

## SAMPLE CHECKLIST

|                      |  |
|----------------------|--|
| State                | Maryland   |
| Title                | Journal of Proceedings of the Senate of Maryland                       |
| Subtitle             | January Session, 1939; by authority                                    |
| Imprint              | Press of King Brothers, State Printers, Baltimore, MD; 1939            |
| Session              | Jan-39   |
| Start date           | 1/4/39   |
| End date             | 4/3/39   |
| pages                | 1327   |
|                      |  |
| Contents by section  |  |
| TOC                  | No   |
| Index                | Yes  |
| Copyright            | No   |
| Bill text (some)     | Yes  |
| Bill text (all)      | No   |
| Roll calls           | Yes  |
| Debates              | Selected   |
| Member statements    | Yes  |
| Committee reports    | Selected   |
| Committee hearings   | No   |
| Signing statements   | No   |
| Governor's addresses | No   |
| Executive messages   | Yes  |
|                      |  |
| Contents notes       | Largely procedural, budget bill set out more fully than others.        |
|                      |  |
| Bibliographic notes  | Errata on last page of index, index by bill number, county and subject |
|                      |  |
| Condition of folio   |  |
| Boards               | Good, buckram  |
| Binding              | Good   |
| Hinges               | OK   |
| Text block           | Good   |
| Print                | Clear, no foxing   |
| Paper                | Some yellowing, not brittle  |