The UK UNESCO Memory of the World Register

Handbook for UK nominations

2019
Front Image: The Golden Letter of King Alaungpaya. Photo Credit: British Library. In October 2015, the Golden Letter was added to UNESCO’s Memory of the World Register, as a common heritage of Myanmar, Germany, and the United Kingdom.

This guidance is published by the UK UNESCO Memory of the World Committee in partnership with the UK National Commission for UNESCO

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# Table of contents

Checklist 4

What is the Memory of the World Programme? 6

General Guidance 10

Completing Part A - Essential Information 17

Completing Part B - Subsidiary Information 27

Completing Part C - Lodgement 29
WVS/WRVS Narrative Records

TYPE OF HERITAGE
Document

DATE OF INSCRIPTION
2010

NOMINATING INSTITUTION
Women’s Voluntary Service

The Women’s Voluntary Service for Air Raid Precautions was established by Lady Reading in May 1938. By 1943, WVS had over one million members, making it one of the largest volunteering organisations in British history and had evolved to do just about anything. At the cessation of hostilities, the WVS transformed itself into one of the leading providers of social care; its activities and development over the following fifty years inextricably linked to the growth of the welfare state.
Checklist for nominations to the UK Memory of the World Register

<table>
<thead>
<tr>
<th>Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the Handbook for Nominations</td>
</tr>
<tr>
<td>Speak to a UK MoW Committee Member</td>
</tr>
<tr>
<td>Identify and contact referees</td>
</tr>
<tr>
<td>Organise images</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nomination form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all sections of the nomination form</td>
</tr>
<tr>
<td>Sign nomination form at Section 4 (Declaration of authority) and Section 14 (Lodgement)</td>
</tr>
<tr>
<td>Assignation of Rights Form completed and signed (or an equivalent provided by the copyright holder of the images)</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Attachments</th>
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</tr>
</tbody>
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Children’s Society Archive

TYPE OF HERITAGE
Document

DATE OF INSCRIPTION
2011

NOMINATING INSTITUTION
Hidden Lives Revealed

The Children’s Society Archive charts the development of child care practice and policy from the Victorian period onwards. The estimated 140,000 cases contain unique information about the history and practice of childcare, behavioural and mental health issues, the diseases of poverty, and nutrition in Victorian and Edwardian times.
What is the UNESCO Memory of the World Programme?

Thank you for considering a nomination entry to the UK National Register for UNESCO’s Memory of the World (MoW) programme.

This Handbook contains advice and guidance on completing the nomination form and information about the assessment criteria. Details about the work of the UK MoW Committee and the application form can be found on the [UNESCO UK website](#).

**The Memory of the World Programme**

UNESCO Memory of the World (MoW) is an expert-led programme that seeks to promote and protect the world’s documentary heritage.

Its vision is that ‘the world’s documentary heritage belongs to all, should be fully preserved and protected for all and, with due recognition of cultural mores and practicalities, should be permanently accessible to all without hindrance’.

The mission of the MoW programme is:

- To facilitate the preservation, by the most appropriate techniques, of the world’s documentary heritage;
- To assist universal access to documentary heritage;
- To increase awareness worldwide of the existence and significance of documentary heritage.

UNESCO defines a document as ‘that which records something with a deliberate intellectual purpose’. A document is considered to have two components: (i) the informational and evidential content and (ii) the media on/in which it is recorded. Both elements can produce a wide variety of forms and are equally valuable parts of memory (although digital resources bring a new perspective to this definition as the carrier is transient).
The definition of documentary heritage includes the following elements:

- Moveable;
- Consisting of signs/codes, sounds and/or images;
- Can be conserved (the supports are inert elements);
- Can be reproduced and replicated on different media or formats;
- Is the result of a deliberate documentation process.

As such, MoW inscriptions include manuscripts, printed material, maps, audio-visual formats and digital media. For more detailed definitions, visit the UNESCO website.

To learn more about the UNESCO MoW Programme, see the UNESCO website.

**Memory of the World in the UK**

The MoW Programme works at a number of levels – international, regional, and national. Each has its remit, and the work is of equal importance so the levels should not be viewed hierarchically.

Individual countries may establish their own national committee. In the UK, the MoW Programme is delivered through a variety of activities including managing the UK MoW Register, developing policy briefs, and ad hoc events. The UK MoW Committee comprises pro bono experts in the care and use of documentary heritage. The UK MoW Committee has a Chair, Deputy Chair and Secretary and works in partnership with the UK National Commission for UNESCO and in consultation with the UK Department for Digital, Culture, Media and Sport.

