage of the world that this documentary heritage be preserved, *irrespective of its ownership.*

2.4.6   The Memory of the World Programme encourages the documenting of oral tradition through
oral history projects, imperative in many societies where traditional ways of retaining memory are being eroded. The resulting recordings join other parts of the documentary heritage as potential items for inclusion on the registers.

2.4.7   To provide context, the International Advisory Committee will maintain a separate listing of lost
 documentary heritage to be known as "The Lost Memory of the World" which (had it survived) would have been eligible for inclusion within one or more of the registers.

2.4.8   The Memory of the World Programme may document, in confidence, details of valuable items
of documentary heritage whose public listing in the registers could potentially bring them under threat, for political, cultural or other reasons.

2.4.9   The documentary heritage is the common moral property of all mankind: the Memory of the

World Programme views the <u>assets</u> of items as vested in the whole of humanity, while fully recognising that legal ownership may vest in an individual, organisation or nation. It follows that the heritage derives from all parts of the world and all eras of history, and the balance of registered items should reflect this fact.[2]

4   MEMORY OF THE WORLD REGISTERS

4.1   INTERNATIONAL, REGIONAL AND NATIONAL REGISTERS

4.1.1   There are be three types of Register of documentary heritage under the program. The same

selection criteria, which can be amended only by the International Advisory Committee, apply to each. The geographic coverage differs. Guidelines for the creation of all Registers, their monitoring and quality control, and the use of the Memory of the World label in relation to them, will be set by the International Advisory Committee.

4.1.2   *The International* Register will list all documentary heritage which has been approved for

inclusion by the International Advisory Committee (IAC) and endorsed by the Director-General of UNESCO. The listing will be maintained by the Secretariat and styled "The Memory of the World – International Register".

4.1.3   The Regional Registers will list documentary heritage approved for inclusion by the relevant

Regional Committee of Memory of the World and endorsed by the Chair of the International Advisory Committee. The listing is maintained by the Bureau of the Regional Committee and styled "The Memory of [region … e.g. Asia/Pacific) - Memory of the World Programme".

4.1.4   The National Registers will list documentary heritage approved for inclusion by the relevant

National Committee of Memory of the World and endorsed by either the Chair of the relevant Regional Committee or the Chair of the International Advisory Committee. The listing is maintained by the National Committee and styled "The Memory of [country – e.g. Peru) Memory of the World Programme".

4.1.5   All Registers will contain material of world significance (see below) expressed in terms of

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[2] In the early years of the project a bias towards older materials, especially manuscripts, and against "modern media", has been apparent. There has also been a tendency to favour items created in western countries. Perhaps this reflects the practicality of identifying "easy" items first. The program will need to achieve both geographic and temporal balance over time, and may need to grow its capacity to identify potential nominations worldwide.

geographic relevance or reach (not relative "importance"). There is no formal reason why a given item should not appear in more than one register, though the justification for inclusion would differ in each case.

4.4   SELECTION CRITERIA

4.4.1   Each register – <u>international</u>, regional <u>or </u>national – is based on the same criteria for assessing
 the cultural significance of documentary heritage items. These criteria are set out below. To be eligible, a heritage item must satisfy criterion 1, and one or more of the other criteria (<u>criteria 2-6)</u>.

4.4.2   Contextual assessment: there is and can be no absolute measure of cultural significance.
Accordingly, there is no fixed point at which documentary heritage qualifies for inclusion in a Register. All assessment is relative. Selection for inclusion in a Register will therefore result from assessing the heritage item on its own merits against the selection criteria and in *the context of items already either included or rejected.* The International Advisory Committee will develop detailed specifications for applying the criteria. Precedents will be taken into account but will not be a constraint.

4.4.3   For inclusion in a Register, an item must be of world significance. That is, the item must be:

- <u>-Unique and</u> irreplaceable
- something whose disappearance or deterioration would constitute a harmful impoverishment of the heritage of all nations

4.4.4   The item <u>will also be assessed in relation to one or more</u> of the **threshold tests of:**

- **Rarity**: Is its content or physical nature unique, or a rare exemplar?
- **Authenticity**: Is it what it appears to be?
- **Integrity:** Within the natural physical limitations of carrier survival, is it complete or partial; has it been altered or damaged?
- **Threat**: Is its survival in danger? If it is secure, must vigilance be applied to maintain that security?

4.4.5   Criterion 1 – Influence:

- The item has exerted great influence over a span of time of within a cultural area of the world, and has uniqueness or representativeness. As demonstrated in the following criteria, it has had great influence – whether positive or negative – on the course of history.

4.4.6   Criterion 2 – Time:

The time of its creation is a key attribute of its importance. It is a creature of its time; the time period may have been one of crisis or significant change; an item or event that may be the "first of its kind".

4.4.7   Criterion 3 – Place:

The place of its creation is a key attribute of its importance. It may be a creature of its geographic setting; it may reflect important locational events; it may be descriptive of physical environments, cities or institutions since vanished.

4.4.8   Criterion 4 – People:

The social and cultural context of its creation is a key attribute of its importance. It may reflect times of particular social change, advance or regression. It may reflect key individuals or groups.

4.4.9   Criterion 5 – Subject and theme

The subject matter is a key attribute of its importance. It may represent particular historical developments in science, politics, religion or the arts.

4.4.10 Criterion 6 – Form and style

The item may be a typical or key exemplar of a particular type of carrier or presentational format, of a disappeared or disappearing carrier or format (for example, illuminated mediaeval manuscripts, palm leaf manuscripts, obsolete video formats.)

5   SELECTION FOR THE INTERNATIONAL REGISTER

5.1   NOMINATIONS

5.1.1   Nomination Process: Each Member State may submit a single candidature every two years. Multinational candidatures involving the communities of several Member States may be submitted in addition to the quota for each State. The initiative of submitting a nomination of documentary heritage for the Memory of the World - International Register may be made

   1.   either by governments of Member States and of Associate Members;

   2.   or by intergovernmental organizations, including governmental and non-governmental organizations (NGOs) having formal relations with UNESCO, in consultation with the relevant Regional or National Committee, should one exist, or the UNESCO National Commission

3. or any private person, in consultation with the relevant Regional or National Committee, should one exist, or the UNESCO National Commission;

5.1.2 Nominations must be lodged with the Memory of the World Secretariat at UNESCO providing certain minimum information and following the structure of the Nomination Form as described separately. Additionally,

- multinational candidatures and/or nominations for collections divided among several holders, nationally or internationally, require the prior collaboration of all parties to enable a single comprehensive nomination to be put forward;

- all nominations are finite and cannot be added to once the nomination has been accepted

5.1.3 When received,

- The Memory of the World Secretariat registers each nomination and thoroughly verifies its contents and accompanying documentation. In the case of incomplete nominations, the Secretariat must immediately request the missing information from the Nominator;

- the Secretariat transmits nominations, provided they are complete, to the appropriate non-governmental organisation which

- immediately examines each nomination to ascertain those cases in which additional information is required and takes the necessary steps, in co-operation with the Secretariat, to obtain the complementary data.

5.1.4 An evaluation of whether or not individual nominations satisfy the criteria will be carried out under the auspices of appropriate professional NGO. In the first instance, the approach will be to the International Federation of Libraries and Archives (IFLA) for individual written documents, the International Council on Archives (ICA) for archival holdings, or the Coordinating Council of Audivisual Archive Associations (CCAAA) for audiovisual materials. The identified NGO may call on expert advice from any other relevant NGO as needed. ..

The relevant NGO transmits its evaluation to the Secretariat under three categories:

1. Nominations which are recommended for inclusion without reservation
2. Nominations which are not recommended for inclusion ;
3. Nominations whose eligibility for inclusion is not considered absolutely clear

For presentation to the Bureau of the Memory of the World International Advisory Committee .

Taking into account the response of the Bureau and additional information that might have been received from the nominator, the relevant NGO may present a final evaluation to the Memory of the World International Advisory Committee.

5.1.5   The NGO should pay particular attention to the following items that relate to the evaluation and examination of nominations:

- It is encouraged to be as strict as possible in their evaluations;

- the manner of the professional evaluation carried out by the NGO should be fully described in respect of each nomination ;

- it is requested to make comparative evaluations of items belonging to the same type of/category of nomination;

- it is requested to make comments and recommendations on the future management for each nomination recommended by the Bureau, ;

- it is encouraged to use the most appropriate method in presenting its recommendation..

5.1.6   Notwithstanding the logical intent of the above process, the International Advisory Committee will reserve the right to vary it or seek expert opinion on any nomination from any source, as it sees fit.

5.1.7   The report of the International Advisory Committee's session will include its decision, the criteria under which the nomination has been accepted or rejected , the justification of its decision as well as any recommendation the Committee may wish to make on that occasion.

NOTE: The working group did not re-design the procedural sections of the Guidelines (5.2, 5.3, 5.4, 5.5) or the nomination form to take account of the changes in criteria and process outlined above. It did not have the resources to do this, but felt that in any case the IAC must consider the recommended changes first, and if they are adopted, the procedural sections and the form re-design can be dealt with as a logical consequence. Therefore, the text below is in unrevised form.

5.2 NOMINATIONS INITIATED BY THE INTERNATIONAL ADVISORY COMMITTEE

5.2.1 While it is expected that nominations for the Memory of the World - International Register will normally be made through Regional or National Committees or the UNESCO National Commissions, there may be occasions when it is appropriate for the International Advisory Committee to initiate the process of

nominating documentary heritage for the <u>International</u> Register. For example, in some cases there may be no relevant Regional or National Committee.

