

This form may be used to nominate items to the [Australian Memory of the World Register](#).

It is highly recommended that prospective nominees should carefully read the [Manual](#) for nominating items and collections to the 2011 Australian Memory of the World Register for further information before and during preparing a nomination. Nominees should also look at the current [Australian Memory of the World Register](#).

It is not necessary to use the template exactly as printed here. However this nomination form sets out, in logical order, the range of information needed. Nominations should be expressed in clear concise language and lengthy submissions are not required.

Please clearly label and number every page in the boxes provided.

Supplementary data may be attached.

Five complete document sets are required (one original and four photocopied versions).

Nominations will only be received in hard-copy. Completed nominations should be posted by mail to reach the following address by 31 October 2010.

Chair, Assessment Sub-Committee
Australia Memory of the World Program
PO Box 9177
Deakin ACT 2600

The nomination form and any accompanying material will not be returned and will become the property of the Australian Memory of the World Program.

The Australian Memory of the World Program maintains a website at <http://www.amw.org.au>. Questions may be addressed to any member of the Australian Memory of the World [Assessment Sub-Committee](#). Please keep a copy of this form for your records and in case we need to contact you.

Please also keep an electronic version of the completed form as we will need this for successful nominations to speed up entries onto the Australian Memory of the World website.

Dr Jan Lyall

Chair, Australian Memory of the World Committee
15 November 2008 (revised 22 September 2010)

1.0 Checklist

Nominees may find the following checklist useful before sending the nomination form to the Australian Memory of the World Program.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Australian Memory of the World website reviewed |
| <input type="checkbox"/> | Home read |
| <input type="checkbox"/> | About read |
| <input type="checkbox"/> | 100 word Summary completed (section 2) |
| <input type="checkbox"/> | Nomination and contact details completed (section 3) |
| <input type="checkbox"/> | Declaration of Authority signed and dated (section 4) |
| <input type="checkbox"/> | If this is a joint nomination, section 3 and section 4 appropriately modified, and all Declarations of Authority obtained (section 4) |
| <input type="checkbox"/> | Documentary heritage identified (sections 5.1 – 5.3) |
| <input type="checkbox"/> | History/provenance completed (section 5.4) |
| <input type="checkbox"/> | Bibliography completed (section 5.5) |
| <input type="checkbox"/> | Names, qualifications and contact details of up to three independent people or organisations recorded (section 5.6) |
| <input type="checkbox"/> | Declaration signed and dated that all referees have given their written permission for their names to appear on the AMW website (section 5.6) |
| <input type="checkbox"/> | Details of owner completed (section 6.1) |
| <input type="checkbox"/> | Details of custodian – if different from owner - completed (section 6.2) |
| <input type="checkbox"/> | Details of legal status completed (section 6.3) |
| <input type="checkbox"/> | Details of accessibility completed (section 6.4) |
| <input type="checkbox"/> | Details of copyright status completed (section 6.5) |
| <input type="checkbox"/> | Evidence presented to support outstanding Australian historic, aesthetic, community or spiritual significance; not necessarily all of these, but at least one of them (section 7.1) |
| <input type="checkbox"/> | Evidence presented of comparative value (section 7.2) |
| <input type="checkbox"/> | Statement of Significance completed (section 7.3) |
| <input type="checkbox"/> | Details of consultation with stakeholders completed (section 8.0) |
| <input type="checkbox"/> | Assessment of risk completed (section 9.0) |
| <input type="checkbox"/> | Summary of Preservation and Access Management Plan completed. If there is no formal Plan attach details about current and/or planned access, storage and custody arrangements (section 10.0) |
| <input type="checkbox"/> | Any other information provided - if applicable (section 11.0) |
| <input type="checkbox"/> | Five photocopied document sets produced |
| <input type="checkbox"/> | Suitable reproduction quality photographs identified to illustrate the documentary heritage. (300dpi, jpg format, full-colour preferred). (If required by the AMW Program, |

we will contact you)

- Copyright permission obtained and/or given for the AMW program to reproduce the documentary heritage on the AMW website, in AMW publications and in publicity for the program (if required by the AMW Program, we will contact you)

- Printed copy of Nomination Form made for organisation's records

- Electronic copy of Nomination Form made for AMW use (If required by the AMW Program, we will contact you)

- Five hard-copy sets of the Nomination Form sent to the AMW program by Tuesday 31 October 2010.

Nomination form 2011

Australia Memory of the World Register nomination form 2011

Part A: Essential information

2.0 Summary (max 100 words)

Give a brief description of the documentary heritage being nominated and the reasons for proposing it.

3.0 Nominator

3.1 Name of nominator (person or organisation)

3.2 Relationship to the nominated documentary heritage

3.3 Contact person(s)

3.4 Contact details

Name	Address
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Telephone	Facsimile	Email
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4.0 Declaration of authority

I certify that I have the authority to nominate the item, or items, (please delete inapplicable words) described in this document to the Australian Memory of the World Register.

Signature

Full name (Please PRINT)

Date

5.0 Identity

5.1 Title of documentary heritage item or collection

5.2 Catalogue or registration details

5.3 Visual documentation if appropriate (for example, photographs or a video of the documentary heritage)

5.4 History/provenance

5.5 Bibliography

5.6 Names, qualifications and contact details of up to three independent people or organisations with expert knowledge about the values and provenance of the documentary heritage

Name	Qualifications	Address
1.		
2.		
3.		

I assert that the above named referees have given their written permission for their names and contact details to be used in connection with this nomination for the Australian Memory of the World Register in 2011. (Contact details will not appear on the website or be disclosed by the Australian Memory of the World Committee to any third party unless required to do so by legislation). A copy of the Program's *privacy policy* appears on the Program's website at <http://www.amw.org.au/content/privacy>.

Signature	Full name (Please PRINT)
	Date

6.0 Legal information

6.1 Owner (name and contact details)

Name	Address	
Telephone	Facsimile	Email

6.2 Custodian (name and contact details if different from the owner)

Name	Address	
Telephone	Facsimile	Email

6.3 Legal status

Details of legal and administrative powers for the preservation of the documentary heritage

6.4 Accessibility

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

All access restrictions should be explicitly stated below:

6.5 Copyright status

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

7.0 Assessment against the selection criteria**7.1 Primary criteria - significance value:**

Why is (or was) the item(s) / collection of outstanding Australian significance?

Demonstrate evidence of historic, aesthetic, community or spiritual significance; not necessarily all of these, but at least one of them.

Historic significance

Aesthetic significance

Community or spiritual significance

7.2 Secondary criteria - comparative value:

How rare or representative is the item/collection?

Does its degree of integrity (completeness, soundness/original condition) contribute to the significance of the item/collection?

How does it compare with others of its kind? (Note: if there are similar items of documentary heritage in other collections, a joint nomination is preferred over individual nominations.)

What has been the impact of this documentary heritage on Australian history and culture?

7.3 Statement of significance

8.0 Consultation with stakeholders

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

9.0 Assessment of risk

Detail the nature and scope of threats to this documentary heritage.

Attach a separate statement if space insufficient.

10.0 Preservation and Access Management Plan

10.1 Is there a management plan in existence for this documentary heritage?

YES NO

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

11.0 Any other information

Detail any other information that supports the inclusion of this item(s) / collection on the Australian Memory of the World Register.

Attach a separate statement if space insufficient.