



Latvian National Commission for UNESCO



National Committee of Latvia
Memory of the World

General Guidelines for the Latvian *Memory of the World* Register

2009

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Information on the UNESCO programme *Memory of the World* –

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Introduction

- a. *Memory of the World* is UNESCO programme created in 1992 in order to favour the preservation and visibility of and access to the world's most significant documentary heritage. The *Memory of the World* is the world's collective memory – documentary heritage which represents a substantial part of the world's cultural heritage¹.
- b. The *Memory of the World* Register was established within the programme and countries are encouraged to establish regional and national *Memory of the World* registers.
- c. The countries participating in the programme *Memory of the World* are invited to establish national *Memory of the World* committees. Latvian National *Memory of the World* Committee was established in 2001. The work of the Committee was a basis for successive establishment in 2008 of the Council of the Communication and Information Sector under the Latvian National Commission for UNESCO.
- d. General guidelines for the Latvian *Memory of the World* Register were developed by the Latvian National Commission for UNESCO and the Council of the Communication and Information Sector of the Latvian National Commission for UNESCO in collaboration with memory institutions of Latvia.
- e. The Latvian *Memory of the World* Register is established with the assistance of the UNESCO Participation Programme for the Action Plan “Establishment of the *Memory of the World* National Register of Latvia” implemented in 2008–2009.

¹ More information on the UNESCO programme *Memory of the World* can be found on the websites of the Latvian National Commission for UNESCO – www.unesco.lv and www.memory.unesco.lv, as well as on UNESCO website www.unesco.org.

1. Establishment of the register

- a. Accordingly to the UNESCO General Guidelines to Safeguard Documentary Heritage² Latvian *Memory of the World* Register is established and maintained by the Latvian National Commission for UNESCO (hereinafter UNESCO LNC) with the support of the Council of the Communication and Information Sector of the Latvian National Commission for UNESCO (hereinafter Council).
- b. Latvian *Memory of the World* Register (hereinafter Register) is a register of documentary heritage established within the framework of the UNESCO programme *Memory of the World* and with an aim to promote exploration, preservation, accessibility and national and international visibility of Latvia's most significant documentary heritage.
- c. The mission of the Register is to encourage the Latvian and international society to pay attention to the role of documentary heritage for the collective cultural memory, the importance of its preservation and the use of appropriate technical preservation tools, and also its popularization in the society.
- d. The Latvian National Commission for UNESCO ensures public access to the description of the Register and the inscribed documentary heritage, including the maintenance of website www.memory.unesco.lv made for the goals of the Register.
- e. The inscription of the documentary heritage in the Register is a precondition for further its nomination to the international *Memory of the World* Register.
- f. An additional task of the Register is to create a link between the Register and the World Digital Library³. UNESCO LNC and the Council in cooperation with the National Library of Latvia and owners/custodians of the inscribed documentary heritage work together to assure the access to its digital version on the World Digital Library's website www.wdl.org.

2. Documentary heritage

- a. For the purposes of the *Memory of the World* programme, documentary heritage is defined as comprising items which are:
 - i. Movables (with rare and appropriate exceptions);
 - ii. made up of signs/codes, sounds and/or images;
 - iii. preservable;
 - iv. reproducible and displaceable;
 - v. the product of a deliberate documenting process.
- b. A document is deemed to have two components: the information content and the carrier on which it resides. Both may be of great variety and both are equally important as parts of the memory.

² *Memory of the World. General Guidelines to Safeguard Documentary Heritage*. Revised edition. UNESCO, 2002. Doc. CII-95/WS-11rev.

³ More about the World Digital Library can be found on www.wdl.org.

- c. The item of the documentary heritage may be a document or a set of documents of diverse form and content, for example:
- i. Textual items such as manuscripts, books, newspapers, posters, etc. The textual content may be recorded in ink, pencil, paint or other medium. The carrier may be of paper, plastic, papyrus, textile fabric, stone or other medium.
 - ii. Non-textual items such as drawings, maps, music notations etc.
 - iii. Audiovisual items such as films, audio recordings 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.