5.2.2 If the International Advisory Committee decides to initiate a nomination for the <u>International</u> Register, it will consult with the owner and custodian of the documentary heritage and, should one exist, the relevant Regional or National Committee or UNESCO National Commission.

5.3 INFORMATION ABOUT NOMINATED DOCUMENTARY HERITAGE

5.3.1 Nomination Form and Minimum Information: In order to make an informed decision about a nomination for the Register, the International Advisory Committee needs a minimum level of information about the nominated documentary heritage. The minimum information required is indicated in the Nomination Form reproduced as Appendix B.

5.3.2 If nominations are made without the minimum level of information required, the International Advisory Committee or Secretariat may request further information. Until such information is available the International Advisory Committee may defer any further action on the nomination.

5.3.3 Requests for Information: The International Advisory Committee or Secretariat may request information about nominated documentary heritage from any source including the nominator, owner, custodian, the relevant Regional or National Committee (should one exist), or other knowledgeable party.

5.4 SELECTION ASSESSMENT

5.4.1 Nominations are to be assessed for the Memory of the World Register by the International Advisory Committee against the Selection Criteria for the Register.

5.4.2 The International Advisory Committee shall ensure that registration decisions are made with due regard to appropriate expertise or knowledge about the values of nominated documentary heritage.

5.4.3 A key part of the process to assess any nomination is a contextual assessment of comparable documentary heritage. Memory of the Region/Nation Registers, where they exist, should provide a basis for such contextual assessments.

5.4.4 In reaching a decision, the International Advisory Committee may seek the views of any person or organization with expertise or knowledge about the values of nominated documentary heritage. In particular, this may include the Commissions on Preservation and Access (American and European), FIAF, FIAT/IFTA, FID, IAML, IASA, ICA, ICCROM, ICOM, IFLA, IIC and other relevant organizations.

5.4.5 If the International Advisory Committee decides to recommend registration of documentary heritage to the Director-General of UNESCO, it will inform the relevant

Regional or National Committee, should one exist, owner and custodian of its decision.

5.5 REMOVAL FROM REGISTER

5.5.1 Need for the Ability to Remove Documentary Heritage from the Register: Documentary heritage must have demonstrated significance to be considered eligible for inclusion on the Memory of the World Register. However, changing circumstances may require the reassessment of the significance of some documentary heritage. For example, some documentary heritage may be severely damaged or destroyed, or relevant new information may be revealed. These and other circumstances may require a reassessment of registration which could lead to removal from the Register.

5.5.2 Criteria for Removal: Documentary heritage shall be removed from the Memory of the World Register if, for whatever reason, it no longer meets the Selection Criteria for the Register.

5.5.3 Removal Process: The process for considering the possible removal of documentary heritage from the Register is as follows.

(a) Proposals for the reassessment of the significance of registered documentary heritage may be made by any person or organization to the International Advisory Committee, or by the International Advisory Committee itself.

(b) The International Advisory Committee will decide whether the proposal seems justified and what further steps are necessary, if any, to establish whether the documentary heritage still meets the Selection Criteria for the Register. Such steps may include commissioning an independent reassessment from a person or organization knowledgeable about the Selection Criteria and the significance of the documentary heritage to be reassessed.

(c) If the International Advisory Committee considers a reassessment is justified, it will seek the views of the relevant Regional or National Committee, should one exist, or any other competent party such as a professional NGO, on whether the documentary heritage meets the Selection Criteria. In addition, the International Advisory Committee will provide the Regional or National Committee with details of any reassessment carried out under (b) and seek its comment before any further consideration by the International Advisory Committee.

(d) If the International Advisory Committee considers a reassessment is justified, it will seek the views of the owner and custodian of the documentary heritage on how the documentary heritage meets the Selection Criteria. In addition, the International Advisory Committee will provide the owner and custodian with details of any reassessment carried out under (b) and seek their comment before any further consideration by the International Advisory Committee.

(e) If the proposal does not seem justified then the International Advisory Committee may decide to take no further action.

(f) Following the reassessment of values and consultation with the relevant Regional or National Committee, should one exist, owner and custodian, the International Advisory Committee will consider whether the documentary heritage still meets the Selection Criteria for the Register. If it does not meet the Selection Criteria then the International Advisory Committee will recommend to the Director-General of UNESCO that the documentary heritage be removed from the Memory of the World Register.

(g) If the International Advisory Committee decides to recommend removal of documentary heritage from the Register, it will inform the relevant Regional or National Committee, should one exist, and the owner and custodian of its decision.

(h) The Director-General of UNESCO's decision will be passed on to the appropriate body.