**Memory of the World Registers**

The UK and International MoW Registers draw attention to collections of outstanding national or international significance, respectively. Any individual or organisation may make a nomination to the Registers. The UK Register welcomed its first inscriptions in 2010 and now inscribes collections on a biennial basis. It celebrates those collections that are of outstanding significance to the UK.
Memory of the World and UNESCO

Memory of the World is one of the programmes of UNESCO - a specialised agency of the United Nations. Its declared purpose is to contribute to peace and security by promoting international collaboration through educational, scientific and cultural reforms to increase universal respect for justice, the rule of law and human rights.

MoW is part of the UNESCO family that includes other designations such as World Heritage Sites, Biosphere Reserves, Creative Cities, and Global Geoparks. UNESCO also runs dedicated programmes such as the International Hydrological Programme and the Intergovernmental Oceanic Commission. Furthermore, UNESCO Chairs & UNITWIN Networks are a global network of universities that research areas of UNESCO’s competency that encourage inter-university cooperation, collaboration and information sharing. When an organisation’s documentary heritage is inscribed on a MoW register it becomes part of this global network, reflecting the values of UNESCO and taking its place in an international network.
London County Council Bomb Damage Maps

**TYPE OF HERITAGE**
Document

**DATE OF INSCRIPTION**
2012

**NOMINATING INSTITUTION**
London Metropolitan Archives

An extraordinary set of maps indicating, building by building, bomb damage in London during the Second World War.

This is the most detailed record of damage to the capital’s built environment caused by aerial bombardment. An iconic and multi-layered source for London’s experience of war and its aftermath, it conveys complex survey data in the tradition of Leake’s Great Fire map, Milne’s land use map, Mylne’s geological maps and Booth’s poverty maps. These printed maps were extensively annotated with the use of colour keys by the Architects Department of the London County Council to indicate, building by building, bomb damage during the Second World War.
3. General Guidance

What is the purpose of the UK MoW Register?

The UK Register serves two purposes. First, it identifies documentary heritage that has outstanding national significance and highlights remarkable collections. Secondly, it is a promotional tool that the UK MoW Committee and holders of inscribed collections can use to highlight the value and depth of the UK’s documentary heritage.

How does documentary heritage benefit from a UNESCO UK MoW inscription?

A UNESCO inscription is a mark of quality for documentary heritage. Previously successful applicants have used the UNESCO MoW inscription for funding applications that draw attention to the value of the heritage, or with stakeholders to gain support for the development of their wider heritage collections. You can learn more about the benefits of inscription in ‘The Wider Value of UNESCO to the United Kingdom’, published by the UK National Commission for UNESCO.

Please note that inscription is for the nominated documentary heritage and not for the nominating organisation/individual.

What can I put forward in a nomination?

The Register recognises outstanding nationally-significant documentary heritage so it must be documentary based, i.e. do not include objects unless they have a documentary nature, e.g. medals. The material can be in any format of documentary heritage, e.g. parchment, paper, photographic, cartographic and digital and a nomination may comprise a range of formats. The material can be of any age as long as it can be clearly demonstrated that it is of long-term historical value.

The Register is not collections based, but rather significance based. Therefore, you may wish to nominate a single item, a part of a collection, a whole collection or a range of items drawn from several collections. However, you must be able to demonstrate that all the content is of outstanding UK significance. Whatever you decide to nominate, you should demonstrate that all elements are of outstanding significance either because of their inherent individual qualities or because of their contribution to the significance of the overall nomination.

If you put forward a nomination, you will need to relate it back to the records, e.g. looking at a
particular type of industrial record and then claiming a major public figure was a member of that industry at some point. Is this person meaningfully reflected in the records?

Volume is not in and of itself an argument for significance. It must be explained why that volume is of outstanding significance to the UK.

Likewise having more detailed records than other institutions for common runs of records is not inherently significant. You must clearly articulate why that detail constitutes outstanding UK significance.

Where something has strong regional relevance the application must demonstrate how national significance applies. Solely relying on regional relevance will not be sufficient.

Inscription on the UK Register is only for the material defined in the original nomination. Later additions to the material cannot be included in the inscription but have to be the subject of a new nomination. ‘Open-ended’ applications for documentary heritage that is going to be added to will not be successful. Please note that you can nominate material from a collection(s) where the collection is going to be added to in the future, but the nomination can only cover the material specifically described in the nomination and not future additions to the collection to which it belongs.

