

CALL FOR APPLICATIONS TO THE  
MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE  
CARIBBEAN  
2012

The *Memory of the World* is the collective, documented memory of the peoples of the world – **their documentary heritage** – which, in turn, represents much of the world's cultural heritage. It reflects the evolution of thought, of discoveries and of achievements by human society. It is the legacy from the past for the worldwide community, present and future. (1.1.1 – Guidelines)

World documentary heritage is viewed as a whole, i.e., as the fruits over time of communities and cultures that do not necessarily coincide with present-day nation-states. Therefore, the Program can recognize, for example, the documentary heritage of ethnic minorities living within nations, or unique cultures that span the political boundaries of a number of modern-day nations, or match them only partially. (2.2.2 – Guidelines)

The Program also covers documentary heritage throughout recorded history, from papyrus scrolls or clay tablets through films, sound recordings or digital files. Nothing is left out because of being too old or too new. This perspective toward time is sharpened by the growing awareness of what has been lost, especially during the 20th century, and the importance of timely intervention to safeguard what remains. (2.2.3 – Guidelines)

Consequently, the **concept** of the *Memory of the World* Program is that **the world's documentary heritage belongs to the whole world, must be fully preserved and protected for all and, with all due respect for cultural habits and practices, must be accessible for all in an ongoing, un-hindered manner.** (2.3.1 – Guidelines)

The **mission** of the *Memory of the World* Program is to **raise consciousness and enhance protection of the world's documentary heritage and make it universally, lastingly accessible.** (2.3.2 – Guidelines)

Ongoing access is the goal of preservation: without this, preservation makes no sense, except as an end in itself. The *Memory of the World* Program encourages universal, democratic access to documentary heritage as a whole, with all due respect to cultural constraints and specific considerations involving copyright, but without artificial limitations. Even if perfection is unattainable, it is legitimate to try. This also agrees with the *Universal Declaration of Human Rights of the United Nations* (1948) and the *International Pact on Civil and Political Rights of the United Nations* (1966). All individuals are entitled to their identity and, consequently, to access their documentary heritage and to know that it exists and where it is located. (3.4.1 – Guidelines)

Source: *Memory of the World: Guidelines for Safeguarding Documentary Heritage* (Revised edition, 2002) / prepared by Ray Edmondson. Paris: UNESCO, 2002. 71 pp.

## Application for Inclusion in the Memory of the World Register for Latin America and the Caribbean – 2012

### APPLICATION PROCESS

The *Memory of the World* Program recognizes and highlights the value of our documentary treasures, in archives, libraries and audiovisual collections, in any genre or supporting medium, analogously to the way the *World Heritage List* handles historic and monumental sites.

The attached invitation and the consequent evaluation are governed by the regulations the goals and criteria outlined in the Guidelines for that MOW/UNESCO Program, available in Spanish and English at the MOWLAC Website - <http://unesdoc.unesco.org/images/0012/001256/125637e.pdf> .

Applications must be sent in two versions (Spanish and English) by **31 August 2012**, to the Committee's President, at the following address:

**Vitor Manoel Marques da Fonseca**  
President – MOWLAC  
Arquivo Nacional  
Praça da República, 173 – GABIN – Centro  
20211-350 – Rio de Janeiro – RJ  
BRAZIL  
Tel. (55) (21) 2179-1279  
Fax. (55) (21) 2179-1207

[vitormowlac@gmail.com](mailto:vitormowlac@gmail.com) ; [fonseca@arquivonacional.gov.br](mailto:fonseca@arquivonacional.gov.br)

Copies must be sent at the same time to the members of the Register Sub-Committee, as follows:

Version in Spanish	Version in English
<b>Sérgio López Ruelas</b> 2 <sup>o</sup> Vice-Presidente – MOWLAC UNESCO. Programa Memoria del Mundo. MOW Aplicación para inclusión en el Registro Memoria del Mundo de América Latina y el Caribe. – 2012 Av. Juárez 975, C. P. 44100 Guadalajara, Jal. MEXICO Tel. 52 33 3134 2277 Fax. 52 33 3134 2205	<b>Winsome Hudson</b> 1 <sup>st</sup> Vice-President – MOWLAC UNESCO Memory of the World Program - MOW Application for Inclusion in the Memory of the World Register for Latin America and the Caribbean – 2012 National Librarian National Library of Jamaica 12 East St. Kingston JAMAICA Tel. 1 876 967 2494; 967 2496 Fax. 1 876 922 5567

## 1. PURPOSE

1.1 – Applications must justify incorporating in the “Memory of the World Register for Latin America and the Caribbean”, a document or set of documents in an archive, library or audiovisual collection, under custody in countries of the Region, which are significant for the collective memory of Latin American and Caribbean society.

1.2 – The document or set of documents in the archive, library or audiovisual collection referred to in *item 1.1* above **may be text (handwritten or printed), audiovisual (film, video, sound recording), iconographic (photography, engraving, design) or cartography, on conventional supporting media or others.**

1.3 – Conditions for participation and qualifications of applications appear in the Regulations, Attachment I hereto, and on the respective Application Form, Attachment II, which is **mandatory** to use.

1.4 - Attachment III **is only mandatory if what is being proposed is archival material.**

## 2. -EVALUATION

2.1 – Applications will be selected by the current members of the MOWLAC Committee.

2.2 – The President of the MOWLAC Board shall call the meeting for final evaluation of applications.

2.3 – Final results of the evaluation will be recorded in the respective Minutes, which will be made public no later than 30 days after the evaluation is completed, and will be available on the UNESCO Website in Uruguay - <http://www.unesco.org.uy/ci>.

## 3. GENERAL CONSIDERATIONS AND THE REGISTER SUB-COMMITTEE

3.1 – MOWLAC decisions may not be appealed.

3.2 – The MOWLAC Register Sub-Committee may request additional information from applicants in order to settle any doubts that arise in the evaluation process.

3.3 – Questions about this Invitation, Regulations and other Attachments must be addressed to the Register Sub-Committee of MOWLAC:

Winsome Hudson, 1<sup>st</sup>. Vice-President of MOWLAC (Jamaica)  
[winsome.hudson@nlj.gov.jm](mailto:winsome.hudson@nlj.gov.jm)

Sérgio López Ruelas, 2<sup>nd</sup> Vice-President of MOWLAC (Mexico)  
[sergiolr@redudg.udg.mx](mailto:sergiolr@redudg.udg.mx)

Rio de Janeiro, 30th April 2012

***Vitor Manoel Marques da Fonseca***  
President of the MOWLAC Regional Committee  
Regional Committee for Latin America and the Caribbean – MOWLAC  
UNESCO Memory of the World Program - MoW

## ATTACHMENT I

### REGULATIONS FOR APPLICATIONS TO THE MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN

The Regional Committee for Latin America and the Caribbean (MOWLAC), of the Memory of the World Program (MOW) of UNESCO, pursuant to its Guidelines, has the purpose of encouraging special protection for documentary collections in the countries of Latin America and the Caribbean, of regional significance, including preservation and access. Accordingly, MOWLAC invites custodians to submit their candidacies (document or set of documents, from archives, libraries, or audiovisual collections, any genre or support medium) for inclusion in the “Memory of the World Register for Latin America and the Caribbean”. The Guidelines for the MOW/UNESCO Program, in Spanish and English, are available at the MOWLAC Website - <<http://infolac.ucol.mx/MOW/>> . For this purpose, it is hereby ordered:

#### 1. PURPOSE

1.1.- To establish norms to conduct the annual selection process for candidacies of documents or sets of documents – from archives or libraries, **text (handwritten or printed), audiovisual (film, video, sound recording), iconographic (photography, engraving, design) or cartographic, on a conventional support medium or not** – per member country in the Region, to incorporate in the “Memory of the World Register for Latin America and the Caribbean”. Supranational applications presented jointly by individuals or entities, public or private, from two or more countries, shall not be computed in the number of candidacies for each country.

