

Please read the Preface on the previous pages. The purpose of such a record card survey as this is to collect, and supply quickly, enough information for sorting and selecting as to allow future study to proceed in a more comprehensive form. The questions must be interpreted in a flexible and exploratory way. To save space not a printed but a written dividing symbol so '//' has been chosen for use between answers on same line.

"SHORT LIST" OF QUESTIONS FOR USE ON HISTORICAL RECORD CARD
SURVEY OF "LIMP & SEMI-LIMP VELLUM & NON-ADHESIVE SPINE
BINDINGS".

SEE NOTES TO "COMPREHENSIVE LIST".

1. DATE OF VISIT RECORDER'S INITIALS 'CALL' OR SHELF-MARK

used today. (Previous shelf-marks should be written in reverse chronological order, placing them between lines 2-6 where space becomes available, clearly showing symbol " 1" and proceed.

2. TOWN & COLLECTION DISTRICT if NECESSARY (cards will be ^{deposited} filed under countries)

BOOK/VOLUME

3. AUTHOR) Photographs of 'title
) page', 'ex libris', &
 4. TITLE) colophone' should be
) standard practice.
 5. PRINTER/SCRIBE)
)
 6. DATE of PUBLICATION & PLACE of)
 PUBLICATION) DATE OF BINDING (approximate)

TEXT-BLOCK

7. MATERIAL (guards) IDENTIFICATION MARKS (refer to 'h')
8. DIMENSIONS OF SHEET PRINTED OR MSS. DESIGN/LAYOUT OF PAGE
9. NO. of SECTIONS SECTION MAKE-UP (is it tight between sec.?)
10. COLLATION SYSTEM USED THICKNESS OF TEXT-BLOCK
11. CONDITION OF TEXT-BLOCK SPACE (for any further particulars)

ENDPAPERS

12. ORIGINAL or LATER MATERIAL USED
13. CONSTRUCTION (refer to 'd' also) CONDITION

SEWING

14. ORIGINAL/LATER MATERIAL of BANDS & the NO.
15. THREAD USED GAUGE READING CONDITION (note if not waxed) (S or Z twist)

SPINE BEFORE COVERING

16. ADHESIVE USED ROUNDING BACKING
17. LINING MATERIAL TECHNIQUE USED
18. DIMENSIONS and/or CONDITION (photograph if thought to be MSS fragment)

BOOKEDGES

19. HOW CUT/TRIMMED COLOR/METAL
20. DECORATION TITLING (noted in collaboration with No. 35)
en check
 REGISTAR (if such exists note typed fixing)

ENDBANDS

21. CORE MATERIAL DO TIE-DOWNS PIERCE THE LINER
22. CONSTRUCTION (if rather special see 'i' or 'k') No. of TIE-DOWNS No. of SECTIONS
23. THREAD USED COLORS (both primary & decorative)
24. CONDITION OF THREADS & ENDBAND CORES

COVERING

25. BRIEF DESCRIPTION (use 'a') MATERIAL DIMENSIONS
26. THICKNESS & DIRECTION of ANIMAL'S SPINE (if paper note direction of 'chain' lines) WHICH SIDE USED OUT (flesh or grain)
27. HOW CUT & FROM WHERE (dimensions) TURN-IN SIZES (dimensions of both can be shown at either 'a', 'b' or 'c')
28. TYPE OF SCORING USED JOINT WIDTH (measurement shown at 'c')
29. YAPP (width can be indicated at 'c' & cutting at 'g')
30. HOLING LACING TACKETING

11. IF SEMI-LIMP BOARD USED (MATERIAL) HOW CUT (back cornering, play allowed, etc.) (MATERIAL if of pasted paper note markings, if printed photograph)
12. FORE-EDGE FLAP TIES etc. MATERIAL (shape & dimensions can be shown at 'a', 'b' or 'c').

FINISHING

13. DECORATION METHOD USED (tools etc.) (standard photograph & note lower cover)
14. COLOR (any traces of pigment or metal applied)
15. TITLING CHARACTER DIRECTION PLACING
(if book edge titling combine answer with No. 20 above: photos must be taken, before 'pulling'. The design, layout and size can also be shown at 'a', 'b', or 'c' (if end edge))
16. OBSERVATION of PARTICULAR INTEREST (ref. to other cards)
- 'h' TEXT-BLOCK MATERIAL. DETAILS & OVER a sketch of watermark and DIMENSIONS
- 'i') UNIQUE/SPECIAL FEATURES of CONSTRUCTION or DECORATION.
) SKETCH
)
- 'k') within circles on outside of card

OUTSIDE OF RECORD CARD

NOTE:

The problem of filing such packed information is a serious one, perhaps index cards of 'SUBJECTS' should be kept up-to-date as a cross-reference. I will enclose my list, but this is far from comprehensive. The spaces at top of card are left for later indexing and cross-reference marks.

Guide lines & their purpose, general visual description.

- a. Sketch of covers & spine.
- b. Sketch of upper cover layout can also show joint width, fore-edge flap, ties, etc., also measurement of board can be shown.