**How to complete a nomination**

- Use the nomination form provided.

- There is no word limit for nominations or a limit on the amount of supplementary information that can be provided. However, it is suggested that a nomination should be no longer than eleven A4 pages, excluding attachments, the Lodgement and the Assignation of Rights.

- Please ensure that the nomination clearly states why the nominated heritage is of outstanding significance to the UK. Failure to clearly articulate this significance is often a cause for an unsuccessful nomination.

- Please ensure the nomination form is appropriately signed.

- Sign and attach the Assignation of Rights form.

- Attach images, at least one written reference, and any other supplementary information you wish to include.
How to submit a nomination

Submission is preferred in electronic format (including all attachments). Please send electronic submissions to the Secretary of the UK MoW Committee, Matthew McMurray (Matthew.McMurray@royalvoluntaryservice.org.uk).

If it is necessary to post the nomination (e.g. because the file sizes are too large to email) please send a digital version on disc to: Rachel Hosker, Chair, UK Memory of the World Committee, rachel.hosker@ed.ac.uk

Who can make a nomination?

- Nominations are welcomed from any organisation or individual.

- Nominations are not limited to one proposer but may come from several organisations and/or individuals.

- There can only be one nomination per organisation/individual in any one round of inscriptions. This limit includes joint nominations.

- There is not a limit on the number of inscriptions accepted during any round of nominations. The UK MoW Committee considers each nomination purely on its own merits.

How is significance assessed?

As with all UNESCO designations, inscription onto the UK MoW Register identifies remarkable exemplars. The Register celebrates heritage that is of outstanding significance to the UK either because it relates to British history or is a collection residing in the UK. The nomination must first show that the heritage is authentic (i.e. it is what it claims to be) and significant (i.e. its loss would constitute a major impoverishment of the UK's heritage).

The nomination is then assessed as to whether it meets any of the following criteria:

- **Time** – is it evocative of its time?

- **Place** – does it highlight certain features of the place where the documentary heritage was created?
• **People** – does it illustrate a significant aspect of human social, industrial or artistic development?

• **Subject and theme** – does it represent a particular historical or intellectual development?

• **Form and Style** – is it an outstanding example of a form or style?

• **Social/spiritual/community significance** – does it possess a certain emotional attachment for the community or contribute to that community’s identity and social cohesion?

The current inscriptions provide a good illustration of the level of significance that the UK MoW Register requires. These can be found on the [UNESCO UK website](https://www.unesco.org/).

**How are nominations assessed?**

All nominations are assessed by the UK MoW Committee, which comprises experts on the management and use of documentary heritage, drawn from across the UK. A list of the UK MoW Committee members are available on the [UNESCO UK website](https://www.unesco.org/). Each nomination is assessed on the merit of the submitted form and supporting documentation. In certain cases the Committee may seek external peer review to help support the Committee’s final decision.

**What are the common reasons nominations are not successful?**

There are several common weaknesses in nominations:

• The case for outstanding significance is not clearly articulated. Please do not infer UK significance – be explicit in describing the significance to the UK.

• There is no comparison with similar documentary heritage to explain why this particular example stands apart from similar material.

• There is insufficient information for assessors to be able to understand the nature of the documentary heritage.

• The documentary heritage is so broadly defined that the Committee cannot be sure what is being included, or the nomination includes material that is not significant along with material of outstanding UK significance (e.g. all the collections of a particular institution are nominated without evidence that they are all of outstanding UK significance).

• A nomination is so broad that it is de facto seeking recognition of the nominating institution
rather than a specific element of documentary heritage.

- There is a claim for significance for a whole collection when only part of that collection can claim to be of outstanding significance to the UK.

- The nomination explains the significance of the subject of the documentary heritage rather than the documentary heritage itself e.g. explaining why a particular individual is of outstanding significance but failing to explain how that significance is reflected in the records being nominated.

What is the timetable for a nomination?

The call for nominations is biennial. The call is usually made in the second week of June and the deadline for submissions is the following 31 January. Decisions are then shared privately with nominators in May and there is a public awards ceremony to announce the newly inscribed collections. Nominations submitted after 31 January will not be considered.

What are the responsibilities of inscription holders?

UNESCO MoW inscription should be noted in all key documentation relating to the heritage such as catalogues and exhibition labels. The inscription should only be used in connection with the heritage as it is awarded to the heritage, not the nominator (be that the custodian or the owner).