#### 2. TOPIC

2.1 - The document or set of documents, from archives, libraries or audiovisual collections, in any genre or supporting medium, as indicated under *item 1*, to be proposed as a candidate for inclusion in the “Memory of the World Register for Latin America and the Caribbean”, must be significant for the collective memory of Latin American and Caribbean society, according to the guidelines issued by MOW/UNESCO and the criteria established therein.

2.2. - Candidacies of sets of documents **from archives** must respect the limits of the respective fond or collection, so their organic wholeness can be identified. In the case of candidacies presented as a group, these requirements will be important, taking into consideration the constituent parts of the **proposed set of documents**.

#### 3. QUALIFICATION

3.1 – Candidacies may be submitted, individually or in groups, by individuals or entities, under public or private law. The possibility of submitting joint candidacies, by more than one individual or entity, is intended to encourage exchange among persons and institutions, making it possible to submit several different fonds or collections linked by common themes, or when segments of a given fond or collection are in the possession of different depositaries.

3.2 - Each individual or entity, public or private, may submit only one application, although they may also belong to a group that submits another application collectively.

3.3 – No application will be accepted that comprises the entire collection of an archive or library from a public or private custodial institution, when that candidacy includes various fonds or collections.

3.4 – To formalize the application, it is **mandatory** to use the **MOW-LAC Nomination Application Form (Attachment II hereto)**.

3.5 - Attachment III is **mandatory for archival materials, and must be completed in accordance to ISAD(G)**.

3.6 – The **MOW-LAC Nomination Application Form** must be completed in Spanish and English, the official languages for MOWLAC;

3.7 - The **MOW-LAC Nomination Application Form** and attachments must be submitted in hard-copy versions, and it is mandatory to attach digital format copies as well, with the following characteristics: texts and fixed images in PDF format; moving images in MPEG format; audio in WAVE format, recorded on a Compact Disk - non-re-recordable CD or DVD, appropriately packaged for postal handling.

#### **4. SUBMISSION OF APPLICATIONS**

4.1 – The **MOW-LAC Nomination Application Form** and attachments must be sent by post (both versions, Spanish and English) to the current headquarters of MOWLAC, no later than **31 August 2012**, with **Registered Delivery Confirmation** to:

**Vitor Manoel Marques da Fonseca**  
President – MOWLAC  
Arquivo Nacional  
Praça da República, 173 – GABIN – Centro  
20211-350 – Rio de Janeiro – RJ  
BRAZIL  
Tel. (55) (21) 2179-1279  
Fax. (55) (21) 2179-1207

[vitormowlac@gmail.com](mailto:vitormowlac@gmail.com) ; [fonseca@arquivonacional.gov.br](mailto:fonseca@arquivonacional.gov.br)

Copies must be sent at the same time to the members of the Register Sub-Committee, as follows:

<b>Version in Spanish</b>	<b>Version in English</b>
<b>Sérgio López Ruelas</b> 2 <sup>o</sup> Vice-Presidente – MOWLAC UNESCO. Programa Memoria del Mundo. MOW Aplicación para inclusión en el Registro Memoria del Mundo de América Latina y el Caribe. – 2012 Av. Juárez 975, C. P. 44100 Guadalajara, Jal. MEXICO Tel. 52 33 3134 2277 Fax. 52 33 3134 2205	<b>Winsome Hudson</b> 1 <sup>st</sup> Vice-President – MOWLAC UNESCO Memory of the World Program - MOW Application for Inclusion in the Memory of the World Register for Latin America and the Caribbean – 2012 National Librarian National Library of Jamaica 12 East St. Kingston JAMAICA Tel. 1 876 967 2494; 967 2496 Fax. 1 876 922 5567

## 5. EVALUATION

5.1 – Evaluation and approval of applications for inclusion in the “Memory of the World Register for Latin America and the Caribbean”, is handled by the current members of MOWLAC.