3. Selection criteria

- a. The criteria for nomination assessment are set down in accordance with UNESCO General Guidelines to Safeguard Documentary Heritage⁴ and are adapted for the context of preserving Latvian national documentary heritage.
- b. The Council assesses nominated document(s) in accordance with criteria set down in these guidelines and makes a recommendation to include the nominated item in the Register or reject it. The decision of the Council is further approved by the Assembly of UNESCO LNC. The Assembly of UNESCO LNC can make a decision to advise the submitter of nomination to revise the nomination and to resubmit it to the next round of submitting nominations.
- c. The nominated item must be first assessed by the Council against the threshold test of authenticity – is the nominated item original and can its provenance be reliably established.
- d. The Council must be satisfied that the nominated item is of national significance within the history of Latvia.
- e. The Council decides on nominated items significance determining if it is *unique and irreplaceable*, something whose disappearance or deterioration would constitute a harmful impoverishment of the heritage of humanity. Significance to human heritage must be demonstrated in meeting one or more of the criteria set out below:
 - i. *Time* – significance of the item as testimony of its time; influence on historical, cultural and social changes. Item also may represent new discovery or be the “first of its kind”.

⁴ *Memory of the World. General Guidelines to Safeguard Documentary Heritage*. Revised edition. UNESCO, 2002. Doc. CII-95/WS-11rev.

- ii. *Place* – the place of document creation is a key of its importance. It may contain crucial information about a locality important in world history and culture; or the location may itself have been an important influence on the events or phenomena represented by the document.
 - iii. *People* – the social and cultural context of its creation may reflect significant aspects of human behaviour, or of social, industrial, artistic or political development. It may capture the essence of great movements, transitions and reflect the impact of key individuals or groups.
 - iv. *Theme* – the document may represent particular historical or intellectual developments in science, culture, politics, sport etc.
 - v. *Form and style* – the item may have outstanding aesthetic, stylistic or linguistic value, be a typical or key exemplar of a type of presentation, custom or medium, or of a disappeared or disappearing carrier or format.
- f. The Council also takes into account the following criteria:
- i. *Rarity* – does its content or physical nature make it a rare surviving example of its type or time?
 - ii. *Integrity* – within the natural limitations of carrier survival, is it complete or partial; has it been altered or damaged? In case if nominated item is a set of several documents – are they equally significant and important? Do these documents have reasonable nexus to be in an inseparable totality?
 - iii. *Threat* – is its survival in danger? If it is secure, must vigilance be applied to maintain that security?
- g. The Council assesses the accessibility on the nominated items – is the nominated item accessible for public at the time of its nomination.
- h. Management plan must be submitted together with the nomination which, with respect to the significance of the documentary heritage, reflects appropriate strategy of promotion of preservation, accessibility and visibility, determines planned activities in Latvia, and also plans for international cooperation.

4. Submitting nominations

- a. Nomination for the Register may be submitted by institution (museum, library, archive, etc.) or individual (collector etc.) that is a legal owner or custodian of the nominated item; or alternatively, that has a reasonable *place, time, people* or any other connection with the nominated item.
 - i. If nomination is submitted by owner or custodian, an acknowledgment has to be provided stating the legal rights over the item.

- ii. If nomination is submitted by institution or person who is not the owner or custodian of the item, an acknowledgment has to be provided stating approval of the legal owner or custodian over the nomination of the item and implementation of the management plan.
- b. Documents that are kept in Latvia or abroad can be nominated for the Register.
 - c. Rules on submitting the nominations:
 - i. Only one nomination can be submitted by the same institution or person on the same nomination round.
 - ii. Only original documents can be nominated for the Register. Any copies will not be accepted for possible inclusion in the Register.
 - iii. The nominated items must be finite and precisely defined. In case if a set of documents is submitted the precise content of it has to be indicated.
 - iv. Nomination has to be developed in accordance with the application form (see Appendix 1). It also has to include management plan for the preservation of the item.
 - d. Nominations can be submitted once every four years starting from 2009 and in accordance to a calendar plan of submission and assessment (see Appendix 2) published by the Latvian National Commission for UNESCO at the websites www.unesco.lv and www.memory.unesco.lv.
 - e. In order to prepare a nomination the Council and the Latvian National Commission for UNESCO suggest consulting with experts of preservation of documentary heritage.
 - f. Signed original of nomination has to be submitted to the Latvian National Commission for UNESCO, Pils laukums 4–206, Riga, Latvia. Electronic version of the nomination has to be sent to office@unesco.lv. The Latvian National Commission for UNESCO then:
 - i. records each nomination, confirms the receipt to the nominator and verifies if its contents and accompanying documentation meets the formal requests set down in these guidelines;
 - ii. in case of an incomplete nomination, requests nominator to provide missing information in order to transmit the nomination for further assessment.

