

Book | Shelfmark | Title, as appears on spine of the book.

Check the title of your work against the English Short Title Catalogue, which might offer helpful information for completing this catalogue entry (see <http://estc.bl.uk>), the Dutch Short Title Catalogue (STC-D, <http://picarta.pica.nl/DB=3.11/LNG=EN/>) etc. There exists a Universal Short Title Catalogue (<http://ustc.ac.uk/index.php/search>) but it is not as complete as national versions.

Commented [P1]: i.e. what is the reference code for the book – usually described:

Ottawa, Carleton University, Archives and Research Collections, library code.

City or Country of Origin, date of origin.

Languages within:

Commented [P2]: This may be based on the existing information about the book in short title catalogues or based on your conclusions. If based on STC, note which one in a footnote.

I. Contents:

1. Item A (pages. I – II or I-2, Author, Title of item, Place and date of publication, Publisher.
2. Item B
3. Item C

Conclusions about content of manuscript.

Commented [P3]: Some books might have more than one text or item. Do not use "item 1", but replace this word with the title of the item present. Note the complete long title to the work as it appears on the title page, along with AUTHOR, publisher, place of publication and date. If there is more than one title page in the work, then add a second item description. Or if there is a second (or further) text bound together which seems unconnected to the main text, list it and all its publication details. If no place of publication is given use the abbreviation [S.L.] and if no date and place of publication [S.L.N.D] (abbrev. of *sans lieu ni date*).

II. Physical Description:

1. Paper.

- i. Measurements of size,
- ii. weight of paper (thin, medium, thick),
- iii. evidence of trimming or rough edges; are quires still joined at edges (i.e. not all page edges are cut)
- iv. colour (do differences appear in different parts of the book)
- v. Are there watermarks? Try to identify the watermark on an online database, such as <http://www.gravell.org/search.php?&&offset=&rectotal=&query=>

Commented [P4]: You can give the title in the language of the document (if it has one). If you have found the title translated into English (if it is not in English), you should provide it in [square brackets].

Commented [P5]: Give the date and place of publication (etc.) as noted in the text. This information might be incorrect (publishers would lie about where books were printed to avoid taxes or censorship...), but provide the correct information elsewhere in the template.

2. Page Layout.

- i. size of text layout (mm's), number of lines x number of columns
- ii. is the recto side of a page the same organization as the verso?
- iii. Catchwords?
- iv. folio or page numbers?
- v.

Commented [P6]: provide measurements in cm (H)height x (W)width

Commented [P7]: Are there elements cut off (i.e. a marginal comment is cut off in the middle, or a doodle is only half there...)

3. Decoration.

- i. author portrait?
- ii. decorated initials?
- iii. rubrication? Any colours other than black?
- iv. Images? Woodcuts? Engravings? Are there images illustrating the text or are images largely decorative elements (borders etc.)?
- v.

Commented [P8]: Watermarks are maker marks visible by shining a light through a single sheet (page) and a faint outline of a shape might be present. These watermarks identify the paper maker and usually the time when the paper was created. Useful for dating.

Commented [P9]: catchwords are words, letters or numbers (or a combination of these three) along the bottom of a folio (which is used to signal the first word of the next folio).

Commented [P10]: where are they located? inner margin or outer margin, upper or lower margin?

4. Emendations.

- i. Note where, what kind of and how many emendations have been made.

- ii. If someone has added comments (marginal comments/ interlinear comments), or made corrections describe the script.
 - iii. Try to identify the number of different people who are writing in the margins. Note folio/page numbers of emendations for each person. Try to link the comments to any owner's signatures which appear in the book.
 - iv. Are words erased, crossed out, written over?
- 5. **Imperfections.** Stains, tears, holes, cuts, water damage, wearing away, cropping leading to removal of text, removal of text from binding...
- 6. **Textual Fragments.**
 - i. Are there fragments of other texts within the book. Describe them and their use – are the fragments binding strips, patches (sewn/ glued in to repair a page), tabs etc. (see the ex <http://www.lostmss.org.uk/lost-manuscripts/babel-ms-17> for how to catalogue fragments).
 - ii. can you identify/ transcribe the text?
- 7. **Binding.**
 - i. What is the binding made of: Leather over cardboard, leather over wood, cloth over cardboard, paper, vellum? Is there any text or decoration on the front and back cover, or on the spine. Specify what and where it is.
 - 1. front cover
 - 2. back cover
 - 3. spine
 - ii. Compare the binding to the database of bindings (<http://www.bl.uk/catalogues/bookbindings/>) to help date when the work was bound or rebound.
 - iii. Try to make a conclusion if the binding is original (contemporary to time of printing) or rebound later.

III. **Provenance.**

- 1. Evidence from ex libris, owner's signatures, etc. which indicates ownership.
- 2. Do you think the book expensive or cheap? Who was the reader, owner, patron?
- 3. Any indications of institutional ownership – like library codes predating Carleton's ownership?

IV. **Bibliography.**

- 1. Are the books listed in a Short Title Catalogue? What online databases (Short Title Catalogues, e.g.) describe the book? Do the descriptions of the STC's contradict the bibliographic information noted in the book itself?
- 2. Are there other copies of the book in other libraries? List other known copies by their institutional home.
- 3. is the book cited in scholarship? Note most important studies.
- 4. are there photographs/ pdf etc. of the book online. Provide URL.

V. **Photographs.**

1. provide numbered photographs to illustrate key features described above. You should take photographs of key pages, as well as detailed photos of important elements (like decorative elements) you discuss in your catalogue.