5.2 – Evaluation will abide by the following selection criteria:

5.2.1 – Significance of the document or set of documents, from archives, libraries or audiovisual collections, for Latin American and Caribbean history, culture and society;

5.2.2 – Authenticity of the document or set of documents, from archives, libraries or audiovisual collections;

5.2.3 – Uniqueness, singularity and wholeness of the document or set of documents, from archives, libraries or audiovisual collections, so that their loss or deterioration would mean impoverishment of the cultural heritage of Latin America and the Caribbean;

5.2.4 – Organic wholeness of the set of documents **from an archive**, pursuant to item 2 – *Topic*;

5.2.5 – Accessibility of the document or set of documents, from archives, libraries or audiovisual collections, respecting constraints implicit in their preservation and safety;

5.2.6 – Importance of the document or set of documents, from archives, libraries or audiovisual collections, in the time and space of their production, taking into account the place, the individuals involved in generating them, the issue or topic covered, their form and style.

5.3 - MOWLAC may request input from *ad hoc* specialists, if there are a large number of applications to evaluate, if the thematic specifics of any application so require.

5.4 – It will be accepted applications from countries members of the region. MOWLAC may reduce the number of applications approved, even to zero, when they fail to meet the criteria established in the Invitation and in these **Regulations**.

## 6. APPEALS

6.1 – MOWLAC decisions may not be appealed.

## 7 RESULTS

7.1 – Applications approved for inclusion in the “Memory of the World Register for Latin America and the Caribbean” will be announced within 30 days after evaluation is concluded.

7.2 – The Minutes with the final results for approved applications will be published on the website - < <http://www.unesco.org.uy/ci> > and on other websites.

7.3 – MOWLAC will deliver a certificate to the owners or custodians of the document or set of documents, from archives, libraries or audiovisual collections, included in the “Memory of the World Register for Latin America and the Caribbean” and wording of its rationale will be entered in the Register Book created by the Committee.

## **8. MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN**

8.1 – Applications approved by MOWLAC will be included in the “Memory of the World Register for Latin America and the Caribbean”.

8.2 – Individuals or entities who own or have custody of the documents or sets of documents incorporate into the “Memory of the World Register for Latin America and the Caribbean” will individually receive the official notice from the Board of MOWLAC with the results.

8.3 – Certificates of the Memory of the World Register for Latin America and the Caribbean will be signed by the President of the Board of MOWLAC and by the UNESCO representative responsible for the Committee Secretariat.

8.4 – Incorporation into the “Memory of the World Register for Latin America and the Caribbean” entails no sort of prize or commitment by MOWLAC or MOW/UNESCO to provide funding to the owners or custodians of the collections registered.

8.5 – Incorporation into the “Memory of the World Register for Latin America and the Caribbean” has no implications regarding possession and entails no impediment for transferring ownership of the collection. It does, however, entail a commitment from the owners or custodians to preserve it.

8.6 – Documents or sets of documents from archives, libraries or audiovisual collections, incorporated into the “Memory of the World Register for Latin America and the Caribbean” may not be altered or dismembered, although they may be wholly transferred to another individual or entity, notifying MOWLAC of this transfer by means of a notice to the President of the Board.

8.7 – Documents or sets of documents from archives, libraries or audiovisual collections, incorporated into the “Memory of the World Register for Latin America and the Caribbean” may, in the judgment of MOWLAC, be recommended for the MOW/UNESCO International Register, with due authorization from their owners or custodians.

8.8 – Incorporation of the document or set of documents, from archives, libraries or audiovisual collections, into the “Memory of the World Register for Latin America and the Caribbean” does not invalidate or change the legal provisions issued by other organizations, national or supranational.

8.9 – MOWLAC will notify the country's National Committee, if any, and the International Committee of MOW/UNESCO about the names of documents or sets of documents, from archives, libraries or audiovisual collections, included in the “Memory of the World Register for Latin America and the Caribbean” for 2012.

## **9. REMOVAL FROM THE MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE CARIBBEAN**

9.1 – Once included in the “Memory of the World Register for Latin America and the Caribbean”, the owner or custodian of the collection may in no event request cancellation of this registration or make any change in the collection described, unless involving parts to complement the original collection, which will be considered by MOWLAC.

