

DOCUMENT ANALYSIS WORKSHEET

(Use this tool to question, critique, and assess the object's value)

PART I: THINKING QUESTIONS

Use this general set of thinking questions to ground group overall discussions.

1. From whose viewpoint are we seeing or reading or hearing? From what angle or perspective?
2. How do we know when we know? What is the evidence, and how reliable is it?
3. How are things, events or people connected to each other? What is the cause and what is the effect? How do they fit?
4. So what? Why does it matter? What does it all mean?

-*Habits of Mind*, adapted from Deborah Meier

PART II: COMPLETE THE DOCUMENT ANALYSIS WORKSHEET

Item Title or caption: _____

CATEGORY

INFORMATION AND EVIDENCE

Digital Library & Collection

1. Name of the collection and location
2. Time period
3. A phrase or sentence that describes the contents of the entire collection.

Item– Type and Physical Condition

Items can be classified into four groups: (1) written, (2) oral, (3) visual, and (4) electronic transmissions.

1. **Item Type:** What type of item is this? Also, what is it? Photo, film/video, audio, sheet music, program, broadside, book, pamphlet, proceedings, etc.
2. **Physical Condition:** Describe the original condition of the item. Faded, cracked, color, blur, water stains, fingerprints, etc.

Item Provenance

What do you know about the complete history of ownership of the object?

General Item Information:

1. Date created or published
2. Author(s): Who created the object? Was it created/ written/ produced for someone? For whom? Was it created for a purpose/ cause?
3. Location: Where was it created or recorded?
4. Description & Notes: What written information on or about the object is available?
5. Bibliographic record information: Call number, Repository, Digital ID.

DOCUMENT ANALYSIS WORKSHEET

CATEGORY

ANALYSIS AND EVIDENCE

Discuss and list evidence.

1. Is it real? How do you know the object or item is genuine?
2. For whom was it created or made? From whose view-point are we seeing or reading or hearing?
3. Has it been changed from the original? Has the document been translated or has the format been changed in translation? (from poetry into prose, for example)

UNANSWERED QUESTIONS

When we examined this object we wondered...

Some questions that came up in our discussion were...

ANALYSIS/ EVIDENCE INTERPRETATION

How does this object provide evidence of the subject we are studying?

Support your thinking with evidence from the object (e.g. time, place, structures, arrangement of elements, etc.)