APPENDIX II (continued)

B. Coding Form

The coding form that evolved succeeded in providing space for each of the desired bits of information concerning each paragraph from either a journal article or an annual report. The designation for a journal article is J; the designation for an annual report is R. Many of the explanations that follow are of the obvious; certain others may clarify the otherwise obscure.

The coding unit is the unit of measure that is encoded. The determination of the coding unit was one of the more troublesome phases of the analysis until the paragraph was decided on as the coding unit, regardless of length.

The context unit is the larger body of content in which the coding unit is contained. The researcher tried to provide for the indication of a context unit, the larger subject of which the paragraph being encoded was a part, but oftentimes, the context units could not be so defined quantitatively as to be encoded. Thus, definitions of the context units could not be made in such a way that they could be uniformly applied.

The encoded data were:

(1) Director-author. A two-digit code sufficed to provide all authors with unique identification.*

(2) Article number or year of annual report. Articles by each author were put in alphabetical order and a two-digit number was assigned to each. Since the most prolific author wrote fewer than

APPENDIX II - B (continued)

thirty depression-related articles, it was sufficient for recording purposes to begin numbering annual reports with the years for which they were written within the number of the author who wrote them. Thus, an annual report of the Enoch Pratt Library for 1939 would have been written by Joseph Wheeler, its director, and would have been coded 5639, the "56" being Wheeler's number and "39" being the year of the report.

(3) Journal number. Items that were journal articles were given numbers assigned to the journals.** Annual reports used the number 10. Thus, for certain purposes, it was possible to sort by information source.

(4) Article date. This duplicates information in the list of articles, but allows for sorting by date of article when necessary.***

(5) Level of article. It was assumed that knowing the characteristics of an item would be of value in the study. Therefore, the following designations were made: contributed article, speech text, editorial, attributed comment, letter to the editor, book review, brief signed note, committee report, or some other form. The research did not support this assumption.
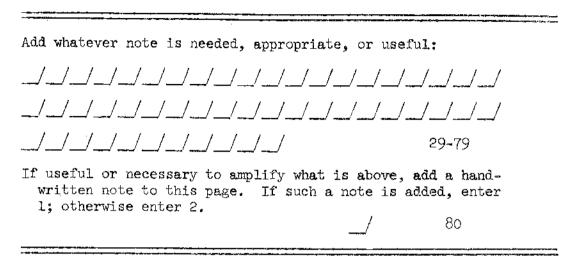
APPENDIX II - B (continued)

(6) <u>Objectives</u>. A series of questions answerable with yes or no were asked. For recording purposes, a "yes" was coded 1, a "no" coded 0. The pattern of "1s" and "0s" produced by any set of questions could be translated into a letter for compressed recording purposes. The translation is provided in the enclosed sample of the coding form.

(7) <u>Coding category</u>. Each paragraph was coded into its category.+

(8) <u>Context category</u>. As was explained above, the effort to encode contexts was abandoned.

(9) <u>Length of treatment of category</u>. Especially detailed treatment of a category could be drawned to the researcher's attention by a note here. This was not frequently useful, as most comments were one or two brief paragraphs.

(10) <u>Explanatory note</u>. The item served to describe specialized content such that reading of the article, once it was encoded, proved unnecessary.

The sample of the coding form, which follows, may serve to answer the questions these explanations leave unclear.

APPENDIX II - B (continued)

Sample of Coding Form

	Assigned Numbers	Tab. Card Column No.
Author	/_/	1-2
Article or year	/_/	3-4
Periodical or annual report	/_/	5-6

```
01  American Library Association Bulletin
02  Journal of Adult Education
03  Libraries
04  Library Journal
05  Library Quarterly
06  Publishers' Weekly
07  School and Society
08  Wilson Bulletin for Librarians
09  Special Libraries
10  Annual report
```

	Assigned Numbers	Tab. Card Column No.
Date	/_/_/_/_/_/	7-12
Level	/_/	13-14

```
01  Contributed article, with title; including speech text
    of ALA presidents, other speech texts when published
    outside the conference report issue of the American
    Library Association Bulletin
02  Comment in published proceedings of meetings, including
    speech texts not published elsewhere
03  Attributed comment where accessible via index
04  Letter to the editor
05  Other letter
06  Book review
07  Brief signed note
08  Editorial
09  Signed committee report
```

APPENDIX II - B (continued)

	Assigned Numbers	Tab. Card Column No.
Objectives Section 0/1		
I. Concern with internal operations		
With library organization . . .		
With library administration . .		
With effects of budget reduction	⎵__/	15
II. Concern with services		
Mentions service reduction . .		
Mentions extent of reduction .		
Discusses service increase . .		
Mentions service inauguration .	⎵__/	16
III. Recommendations on policy		
Discusses temporary employment		
Discusses expansion of adult ed		
Discusses book selection policy		
Discusses other policy area . .	⎵__/	17
IV. Reactions to depression		
Coding category	/_/_/	18-20
Context category	/_/_/	21-23
Worsens		
Improves		
Decreases		
Increases	⎵__/	24
Affects		
Succeeds		
Fails		
Is described	⎵__/	25
Does the author attribute a change, a problem, or an activity to the depression?		
Change		
Problem		
Activity		
Does not mention depression	⎵__/	26
Number of paragraphs in this article on this category	/_/	27-28

APPENDIX II - B (continued)

_____

Add whatever note is needed, appropriate, or useful:

_/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/

_/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/ _/

_/ _/ _/ _/ _/ _/ _/ _/ _/   29-79

If useful or necessary to amplify what is above, add a hand-
written note to this page. If such a note is added, enter
1; otherwise enter 2.

_____/   80

_____

Translation of Binary Code

From Numbers to Letters: Columns 15-17; 24-26

0000	A
0001	B
0010	C
0011	D
0100	E
0101	F
0110	G
0111	H
1000	I
1001	J
1010	K
1011	L
1100	M
1101	N
1110	O
1111	P

*Appendix I-B, pp. 149-51.

**See sample of coding form, p. 178.

***Appendix I-D, pp. 160-72

+Appendix II-A, pp. 173-74.