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Cost of care interview codebook

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In January 2021, “The Cost of Care” survey investigated the effect caregiving has on archivists, and the variety of care relationships in which archivists are engaged. The survey was distributed nationally to more than 15 archival listservs, as well as leaders of state, regional, and national groups to promote within their memberships. Data was collected using both quantitative and qualitative methods. Available for four weeks, the survey included 40 primary questions that yielded 761 different variables and took approximately 20 minutes to complete. Over 500 individuals from across the country started the survey, with 386 individuals completing the survey. Beginning in September 2022, we recruited for one-on-one semi-structured interviews using the same listservs as the original 2021 survey; we also invited anyone who had provided contact information for follow-up in our initial survey to participate. We distributed additional personal invites once initial responses had been received to expand the institutional, gender, and racial representation of our interview pool. We conducted forty-five interviews from October 2022-February 2023 using Zoom, which also generated transcripts of each interview. The resulting 45-60 minute conversations, focusing on 18 open-ended and demographic questions, addressed archivists’ experiences of remote work, time-shifting, and pressures to return to work during the COVID-19 pandemic. Consent forms and uncoded transcripts, with names and identifying information redacted, were stored to a shared Google Drive. Since the initial survey closed in February 2021, interviewees were not invited to respond to the survey if they had not already done so.

Team members completed a first-pass review of the transcripts between January-February 2023, tagging transcriptions using a codebook developed by the team in order to more easily identify key themes across interviews. The free, open-source tool Taguette was selected for this process. Narrative responses to open-ended questions in the January 2021 survey were also tagged according to the codebook. A second round of transcript reviews were completed in February-March 2023. We applied a cross-disciplinary ethics of care lens to our data that incorporated social-emotional components; the codebook reflects these perspectives and can be seen in the descriptions of how we coded the qualitative data. For example, we coded responses that identified pressures from the institution or organization to return to in-person work as “internal pressure to return to work;” responses that identified pressures emanating from user groups, target audiences, or key stakeholders from outside the institution were coded as “external pressure to return to work.” However, obligations to colleagues and collections were coded as “emotion--obligation” because they did not fall in the category of a policy or mandate implemented by an institution, nor a direct desire from end users for continued or expanded services. Likewise, self-imposed, emotional pressure to return to onsite work that interview participants experienced was also coded as “emotion–obligation,” because it was a feeling expressed rather than a mandate or policy that was implemented.

What follows is the codebook used for the qualitative interviews.

Appendix V: Tagging Codebook

Tag	Description
ADDITIONAL COMMITMENTS	
ADDITIONAL COMMITMENTS.Archival Organization Activities	
ADDITIONAL COMMITMENTS.Community Activities	Activities outside the work sphere and might include church, school, neighborhood association, etc.
ADDITIONAL COMMITMENTS.Professional Service Activities	Activities required/encourage within institution as part of role
CARE ACTIVITIES	
CARE ACTIVITIES:Adult Sibling	
CARE ACTIVITIES:Children	
CARE ACTIVITIES:Children (special needs)	Physical as well as neurodiversity limitations

CARE ACTIVITIES:Custody	
CARE ACTIVITIES.Default care provider	Care activities that fall to the spouse/partner who is available to do them
CARE ACTIVITIES.Emotional Labor	
CARE ACTIVITIES.Family of Choice	Friends, Neighbors, etc. that individuals choose to do
CARE ACTIVITIES.Financial Management	
CARE ACTIVITIES.Grandchild(ren)	
CARE ACTIVITIES:Grandparent	
CARE ACTIVITIES.Household tasks or activities	
CARE ACTIVITIES.Infant care	
CARE ACTIVITIES.Intentional division of care	Scheduled divisions of care based on intentional plans/conversations
CARE ACTIVITIES.Medical Appointments	

CARE ACTIVITIES.Nursing/Pumping	
CARE ACTIVITIES.Parental Care	
CARE ACTIVITIES:Remote Care	
CARE ACTIVITIES.School Closure	
CARE ACTIVITIES:Spouse/Partner	
CARE ACTIVITIES.Toddler care	
CARE ACTIVITIES.Transportation	
CARE ACTIVITIES.Virtual School	
CARE SUPPORT SYSTEMS	
CARE SUPPORT SYSTEMS.Adult Care Facilities	Covers Re-Hab, Retirement, Assisted Living and Group Homes
CARE SUPPORT SYSTEMS.Babysitter	
CARE SUPPORT SYSTEMS.Daycare Center	
CARE SUPPORT SYSTEMS.End of Life Care	Hospice, in-home, facility
CARE SUPPORT SYSTEMS:Extended Family	

CARE SUPPORT SYSTEMS.Friend	
CARE SUPPORT SYSTEMS.Grandparents	
CARE SUPPORT SYSTEMS.In Home Care Provider	
CARE SUPPORT SYSTEMS:Lack of	
CARE SUPPORT SYSTEMS.Mental Health	Existing or New Mental Health Activities for interviewee or care recipient; e.g. talk therapy, exercise, etc.
CARE SUPPORT SYSTEMS.Nanny	
CARE SUPPORT SYSTEMS.Podding	Care groups set up among families
CARE SUPPORT SYSTEMS.Preschool	
CARE SUPPORT SYSTEMS.Siblings	
CARE SUPPORT SYSTEMS.Social Networks	Online or Inperson
CARE SUPPORT SYSTEMS.Spouse / Partner	
CARE SUPPORT SYSTEMS.Wraparound care	Includes before and

	aftercare/Summer Camps
EMOTIONS	
EMOTIONS.Anger	
EMOTIONS:Anxiety	
EMOTIONS:Burnout	
EMOTIONS.Compassion	
EMOTIONS.Depression	
EMOTIONS:Exhaustion	
EMOTIONS.Fear	
EMOTIONS.Frustration	
EMOTIONS.Gratitude	
EMOTIONS:Grief	
EMOTIONS.Guilt	
EMOTIONS:Honesty	
EMOTIONS.Hopelessness	
EMOTIONS.Isolation	

EMOTIONS.Joy	
EMOTIONS.Loneliness	
EMOTIONS.Mental Load	
EMOTIONS.Obligation	
EMOTIONS.Overwhelm	
EMOTIONS.Perfectionism	Also encompasses overperformance or overcompensation
EMOTIONS.Relief	
EMOTIONS:Resentment	
EMOTIONS.Resignation	
EMOTIONS:Shifting Perspectives/Priorities	
EMOTIONS.Stress	
EMOTIONS.Sympathy	
EMOTIONS.Trust	
EMOTIONS.Work-life balance	

EMOTIONS.Worry	
LIFE EVENTS	
LIFE EVENTS.Birth of child	
LIFE EVENTS.Cancer	
LIFE EVENTS.COVID (self/in home)	
LIFE EVENTS.Death	
LIFE EVENTS:Divorce/Separation	
LIFE EVENTS.Family Planning	Could include IVF, scheduling pregnancies, decision to have o
LIFE EVENTS.First Job	
LIFE EVENTS.Graduate Program	
LIFE EVENTS.Job change – considerations	Work environment considerations, e.g. location, care support systems, flexibility, etc.
LIFE EVENTS.Job change – internal	Within the institution

LIFE EVENTS.Job change - new institution	New job at new institution whether in archives or not
LIFE EVENTS.Loss of job	
LIFE EVENTS.Medical Emergency	
LIFE EVENTS.Miscarriage	
LIFE EVENTS.Move	
LIFE EVENTS.New House	
LIFE EVENTS.New Household member	For parents, family, or friends moving in
LIFE EVENTS.Pregnancy	
LIFE EVENTS.Temporary Relocation	
LIFE EVENTS.Tenure	
LIFE EVENTS.Unemployment	
MARK FOR REDACTION	
MARK FOR REVIEW	Select for items that need discussion

TIME PERIOD.Pre-COVID	Note for pre-COVID, the default understanding will be that everything else is during COVID
WORK ENVIRONMENT	
WORK ENVIRONMENT.Commute	
WORK ENVIRONMENT.Compensation Package Reduction (Involuntary)	
WORK ENVIRONMENT.Compensation Package Reduction (Voluntary)	Use for cases where a person chooses to go to part-time status
WORK ENVIRONMENT.Disaster Response	
WORK ENVIRONMENT.Flexible Schedule (start and end of day)	
WORK ENVIRONMENT.Flexible Schedule (outside of 9-5)	
WORK ENVIRONMENT.Flexible Supervisor	
WORK ENVIRONMENT.Flexible Work Location	

WORK ENVIRONMENT.Furlough	
WORK ENVIRONMENT.Inflexible Schedule	
WORK ENVIRONMENT.Inflexible Supervisor	
WORK ENVIRONMENT.Inflexible Work Location (external pressure)	Use for broader administration/institution, or forces outside the institution
WORK ENVIRONMENT.Inflexible Work Location (internal pressure)	Use for self, and immediate work unit (additional tags may be perfectionism, obligation)
WORK ENVIRONMENT.Interruptions	
WORK ENVIRONMENT.Layoffs	
WORK ENVIRONMENT.New workplace policy	
WORK ENVIRONMENT.Redeployment	
WORK ENVIRONMENT:Retaliation	
WORK ENVIRONMENT.Site Relocation	
WORKPLACE BENEFITS	

WORKPLACE BENEFITS.Annual leave	
WORKPLACE BENEFITS.Bereavement	
WORKPLACE BENEFITS.Comp-time	
WORKPLACE BENEFITS.Covid Sick Time	
WORKPLACE BENEFITS.Emergency FMLA	
WORKPLACE BENEFITS.Family Leave	
WORKPLACE BENEFITS.Flex-time	
WORKPLACE BENEFITS.Maternity leave (FMLA)	
WORKPLACE BENEFITS.Paid Time-Off	
WORKPLACE BENEFITS:Reduced Schedule	
WORKPLACE BENEFITS.Sick leave	
WORKPLACE BENEFITS.Unpaid leave	