Inscription assesses the significance of the documentary heritage. It is not an acknowledgement of the quality of collection care. However, any nominated collection should have in place at least a basic plan for its care and MoW status encourages the use of professional standards of care and management to all archival collections.

Inscription holders are expected to use the inscription in good faith and not bring the UNESCO designation into disrepute.

The International Register

The MoW International Register recognises documentary heritage of international importance. There are already several UK-based entries on the Register. Nominations are considered on a two-year cycle. The nomination form for the International Register is very similar to that of the UK Register.
Canterbury Cathedral Collection

TYPE OF HERITAGE
Collection

DATE OF INSCRIPTION
2016

NOMINATING INSTITUTION
Canterbury Cathedral

The medieval archive of Canterbury Cathedral complements the Cathedral’s built heritage, which has gained recognition as of world importance, being part of a UNESCO World Heritage Site. The medieval archive dates from the 9th century to the 16th century and has been cared for by the Cathedral for the centuries since. The archive helps tell the story of the Cathedral, its monastery, its buildings, its work and its people, and the documents pre-date any of the Cathedral buildings visible today.
4. Completing Part A- Essential Information

1. **Working Title of the Nomination**

The title of the nomination will be used in all the subsequent documents and publicity. It is an important part of how the documentary heritage will be known and presented. The wording should be descriptive, but brief. A maximum of ten words is recommended.

2. **Summary**

A concise summary describing the documentary heritage and the reasons why it should be inscribed on the UK Register must be provided. If the nomination is successful the summary will appear on the Register and in all relevant publicity. This section should be no longer than 200 words.

3. **Details of the Nominator**

This section is for information about the source of the nomination.

3.1. **Name of nominator**

Provide the full name of the person(s) or organisation(s) making the nomination.

3.2. **Relationship to the nominated documentary heritage**

Explain the nominator’s background and why they are associated with the nomination. For example, the nominator may be a responsible officer of a library or archive that owns the documentary heritage in question; or he/she may be a private individual with a research interest in the heritage.

3.3. **Contact person(s)**

Clearly indicate with whom the UK MoW Committee should communicate concerning the nomination.
3.4. Contact details

Provide sufficient details to allow prompt contact for future correspondence.

4. Declaration of authority

This confirms that the undersigned has the authority to make the nomination. Please ensure that this section is signed and dated.

5. Identity and description of the documentary heritage

This section will be used by the UK MoW Committee to understand the nature of the heritage and must be as accurate and as detailed as possible.

5.1. Context

Provide details of the importance of the people or the place to which the documents refer. This allows the context within which the documents sit to be assessed. A maximum of 200 words is recommended.

5.2. Description

The description should be as comprehensive as possible. This should include:

- The complete name of the documentary heritage being nominated and dates (if they are part of the name);
- A physical description of the heritage;
- An explanation of the content of the heritage.

Clearly explain the content – do not assume the assessors will automatically understand specific types of document that are being put forward. This is particularly true for specialist documents such as legal or scientific material or documents peculiar to a particular region of the UK.

5.3. Inventory

Provide a brief inventory of the contents. Detailed catalogue/guide or similar access information can be submitted alongside the nomination form.
5.4. **Summary of provenance**

Explain how the heritage came to its current existence, its biographical and ownership history e.g. how, when and by whom the heritage was created, and when and how it was integrated into the holdings/responsibility of the current organisation or individual.

5.5. **Analysis or assessment of physical state and condition**

Offer a brief overview of the heritage's physical conditions such as storage arrangements. This includes: type of building; environmental conditions; packaging; physical condition of the documentary heritage and media types (e.g.) rag paper, very thin wartime paper, microfilm, magnetic tape, and velum.

5.6. **Visual documentation**

Visuals can be supplied if it helps to provide understanding about the heritage e.g. photographs or a video of the documentary heritage and its housing. Visual documentation is not mandatory. The content of the visual documentation should be explained in this section.

5.7. **Bibliography**

Provide a maximum of three published sources that describe the documentary heritage. While not essential, this will help in the assessment of the nomination.

5.8. **Recognition by other bodies**

Provide brief details of other external recognition for the heritage such as the Arts Council Designation Scheme.

6. **Referees**

Supply the details of a maximum of three third party referees who can support the nomination. For each please provide their name, job title (if relevant), any qualifications and basis of their authority to comment on the collection. Please provide full contact details as well. The nomination should also be accompanied by at least one third party, written reference justifying the heritage’s outstanding significance to the UK. Please ensure that referees may be contacted and that they are prepared to speak to MoW UK Assessors. More than one Assessor may contact them.
The key purpose of the referees is to explain the UK significance of the nominated material.

7. **Justification for assessment against the selection criteria**

Careful consideration of the selection criteria and a full justification of the pre-eminence of the collection are essential for the inclusion of the nomination in the Register. The Register only recognises collections of outstanding UK significance. In answering this section, please ensure that you are explicit in explaining the UK significance. Do not infer significance or assume knowledge by the Assessors. The application will only be judged on the significance described in the application. Past nominations that have been unsuccessful have often failed to articulate why the documentary heritage is outstanding to the UK, particularly when compared with similar material held elsewhere.

Always ensure that you are explaining why the documentary heritage being nominated is of importance. Relate any claims for significance about the subject of the heritage such as a place, person or event, back to the actual records and why the records themselves are of outstanding significance.

Further details may be requested during the assessment process.

Assessment is comparative and relative. There is no absolute measure of cultural significance. Accordingly, there is no fixed point at which documentary heritage qualifies for inclusion in the Register. Selection for inclusion in the Register will, therefore, result from assessing the heritage item on its own merits against the selection criteria, the general tenor of the Guidelines for the Programme, and in comparison with similar heritage (where it exists) and other items already either included or rejected.

There is no word limit on this or any other part of the application form other than the summary description (200 words). However, it is recommended that applications are no more than eleven A4 pages long, excluding attachments, the Lodgment and the Assignation of Rights.

7.1. **Authenticity**

When considering documentary heritage for inclusion in the Register, the item will first be assessed against the threshold test of authenticity. It is thus essential to demonstrate that the identity and provenance of the documentary heritage has been reliably established, and foreclose the possibility of replicas or forgeries being mistaken for the genuine article.

Once the documentary heritage has passed this threshold test, it will then be assessed against the following criteria.
7.2. The significance of the documentary heritage to the UK, its uniqueness and irreplaceability

Explain why or how the documentary heritage is so significant:

• Does the disappearance or deterioration constitute a harmful impoverishment of the heritage of the UK?

• The nomination must have created a significant impact within the UK, either during or since its creation?

• It may be representative of a type, but must have no direct equal.

• It relates to a factor of great influence – whether positive or negative – on the course of history.

7.3. Is at least one of the following criteria met?

The documentary heritage will be assessed against the listed criteria. The nomination should meet at least one of these criteria. It does not need to fulfil all the criteria. Each nomination is assessed on its own merits and therefore if only one or two criteria are met this is not a drawback to the nomination. It is the level of significance exhibited by the nomination rather than the number of criteria met that is assessed.

For each criterion to which you respond to you must put a full explanation of its significance. A simple ‘Yes’ or ‘See above’ is not sufficient. Please provide specific examples under each of the criteria you are claiming to demonstrate the claims to significance.

A. Time

Absolute age, in and of itself, does not make documentary heritage significant, but inscriptions can be evocative of their time, which may have been one of crisis or significant social change. The documentary heritage may represent a new discovery or be the ‘first of its kind’.

B. Place

The place of its creation is a crucial attribute. The documentary heritage may contain crucial information about an important locality in UK history and culture; or the location may itself have been an important influence on the events or phenomena represented by the document. The documentary heritage may also be descriptive of physical environments, cities or organisations since
vanished. The material may reflect the importance of place including a sense of place.

C. People

The social and cultural context of its creation may reflect significant aspects of human behaviour, or of social, industrial, artistic or political development. The documentary heritage may capture the essence of great movements, transitions, advances or regression. It may demonstrate the development of societal attitudes. It may reflect the impact of key individuals or groups. It may resonate with current times or provide insight into modern society.

D. Subject and theme

The subject matter may represent particular historical or intellectual developments in natural, social or human sciences, politics, ideology or belief system, sports and the arts.

E. Form and style

The documentary heritage 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. Social/spiritual/community significance

The significance of documentary heritage may include spiritual or sacred values. It may contribute to a community’s identity and social cohesion. The nomination of this criterion must have significance for people who are alive today. 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.

7.4. Do any of the following issues relate to this nomination?

Certain contextual factors will be taken into account during the assessment.

A. Rarity

The content or physical nature of the nomination makes it a rare surviving example of its type or time.
B. **Integrity**

Within the natural physical limitations of carrier survival, is the heritage complete or partial? Has it been altered or damaged?

C. **Threat**

Is the survival of the heritage in danger? If it is secure, must vigilance be applied to maintain that security?

