***Codebooks for Research Projects***

The codebook contains information about the variables in your study. At the top of the codebook is a title and a sentence or two describing the study. This is followed by information concerning each of the variables in your survey. For each variable, the following should be included.

* The variable name (must **not** begin with a number)
* Source of the variable (usually the question number on the survey)
* Acceptable values for the variable and their definitions

An example codebook for the library questionnaire on the facing page follows.

note to Mike: this was set up for SPSS. For Excel, I would add a column on the far left of the codebook that indicated which column in Excel the variable will appear

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CODEBOOK FOR THE LIBRARY QUESTIONNAIRE

This survey was conducted in November 2018 to determine students' satisfaction with the library at Eastern Oregon College.

SURVEY

VARIABLE QUESTION # CODES

For all variables, . = missing data

ID -- Identification number for the questionnaire; 1-424

LOCATION -- Location where survey was completed

1=library entrance

2=south door of student union

3=rec center entrance

4=Heald Plaza

FREQUSE 1 How often library used

1=less than once a week

2=about once a week

3=twice a week

4=three or more times a week

HRSUSE 2 Reported # of hours spent in library per week; 0-50

Which library services used

STUDY 3 1 if "study areas" checked, 0 if not checked

ILL 3 1 if "interlibrary loan" checked, 0 if not checked

COMPUTERS 3 1 if "computers" checked, 0 if not checked

MICRO 3 1 if “microfilm room” checked, 0 if not checked

REFLIB 3 1 if "reference librarian" checked, 0 if not checked

OTHER 3 1 if "other" checked, 0 if not checked

Most frequent use of library

USESTUDY 4 1 if ranked 1, 2 if ranked 2, 0 if left blank

USEMEET 4 1 if ranked 1, 2 if ranked 2, 0 if left blank

USECLASS 4 1 if ranked 1, 2 if ranked 2, 0 if left blank

NEEDS 5 How well library meets needs

1=very well

2=

3=

4=

5=

6=very badly

IMPROVE1 6 First response to open ended question re how library

could be improved

1=more group study areas

2=open more hours on Sunday/holidays

3=more computers

4=other

IMPROVE2 6 Second response to open ended question re how library

could be improved

1=more group study areas

2=open more hours on Sunday/holidays

3=more computers

4=other

GPA 7 Grade point average

LIVE 8 Where students live

1=on campus

2=off campus

CLASS 9 Class level

1=freshman

2=sophomore

3=junior

4=senior

5=graduate student

MAJOR 10 Student's major

1=aerospace studies

2=agricultural economics

3=agronomy

4=anatomy

etc.