9.2 – In the event of adulteration, dismemberment, total or partial loss of the collection registered, for a natural or intentional reason, it may be removed from the “Memory of the World Register for Latin America and the Caribbean”, by decision of MOWLAC.

## **10. GENERAL CONSIDERATIONS**

10.1 – Failure to comply with any of the regulatory requirements will be reason for disqualifying the nomination for the “Memory of the World Register for Latin America and the Caribbean”.

10.2 – Special cases shall be resolved by the MOWLAC Board.



**ATTACHMENT II  
MEMORY OF THE WORLD REGISTER FOR LATIN AMERICA AND THE  
CARIBBEAN  
APPLICATION FORM 2012**

**Title of item being proposed**

**1.0 Summary (max 200 words)**

*Give a brief description of the documentary heritage being nominated and the reasons for proposing it. This is the "shop window" of your nomination and is best written **last!** It should contain all the essential points you want to make, so that anyone reading it can understand your case even if they do not read the rest of your nomination.*

**2.1 Name of nominator (person or organization)**

**2.2 Relationship to the nominated documentary heritage**

**2.3 Contact person(s) (to provide information on nomination)**

**2.4 Contact details**

*Name*

*Address*

*Telephone*

*Facsimile*

*Email*

**2.5 Declaration of authority**

**I certify that I have the authority to nominate the documentary heritage described in this document to the Regional Memory of the World Register.**

**Signature**

**Full name (Please PRINT)**

**Institution(s), if appropriate**

**Date**

**3.0 Identity and description of the documentary heritage**

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**3.1 Name and identification details of the items being nominated**

**If inscribed, the exact title and institution(s) to appear on the certificate should be given**

*In this part of the form you must describe the document or collection in sufficient detail to make clear precisely what you are nominating. Any collection must be finite (with beginning and end dates) and closed.*

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**3.2 Catalogue or registration details**

*Depending on what is being nominated, appending a catalogue can be a useful way of defining a collection. If this is too bulky or impractical, a comprehensive description accompanied by sample catalogue entries, accession or registration numbers or other ways of defining a collection's size and character can be used.*

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**3.3 Visual documentation if appropriate (for example, photographs, or a DVD of the documentary heritage)**

*It is useful to append photographs (or in the case of audiovisual material a CD, DVD, USB key of all or some of the material), where this adds additional information, to help the assessors visualize or listen to the collection or document.*

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**3.4 History/provenance**

*Describe what you know of the history of the collection or document. Your knowledge may not be complete, but give the best description you can.*

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**3.5 Bibliography**

*A bibliography demonstrates what others have independently said and written about the heritage you are nominating. It is best if you can cite scholars from several countries, rather than just your own country, and if they are authoritative voices clearly independent from both your own institution and UNESCO.*

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

Name	Qualifications	Contact details
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1.

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2.

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3.

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*The referees you cite will be asked for their opinions. UNESCO may also contact other authoritative referees so that a good spectrum of opinion is available for assessment purposes.*

**4.0 Legal information**

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**4.1 Owner of the documentary heritage (name and contact details)**

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Name                      Address

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Telephone                Facsimile                Email

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**4.2 Custodian of the documentary heritage (name and contact details if different from the owner)**

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Name                      Address

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Telephone                Facsimile                Email

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**4.3 Legal status**

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Provide details of legal and administrative responsibility for the preservation of the documentary heritage

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**4.4 Accessibility**

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

All access restrictions should be explicitly stated below:

*Encouraging accessibility is a basic objective of MoW. Accordingly, digitization for access purposes is encouraged and you should comment on whether this has been done or is planned. You should also note if there are legal or cultural factors that restrict access.*

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#### 4.5 Copyright status

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

*Where copyright status is known, it should be stated. However, the copyright status of a document or collection has **no bearing** on its significance and is not taken into account in determining whether it meets the criteria for inscription.*

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### 5.0 Assessment against the selection criteria

#### 5.1 Authenticity.

*Is the documentary heritage what it appears to be? Have identity and provenance been reliably established?*

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#### 5.2 Regional significance

*Is the heritage unique and irreplaceable? Would its disappearance constitute and harmful impoverishment of the heritage of humanity? Has it created great impact over time and/or within a particular cultural area of the region? Has it had great influence (positive or negative) on the course of history?*

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#### 5.3 Comparative criteria:

***Does the heritage meet any of the following tests? (It must meet at least one of them.)***

##### 1 Time

*Is the document evocative of its time (which may have been a time of crisis, or significant social or cultural change? Does it represent a new discovery? Or is it the "first of its kind"?*

##### 2 Place

*Does the document contain crucial information about a locality important in world history and culture? For example, was the location itself an important influence on the events or phenomena represented by the document? Does it describe physical environments, cities or institutions that have since vanished?*

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### 3 People

*Does the cultural context of the document's creation reflect significant aspects of human behaviour, or of social, industrial, artistic or political development? Or does it capture the essence of great movements, transitions, advances or regression? Does it illustrate the lives of prominent individuals in the above fields?*

### 4 Subject and theme

*Does the subject matter of the document represent particular historical or intellectual developments in the natural, social and human sciences? Or in politics, ideology, sport or the arts?*

### 5 Form and style

*Does the document have outstanding aesthetic, stylistic or linguistic value? Or is it a typical exemplar of a type of presentation, custom or medium? Is it an example of a disappeared or disappearing carrier or format?*

### 6 Social/ spiritual/ community significance:

*Application of this criterion must reflect living significance – does documentary heritage have an emotional hold on people who are alive today? Is it venerated as holy or for its mystical qualities, or revered for its association with significant people and events?*

*(Once those who have revered the documentary heritage for its social/ spiritual/ community significance no longer do so, or are no longer living, it loses this specific significance and may eventually acquire historical significance.)*

## 6.0 Contextual information

### 6.1 Rarity

### 6.2 Integrity

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## 7.0 Consultation with stakeholders

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

*Apart from the nominating institution itself, have other organizations or groups been consulted in the process of preparing the nomination – and, if so, did they support it or oppose it, or have useful comments to make?*

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## 8.0 Assessment of risk

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

*Attach a separate statement if space insufficient.*

*Be accurate and honest. If your document(s) is at risk for any reason, say so. UNESCO needs to know its true situation.*

## 9.0 Preservation and Access Management Plan

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

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YES      NO

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

## 10.0 Any other information

**Detail any other information that supports the inclusion of this documentary heritage on the Regional Memory of the World Register. If the nomination is successful, how will you use this to promote the MoW Programme?**

*Attach a separate statement if space insufficient*

**ATTACHMENT III**

**MANDATORIAL FOR ARCHIVAL MATERIAL**

**(In case of proposals which join more than one fonds or collection, fill a form for each one)**

<b>On the basis of the International Standard for Archival Description – ISAD (G) - ICA</b>	
<b>1. Identity statement area</b>	
<b>Reference code</b>	
<b>Title</b>	
<b>Dates</b>	
<b>Level of description</b>	
<b>Extent and medium of the unit of description</b>	
<b>2. Context area</b>	
<b>Name of creator(s)</b>	
<b>Administrative / biographical history (maximum one page)</b>	
<b>Archival story</b>	

<b>Immediate source of acquisition or transfer</b>	
<b>3. Content and structure area</b>	
<b>Scope and content</b>	
<b>Appraisal, destruction and scheduling information</b>	
<b>System of arrangement</b>	
<b>4. Conditions of access and use area</b>	
<b>Conditions governing access</b> Specify:	
<b>Conditions governing reproduction</b> (Specify types of reproduction authorized)	
<b>Language/scripts of material</b>	
<b>Physical characteristics and technical requirements</b>	



<b>Finding aids</b>	
<b>5. Allied materials area</b>	
<b>Existence and location of copies</b>	
<b>Related units of description</b>	
<b>Publication note</b>	
<b>6. Notes area</b>	
<b>Notes</b>	