5. Assessment of nominations

- a. Nominations are being assessed in compliance with formal requests and assessment criteria. The accordance to formal requests is being assessed by the employees of

the Latvian National Commission for UNESCO. If a nomination meets the formal requests, the Latvian National Commission for UNESCO:

- i. transmits the nomination to the Council for decision making on calling advice of experts for assessment of the nomination;
 - ii. transmits the nomination to the chosen experts for assessment;
 - iii. if experts point out to necessity of collateral information, sends a request to submitter of nomination to render the collateral information needed;
 - iv. receives experts' assessment and transmits it to the Council for final decision on the nomination;
 - v. receives the recommendation of the Council and prepares its consideration at the Assembly of UNESCO LNC for final decision;
 - vi. makes the final decision known to the nominator. Publishes the list of nominations included in the Register on websites www.unesco.lv and www.memory.unesco.lv.
- b. Expert for assessing a nomination is assigned by the Committee in accordance with specification of the submitted nomination and the necessary expertise.
 - c. The decision to include an item in the Register or reject it is made by the Assembly of UNESCO LNK taking into account the recommendation of the Council based on assessments of chosen individual experts about the submitted nominations.
 - d. Nominations are not published until decision is made upon inclusion in the Register or rejection.
 - e. Assessment of nominations proceeds in accordance with the calendar plan of submission and assessment of nominations (see Appendix 2).

6. Maintenance of the Register

Latvian National Commission for UNESCO:

- a. promotes in Latvia and internationally the visibility of UNESCO programme *Memory of the World*, the Register and documentary heritage inscribed in it, *inter alia*:
 - i. promotes in Latvian public and local authorities the visibility of Register as an ensemble of treasures of documentary heritage;
 - ii. ensures the publication of the Register on websites www.unesco.lv and www.memory.unesco.lv;
 - iii. spreads in its cooperation networks the topical information on the Register and documentary heritage inscribed in it;

- iv. informs the Secretariat of UNESCO about the topicalities of the Register and documentary heritage inscribed in it, also asking to published the mentioned information in the organization's website www.unesco.org;
 - v. spreads in international UNESCO cooperation networks the information connected to the Register and documentary heritage inscribed in it.
- b. provides the documentary heritage inscribed in the Register with a particularly elaborated logo of UNESCO programme *Memory of the World* and informs the nominator about the guidelines on the use of logo;
 - c. promotes a connection between the Register and the World Digital Library supported by UNESCO, website www.wdl.org, also by submitting the digital versions of documents inscribed in the Register to the World Digital Library;
 - d. if the document inscribed in the Register is not digitalized or is not digitalized according to the standards of the World Digital Library, the Latvian National Commission for UNESCO in collaboration with the National Library of Latvia provides the possibility to digitalize documents inscribed in the Register according to standards mentioned;
 - e. appraises annual reports prepared by nominators about the preservation, accessibility and recognition of nominated documents and gives opinion and advice;
 - f. if the Council states substantial imperfections in the action of nominator in regard to preservation, accessibility and visibility of the document nominated and if the nominator does not take into account the opinion and advice of the Council, the Council can initiate the exclusion of nomination from the Register.

Nominator:

- g. takes care of the preservation of the documentary heritage providing appropriate conditions for its storage;
- h. provides the opportunity of public access to originals of documentary heritage and also to digital versions;
- i. promotes in Latvia and internationally the visibility of nominated documentary heritage, *inter alia*:
 - i. promotes scientific research and visibility of nominated documentary heritage in academic environment in Latvia and internationally;
 - ii. provides the digitalization of nominated documentary heritage according to the standards of the World Digital Library and performs everything required for the inclusion of the nominated documentary heritage or a part of it in the World Digital Library within one year after inclusion in the Register;

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- j. implements the action plan of preservation, accessibility and visibility of nominated documentary heritage;
- k. develops for every forthcoming year a detailed action plan of preservation, accessibility and visibility of nominated documentary heritage, submits and sends it electronically to the Latvian National Commission for UNESCO till 1 December each year;
- l. prepares a report on the implementation of the action plan of preservation, accessibility and visibility of nominated documentary heritage in the corresponding year and submits and sends it electronically to the Latvian National Commission for UNESCO till 1 December every year;
- m. regularly furnishes information to the Latvian National Commission for UNESCO about the topicalities of preservation and visibility of the documentary heritage inscribed in the Register;
- n. collaborates with the Latvian National Commission for UNESCO in the promotion of visibility of the Register, the documentary heritage inscribed in it and UNESCO programme *Memory of the World* in general, also takes part if possible in the mentioned promotional activities.

Appendix 1. Application form for the nomination

Application form for the nomination to the Latvian *Memory of the World Register*

PART A – Basic information

1. Title of the nomination

2. Nominated item

(Name and identification information for the nominated item)

3. Summary of the nomination

(Brief description of the nomination, maximum 200 words)

4. Nominator

4.1 Name/title (individual or legal entity)

4.2 Relation with nominated item (legally or otherwise stated relation with the item)

4.3 Contact person

4.4 Contact information (address, phone number, fax, e-mail)

5. Substantiation of the nomination according to criteria

5.1 Is nominated item authentic?

5.2 What is the significance of the item in the history of Latvia?

5.3 Is nominated item unique and irreplaceable?

5.4 How does the nominated item meet one or more of the following criteria: *time, place, people, theme, form and style*?

5.5. Does the nominated item possess *rarity*?

5.6. Does the nominated item meets the criteria of *integrity*?

5.7. Is there any threat to preservation, visibility and accessibility of the nominated documentary heritage?

5.8 What is the accessibility of the nominated item – how is the nominated item accessible to public?

6. Legal information

6.1 Owner of the nominated item (name and contact information)

6.2 Custodian of the nominated item (name and contact information)

6.3 Information about the copyright status of the nominated item:

- a. Is the nominated item an object of copyright?
- b. If the nominated item is object of copyright, who holds copyright?
- c. Is the copyright of the nominated item implemented by collective management of copyright and related rights?
- d. Does the nominator have rights to publish nominated item?

7. Action plan

A summary is to be rendered of a five year action plan of preservation, accessibility and visibility of the nominated item pointing out the planned activities in Latvia and also plans of international collaboration.

(Please, render full action plan of preservation, accessibility and visibility of the nominated item as an appendix of the nomination according to the sample given at the end of the application form).

8. Consultations

If any consultations have been carried out for elaborating the nomination, please provide name and contact information of experts or institutions consulted.

PART B – Additional information

9. Additional information

9.1 Is there significant additional information about the nomination? If yes, please, specify.

9.2. If possible, please, add illustrative materials about nominated documentary heritage (e.g. digital reproductions of nominated item, audio, video files connected to it etc.).

PART C – Submitting the nomination

Nomination prepared by:

(name, surname) _____

(signature) _____

(date) _____

Nomination submitted by:

(Authorised agent of the institution or individual)

(name, surname) _____

(signature) _____

(date) _____

Appendix 2. Calendar plan for submission and assessment of nominations

Every 4 years starting from 2009:

Terms once every four years	Stages of submission and assessment of nominations
30 January	Announcement of application on the website of Latvian National Commission for UNESCO www.unesco.lv and www.memory.unesco.lv .
30 April	Submission of nominations to the Latvian National Commission for UNESCO.
30 September	Recommendation of the Council of Communication and Information Sector of UNESCO LNC about the inscription of the nominated item in the Latvian <i>Memory of the World</i> Register or rejection of it.
The closest session of the Assembly of UNESCO LNC after 30 September	Decision of the Assembly of UNESCO LNC on the inscription of the nominated item in the Latvian <i>Memory of the World</i> Register or rejection of it.