Handling Written Documents

INSTRUCTIONS: (30-40 mins) Examine written documents in an archival folder. Fill out the following table for at least one interesting document in the folder. Go at a moderately quick pace, and examine the documents both as texts *and* objects. Optionally, complete the table on the back for another document.

Care and Handling Instructions for Archival Documents:
- "Leave No Trace" (add nothing to the collection, leave all documents in order, as they are)
- No food or beverages, pens or ink tools, bags or coats, allowed in the room
- Leave documents flat on the table when reading, use only one document at a time
- Turn the sheets one at a time by the corners; treat the folder like a delicate book

TITLE OF DOCUMENT: (Suggest one if none is given)
TYPE OF DOCUMENT: (circle one or more) Newspaper   Correspondence   Map   Composition   Bound Picture   Bureaucracy   Notes   Event   Other_____
UNIQUE PHYSICAL CHARACTERISTICS: (circle one or more) Handwritten   Typewritten   Seal/Stamp   Notations   Damage   Other_____
DATE(S) OF DOCUMENT:
AUTHOR OR CREATOR:
AUDIENCE/RECIPIENT:
TEXT INFORMATION: Significant or surprising quote or other aspect of the document: One thing these documents tell us about the subject: One question left unanswered by the document:

OPTIONAL: Choose a 2nd document to write about in the table below

TITLE OF DOCUMENT: (Suggest one if none is given)

TYPE OF DOCUMENT: (circle one or more)

Newspaper   Correspondence   Map   Composition   Bound

Picture   Bureaucracy   Notes   Event   Other_____

UNIQUE PHYSICAL CHARACTERISTICS: (circle one or more)

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TEXT INFORMATION:

Significant or surprising quote or other aspect of the document:

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One question left unanswered by the document: