

APPEARANCE

Book size

- Approximately how large are the pages? (If you don't have a ruler, guess: "about the size of a regular piece of paper" or "about as tall as my hand")
- How many pages are in your book? (You can describe the number of pages as a rough guess or in terms of measuring the "depth" of the book if your book isn't paginated or foliated.)

Binding

- What does the book's binding look like? (color, material, texture, decoration)
- Is the book housed in a box or other case?
- Are the fore-edges of the book gilt or otherwise decorated?
- Are the pastedowns and end leaves made from decorative papers or paper otherwise notably different from the text block?

CONTENTS

Title page

- Is there a title page?
- What sort of information does it seem to provide?
- What does it look like? (printers' device, illustrated, font choice)

Colophon

- Is there a colophon?
- What sort of information does it seem to provide?

Navigation

- Does your book use page numbers?
- Is it foliated (that is, counting leaves rather than pages)?
- Are there other text divisions, such as act/scene divisions, or chapters, or books?
- Is there an index? Where is it?
- Is there a table of contents? Where is it?

Categories of text

- Does there seem to be different categories of text in your book, such as a preface, or letters, or arguments, or dedications?
- Are there printed marginal notes?

- An errata list?
- A register?
- Are there multiple works bound together in a single volume?

Page features

- What sort of page features do you see? Common examples are headlines, signature marks, and catchwords
- What other features do you see? (initial letters, spaces for initial letters, guide letters, printed marginal notes, and page or leaf numbers)
- What is the overall impression an opening makes? Are the pages densely printed? Are there different categories of text?

Illustrations

- Are there illustrations in the book?
- Approximately how many?
- Approximately what size? (full-page, initial, quarter-page)
- Can you tell if they are woodcuts, engravings, or etchings?

USAGE

Wear and tear

- Are there notable marks of wear or damage? (wormholes, water damage, torn or repaired pages, mold, foxing, cut-out pages or sections, etc.)

Readers' marks

- Are there readers' marks in the books? Where?
- What sort of marks? (doodles, signatures, fists, pictures, coloring in initials, textual annotations, other textual content)

Provenance

- Are there marks of ownership/provenance? (bookplates, library shelfmarks, owners' inscriptions, booksellers descriptions, prices, exhibition labels)?
- If they're legible: Where? What? Who? When?