8. **Legal information**

This section identifies the legal status of the heritage including ownership, accessibility, copyright and administration. It is for contextual information and does not constitute part of the key assessment criteria.

8.1. **Owner of the documentary heritage and 8.2 Custodian of the documentary heritage**

It may be the case that the custodian of the documentary heritage is not the same as the owner. It is essential to establish both the custodian and the owner before a nomination can be added to the Register. In the case of documentary heritage that is in several locations, or has several owners, full details of each should be included. The same rule applies for custodians.

8.3. **Legal status**

A. **Category of ownership**

Please specify whether the nomination is owned privately, by a public organisation, or by a commercial corporation.

B. **Accessibility**

Describe any factors that will limit public access to the material.

C. **Copyright status**

Explain if any or all of the documentary heritage is subject to copyright and whether the copyright
owner(s) and entitlements are identified.

D. Responsible administration

State who is legally responsible for safekeeping of the material and how that responsibility is being exercised.

E. Other factors

Note any other legal issues that have a bearing on the heritage e.g. any organisation that is required by law to preserve the material.

9. Management plan for the documentary heritage

Provide summary details of the management plan for the documentary heritage. If there is already a management plan in place, please include a copy of this plan. If there is no management plan in place please provide an explanation why (e.g. lack of funds, facilities, skills), as well as a summary of the current storage and custody environment of the documentary heritage.

10. Consultation with stakeholders

Consultation before submitting a nomination strengthens it and avoids confusion or delay. Prior consultation with the owner and custodian of the documentary heritage is normally required, unless specific reasons prevent this. Consultation with the UK Memory of the World Committee is strongly recommended. Please list who has been consulted in connection with the nomination.

This information provides important contextual information to the Assessors, especially if the documentary heritage is under threat, but will not affect whether the nomination merits inclusion to the UK MoW National Register.
Anne Lister Diaries

TYPE OF HERITAGE  
Collection

DATE OF INSCRIPTION  
2011

NOMINATING INSTITUTION  
West Yorkshire Archives

This unique set of diaries (1806-1840) which run to four million words were written by Anne Lister of Shibden Hall, Halifax, West Yorkshire (1791-1840). Anne Lister was a remarkable landowner, business woman, intrepid traveller, mountaineer and lesbian.
Completing Part B: Subsidiary Information

11. **Assessment of risk**

Give a brief overview of the primary risks to the longevity and/or accessibility of the heritage, their likelihood of said risks, their potential impact and the measures being taken to minimize or remove the risk. Examples of such risk include poor environmental conditions, insufficient packaging, insufficient conservation budget and barriers to public access.

12. **Assessment of preservation**

Briefly describe the preservation context for the heritage. This could include:

- Its present physical state
- Its preservation history
- A current preservation policy
- Resources available for the heritage’s preservation
- The person/organisation responsible for implementing preservation.

13. **Intended use of the inscription**

Outline how inscription on the UK MoW National Register would be used to promote the preservation of and access to the documentary heritage. Examples include:

- Exhibitions;
- Priorities for digitisation;
- Funding nominations;
- Advocacy for the organisation;
Sirkka-Liisa Konttinen’s Photography

TYPE OF HERITAGE
Films and Photography

DATE OF INSCRIPTION
2011

NOMINATING INSTITUTION
Amber Collective

Between 1969 and 2009, a period of immense social change in the North East of England, Konttinen and Amber Films created a series of works of remarkable quality and depth exploring a huge shift in popular culture. A heartland in the birth of the Industrial Revolution, the region has had to adjust rapidly to a post-industrial reality.
• Upgrading of storage conditions;

• Press and publicity activity;

• Stakeholder engagement.

14. Who is the nomination lodged by?

Please ensure this section is clearly named, signed and dated.

Assignation of Rights Form

This form provides the UK MoW Committee with the right to use the images supplied in the course of its work. The UK MoW Committee will not use the images for commercial purposes without the approval of the copyright holder.

Each nomination is requested to supply two images of the nominated heritage that will only be used if the nomination is successful. The images should have a minimum resolution of 300dpi and be in JPEG or TIFF format.

Attachments

The following attachments must be supplied where they are relevant to the nomination:

• A minimum of one written reference;

• Supplementary catalogue or inventory information, if necessary;

• Images to help illustrate the nomination;

• Collection management plan, if available;

• Two images for promotional use by MoW if the nomination is successful in either a JPEG or TIFF format at 300dpi;

• Signed Assignation of Rights form for use of these images.

• Attachments must be provided at the same time as the nomination.