Primary Source Analysis Worksheet – Special Collections & Archives

What type of record? (Some examples include document, newspaper, photograph, sheet music, audio recording)

Who is the author/creator? Do you know anything about them?

Date(s) of creation or publication?

Is the source published, then by whom and where?

Who is the intended audience?

Why/for what purpose was the record created?

Is this a primary or secondary source?

Are there physical/other attributes that help to evaluate/interpret the record? (typed, handwritten, letterhead, stamps, paper, envelope, dust jacket, binding, signatures, corrections, bookplate)?

Do you think this is a reliable source . . . why or why not? How could you verify?

Conclusions. What did you learn? What else can you tell me about this document . . . what other questions does it prompt? What are the next steps to finding answers?