# Checklist

# UNESCO 2015 Recommendation concerning the Preservation of, and Access to Documentary Heritage, including in Digital Form

### Important: This Checklist is not intended as a means to compare countries to one another. No public report with the individual results will be published. Use the questions on the Checklist to help assess areas of implementation where it might be helpful to focus future projects and advocacy.

### The following Checklist includes a number of statements. For each statement, you will be able to provide the following answers:  ****Yes****: You have seen clear evidence that the action described in this statement has been implemented.  ****No****: You have seen no action taken towards implementing the action described in the statement.  ****Partially (positive steps taken)****: You have seen some steps taken towards implementing the action described in the statement. These positive steps could include a general awareness of the issue, research and consultation, or similar preliminary steps. Positive steps can be different depending on the situation, so use your judgement to determine if there has been positive development towards implementation.  ****Negative steps taken:**** You have seen steps taken to prevent implementation of the action described in this statement. This could be that steps towards implantation were started then abandoned, policy that was once in place is not anymore, or other actions towards actively blocking the action described in the statement.  ****Don't Know****: More information is needed

## Governments (1/6)

#### 1) Your country has a national Memory of the World Committee.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 2) Your country has a national Memory of the World Register.

( ) Yes

( ) We have plans to create one

( ) We have no plans to create one

( ) Don't Know

#### 3) Your government seeks to raise awareness of the importance of preservation.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 4) Your government encourages the definition of standards for preservation.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Governments (2/6)

#### 5) Your government supports the identification of at-risk documentary heritage.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 6) Your government supports training to help in selection, connection and preservation efforts.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 7) Your government cooperates with libraries and others to promote and ensure the preservation of born-digital material.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Governments (3/6)

#### 8) Your government encourages sharing good practice to maintain high levels of performance in memory institutions.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 9) Your country has policies in place that prevent or hinder preservation, such as policies to block legal provision allowing for digitisation.

( ) Yes

( ) No

( ) Don't Know

#### 10) Your country supports engagement in international and academic networks in order to develop and raise standards at home and abroad.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Governments (4/6)

#### 11) Your government’s laws favour access to the heritage held by libraries. Restrictions are clear and limited.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 12) Your government promotes access to heritage, including through public domain access and open licensing, and making metadata and files available in a machine-readable way.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 13) Your government finances the preservation of, and access to, heritage.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Governments (5/6)

#### 14) Your government facilitates donations and other support by private actors.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 15) Your government encourages access to keys and other tools for removing digital locks that prevent preservation.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 16) Your government offers support for the safeguarding of valuable collections held by individuals and private actors.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Governments (6/6)

#### 17) Your government supports international cooperation for research, training and development of standards, including through IFLA.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 18) Your government supports exchange of, and access to, works that are of relevance to individuals or groups in other countries.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 19) Your government has plans in place to reduce risks to cultural heritage from human or natural disasters.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Memory Institutions (1/2)

#### 20) Memory Institutions in your country have thorough catalogues of valuable works in their collections.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 21) Memory institutions in your country have clear and well-defined criteria for selection, collection, preservation and de-accessioning of content.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 22) Integrity, authenticity and reliability are important concerns in the work of memory institutions in your country.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

## Memory Institutions (2/2)

#### 23) Memory institutions in your country provide maximum access to the heritage they hold.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 24) Memory institutions in your country participate in national and international networks focused on information, research and training about preservation.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

#### 25) Memory institutions in your country have comprehensive plans for risk management.

( ) Yes

( ) No

( ) Partially (Positive Steps Taken)

( ) Negative Steps Taken

( ) Don't Know

**Resources**

IFLA's [Advocacy for Preservation introductory briefing](https://www.ifla.org/files/assets/hq/documents/brief_recommendation_concerning_the_preservation_of_and_access_to_documentary_heritage_including_in_digital_form_2015_mow.pdf) is a good place to start.

The [2015 Recommendation Implementation Guidelines](https://en.unesco.org/sites/default/files/2015_mow_recommendation_implementation_guidelines_en.pdf) offers practical steps towards putting the recommendation into action.

The UNESCO/PERSIST [Guidelines for the Selection of Digital Heritage for Long-term Preservation](https://www.ifla.org/publications/node/91844) to help set up long-term preservation projects.

IFLA's [Digital Unification Guidelines](https://www.ifla.org/publications/node/92435) can give inspiration on how to use documentary heritage in digital form to help build connections.