

SPECIAL COLLECTIONS

Materials Analysis Form

For help filling out this form, please ask the Special Collections staff for assistance.

BIBLIOGRAPHIC INFORMATION

[Get this information from the title page if one exists, otherwise from anywhere]

Author:

Title:

Place of Publication:

Edition:

Publisher/Printer:

Date of Publication:

PHYSICAL INFORMATION

of Pages:

Binding:

[Such as paper, boards, leather, cloth]

Illustrations:

[Lithographs, steel engravings, wood block, etc.]

Annotations/Signatures:

[Handwritten messages such as inscriptions “To my good friend Lincoln, Sincerely Mary Smith” or comments written in the text such as “This is clearly a fabrication”]

Genre/Format:

[Such as biography, autobiography, fiction, history, broadside, pamphlet, serial, newspaper]

Bookplates:

[A bookplate is a paper attached to an item, often on the inside front cover, which established ownership. Note the text on bookplate and brief description]

INTELLECTUAL INFORMATION

Content:

[3-4 sentences describing the subject of the work]

Keywords:

[Think of at least 5 keywords words that you would use in a Google search to locate the work. Keywords should include the geographic coverage, major topics, what time period is covered.]

Who was this work created for?

Whose voice does it express?

(Draft February 2006; Updated August 2010)