

[No. 12.]

INSTRUCTIONS TO ENUMERATORS.

PREPARED UNDER THE DIRECTION OF ONE OF HER MAJESTY'S
PRINCIPAL SECRETARIES OF STATE.

Duties of Enumerators BEFORE the 31st March, 1851.

EVERY Enumerator, *immediately* after his appointment shall have been approved by the Registrar-General, must sign a form, to be presented to him for that purpose by the Registrar, indicating his acceptance of the office upon the terms of the undermentioned scale of allowances to Enumerators, and after such acceptance he must consider himself bound to act, and subject to a fine in case of refusal without reasonable excuse. He will receive from the Registrar a Book and a certain number of blank Householders' Schedules. In the Book, on the first page, he must write a description (to be furnished him by the Registrar) of the boundaries and contents of his District, which description must also be correctly copied on the last page of these Instructions for the purpose of convenient reference on the day of Enumeration.

His next business, as a preliminary and very essential duty, must be to obtain a thorough and minute knowledge of the District which he has undertaken to enumerate. He should make himself accurately and familiarly acquainted with its precise boundaries, and the boundaries of any other Division within it, such as Parish, Township, Ecclesiastical District, Chapelry, Hamlet, Tything, Parliamentary Borough, Municipal Borough, Ward, &c.; with the total number of houses he will have to visit in his District, and the number in each of the above Divisions; *with all Churches, Chapels, and other Places for Public religious Worship, and all Schools, both private and public, and whether for Sunday or daily instruction; also with the residence of the minister, warden, or other manager of every place of Worship, and of the master, mistress, or other head of every School.*

He should also thoroughly familiarize himself with the various Forms which will pass through his hands—with their object and meaning, and the proper mode of filling them up. For this purpose he should peruse attentively the Householder's Schedule, his own Book, the Forms for Schools and Churches, and these Instructions.

He should likewise endeavour to obtain, as fully as possible, from the Registrar, the instructions which that officer will be directed to communicate to him.

Delivery of Householders' Schedules.

In the course of the week ending March 29th, 1851, it will be the Enumerator's duty to deliver to each Householder and Occupier in his District, a Householder's Schedule. In order that this delivery may be complete, he must, at every house, inquire whether the same is inhabited by one Occupier only, or by more than one; and, if the latter be the case, he must leave a separate Schedule with each Occupier:—understanding by "Occupier" either the resident owner or any person who pays rent, whether (as a tenant) for the whole of a house, or (as a lodger) for any distinct floor or apartment. Where, however, the family of any single Occupier (including relations, visitors, and dependants) shall exceed 15 in number, a *double* Schedule or *two* Schedules must be left, or more if more be needful. The Enumerator must make a note in a memorandum book of all those houses where he may have left Schedules with one or more Occupiers, stating the number left at each house.

On leaving the Schedule he must explain to the person receiving it the nature and importance of the document, and the obligation imposed upon the Occupier to give a complete and accurate statement of the several particulars required. He should also intimate that he will call for it on the following Monday, and that **IT MUST ON NO ACCOUNT BE LOST OR DESTROYED.** The Enumerator must represent to the masters or resident owners of all hotels, inns, public houses, lodging houses, and the like, that they are required to give a return of the numbers and sexes, and the other particulars in the Schedule respecting every person who sleeps or remains in their houses on the night of the 30th of March.

On visiting each house, he should also be careful to ascertain whether it, or any portion of it, is used for the purpose of a School. If so, he must further ascertain the Class to which such School belongs, whether a Day School or a Sunday School, or otherwise; and must then, in addition to the Householder's Schedule, leave an appropriate Form, from those which will for that purpose be supplied to him by the Registrar, explaining to the Master or Mistress of the School the object of the Form, and the necessity for prompt attention to it. He should make a memorandum of the house at which the School Form has been left, so that he may not omit to ask for it on the day of Enumeration.

If there are in his District any Schools held in other places than dwelling-houses, (as in separate buildings used for no other purpose than for Schools, and where no person sleeps,) he must leave the Forms for such Schools either at the Schools themselves, if open, or at the residences of the Masters or Heads, if they reside within his District; but in case they should reside out of his District, he must communicate the fact to the Registrar, and leave the Forms to

be forwarded by him. In the same manner the Forms for Sunday Schools which are held in places of Worship must be left at the residences of the Superintendents of such Schools, or at the residences of the Clergymen or Ministers of the Churches or Chapels to which the Schools belong.

The Enumerator will also have given to him a Form to be filled up with certain particulars concerning every place of public religious worship within his District, of whatever character or denomination, and whether a separate building or only forming part of a dwelling-house. This Form must be left either at the residence of the officiating Minister, or the residence of the Church or Chapel Warden, Manager, or Deacon. If the residence of any of them is not within the Enumerator's District, he must notify the fact to the Registrar, and request him to provide for the due delivery of the Form.

Immediately after his delivery of Schedules, &c. is completed, the Enumerator must make out a List, in a Form which will be supplied to him for that purpose, of every place of Worship and School within his District, stating the residences of the Ministers, Wardens, or Deacons, and of the Masters or Mistresses, and must at once transmit such List to the Registrar.

The delivery of the Schedules and Forms should be made as near as possible to the middle of the week ending March 29.

It is highly desirable that this duty of delivering the Householders' Schedules and other Forms should be discharged by the Enumerator himself, as thus he will obtain a much more accurate knowledge of his District than he can have in any other way. If he is quite unable to perform the duty himself, he will, however, be permitted to appoint a person approved by the Registrar, to undertake this portion of his labour. In such case the Enumerator must fully instruct such person as to the proper fulfilment of his task, and will be responsible for any error or neglect on his part: he must also recompense his substitute out of his own pocket; the published scale of allowance to Enumerators having been framed in contemplation of this duty, and the amount of remuneration increased accordingly.

Duties of Enumerators ON the 31st March, 1851.

As early as possible on the morning of Monday, the 31st March, 1851, the Enumerator should commence his labours, having provided himself with a pencil or pen and ink—blotting paper—a portfolio or piece of strong paper, in which to carry the Householders' Schedules and these Instructions. His Book must be left at home for subsequent use.

Thus prepared, he must proceed to visit every house within his District, except those Public Institutions which the Registrar will have cautioned him not to visit; taking especial care completely to finish the enumeration of one part of his District before commencing to enumerate any other part. Thus, if his District comprises two or more parishes, he should entirely enumerate one parish before beginning to enumerate another parish; or if there be within his District any portion of an Ecclesiastical District, this portion should be quite exhausted before any other portion is begun. And so with regard to Townships, Tythings, Hamlets, Wards, &c. Villages, also, are to be separately taken; and the Enumerator, on arriving at a Village, must complete the enumeration of it before visiting any house in the surrounding neighbourhood, embracing, however, as within the Village, only those houses which are in the immediate vicinity and are commonly held to be part of the Village. By careful attention to this regulation, the Enumerator will save himself from subsequent inconvenience. He should, if possible, visit every house on the same day; but, if, at the end of the day, any should remain unvisited, he may conclude his task on the following day.

The mode of procedure on calling at a house (by which must be understood a separate building) should be this:—

The Enumerator should first ascertain whether it is inhabited by one "Occupier" only, or by more than one: if by one "Occupier" only, he should ask for the Householder's Schedule left during the previous week; if by more than one "Occupier," he should obtain a separate Schedule from each. If the Schedule is given to him filled up, he must read it through and examine it, to see if all the particulars are correctly entered, according to the instructions. To satisfy himself upon this point, he should ask all necessary questions; and when mis-statements are discovered, he must draw a line with his pen or pencil through the erroneous words, without erasing them, and enter the correct words in the proper place. He should pay particular attention to the column headed "Rank, Profession, or Occupation," and take care that what is inserted under that head is in strict conformity with the instructions applicable to that column. He should also see that the Christian names of persons, described as Wife, Son, Daughter, &c., or as Male or Female, correspond with their description.

Having satisfied himself that the Schedule is properly filled, he must indorse upon the back of it the name of the Parish or Township in which the House is situated—of the Town, Tything, Village, or Hamlet—of the Street, Square, &c., or Road—the name or No. of the House—and also, in any part of the Schedule, if the House be within any Ecclesiastical District, or Parliamentary or Municipal Borough or Ward, the name of such District, Borough, or Ward. He must then insert, in the space left for that purpose, the No. of the Schedule; thus—the first Householder's Schedule he receives will be No. 1, the second, No. 2, the third, No. 3, and so on to the end of the District.

If, on inquiry for the Schedule, it is delivered to him *not* filled up, he must fill it up himself, asking all necessary questions. He should, if possible, see the head of the family for that purpose, and obtain the information from him. In the absence of the Occupier, any other member of the family, possessing the requisite intelligence, may supply the necessary particulars. When filling up a Schedule himself, the Enumerator may use all such contractions as are mentioned on page 5.

If the Schedule is lost or mislaid, the Enumerator must apply a fresh one from the spare ones given to him by the Registrar, and proceed as before-directed.

Having completed his entries, on a Schedule, he should read it over to the person in charge of the house or apartment, and get the informant to sign it at the foot, with his or her name or mark.

The Enumerator must be very careful that no member of a family sleeping in the house on the night of March 30 is omitted from the Schedule; and that no one who was then absent is inserted. But *Miners*, *Potters*, and other workpeople, who are out at work on the night of March 30th, but who will be at home on Monday, March 31st, must be entered by the Enumerator in the Schedule of the house in which they reside. So, persons *travelling by railways* or otherwise on the night of March 30th, must be returned at the hotel or house at which they stop, or take up their residence, on the morning of March 31st.

In case of refusal to make a written return, or to answer the questions which the Enumerator is authorized to put, he may remind persons so refusing of the penalty to which they are liable for each offence; and may show them the extracts from the Act printed with these instructions. He may also warn any person whom he suspects of giving wilfully false information, of the penalty imposed for that offence. If any person should still refuse, he must take a note of the name and residence of such person, and report the refusal to the Registrar as soon as possible.

The Enumerator must not omit to enter persons in his Schedule, because he cannot get *all* the information required respecting them. If, for example, he can learn no more than that a person had slept in a house on the 30th of March, who had since gone away, and whose name was unknown, he must set down such person in his Schedule, writing, "Not Known," or "N. K." where the name should be, and stating the age, as above or under 20, in one of the columns headed Male and Female, according to the sex of the person.

Where there are several Occupiers in one House, the Enumerator should be careful to pin or tie together all the Schedules collected from that House; so that, when he comes to make the entries in his Book, he may know how many and what Schedules belong to any particular house.

On coming to a house which is uninhabited, or building, he must make a note of it *at the foot* of the Householder's Schedule last received or used by him; and if there should be more than one house uninhabited, or building close together, he must state the total number thus being in proximity. By "uninhabited house," he must understand a house in which no person abode on the night of March 30.

He must also be careful to collect all the Forms relating to schools or places of worship which will have been left during the week preceding. His memorandum book will aid him in ascertaining where such Forms were delivered. Having obtained the Forms, he must, to the best of his ability, see that they are properly filled up; and if any of the required particulars be omitted, he should ask the necessary questions, and himself enter the answers. He must also insert, in the spaces adapted for that purpose, the name of the District and Parish in which the School or Place of Worship is situated.

Duties of Enumerators AFTER the 31st March, 1851.

Having visited every house in his District, and obtained all the requisite information concerning the inhabitants, his next business must be to enter the whole in his Book. This must be done in ink.

In this book the Parishes, Townships, Hamlets, Wards, Villages, &c., must be entered in distinct order, and not mixed up together. Thus the whole of one parish, &c., must be entered before the entry of any part of another parish, &c., is begun. In order to facilitate this operation, the Enumerator should, first of all, arrange his Householder's Schedules in the order in which they will have to be entered in his Book: thus, all the Schedules relating to one Parish, Tything, Hamlet, Ward, Ecclesiastical District, &c., should be placed together, and then all those which relate to any other Parish, Tything, Hamlet, Ward, Ecclesiastical District, &c. If the Schedules have been numbered correctly, that numbering will correspond with the above arrangement; but, where it does not, the numbers may be altered so as to correspond.

The process of entering the Householders' Schedules in the Schedule Book should be this:—

The Enumerator should first insert, in the spaces at the top of the page, the name of the Parish or Township, Ecclesiastical District, City or Borough, Town or Village, to which the contents of that page will apply; drawing his pen through all the headings which are inappropriate. If the place be extra-parochial, he should draw his pen through the words "Parish or Township," in the first column, and write "Extra Parochial" after the name of the place.

He should then, in the first column, enter the No. of the Schedule he is about to copy, and, in the second column, the name of the Street, Square, &c., where the house is situate, and the No. of the house, if it has a No., or, if the house be situate in the country, any distinctive name by which it may be known.

He should then copy from the Schedule into the other columns all the other particulars concerning the members of the family (making use, if he please, of any of the authorized contractions); and proceed to deal in the same manner with the next Schedule.

Under the last name in any *house* (i. e. a separate and distinct *building*, and not a mere story or flat,) he should draw a line *across the page as far as the fifth column*. Where there is more than one Occupier in the same house, he should draw a similar line under the last name of the family of each Occupier; making the line, however, in this case, commence a little on the left hand side of the third column, as in the example in page vi. of his book.

Where he has to insert an uninhabited house, or a house building, this may be done, as in the example, by writing in the second column on the line under the last name of the last house inserted, "one house uninhabited," "three houses building," &c., as the case may be; drawing a line underneath as in the example.

At the bottom of each page, on the line for that purpose, he must enter the total number of HOUSES in that page, separating those *inhabited* from those *uninhabited* or *building*. By the term "house," he must understand "a distinct *building*, separated from others by party walls." *Flats*, and sets of chambers, therefore, must not be reckoned as *houses*. If the statement regarding the inhabitants of any HOUSE is continued from one page to another, that house must be reckoned in the total of the page on which the *first* name is entered. He must also enter on the same line the total number of males and of females included in that page.

When he has completely entered all the Schedules belonging to any one *Parish* or *Township*, he should make no more entries on the LEAF on which the last name is written, but should write across the page, "End of the parish [or township] of —;" beginning the entry of the next Schedule on the next subsequent LEAF of his book. The same course must be adopted with respect to any isolated or detached portion of a distant parish; which portion, for the sake of convenience, may have been included in his District. When he has entered all the Schedules belonging to any Borough, Ward, Tything, Hamlet, Village, Ecclesiastical District, &c., he should make no more entries on that PAGE, but write underneath the line after the last name, "End of the Borough [or Ecclesiastical District, Hamlet, Tything, Ward, Village, &c.] of —;" making his next entry on the first line of the following PAGE.

In this way he will proceed until all his Householder's Schedules are correctly copied into his Book; and he must then make up the statement of totals, at page ii. of his Book, in the Form there specified. He must also, on page iii., make up the summaries there mentioned, in the form and according to the instructions there given.

Having made his Book as correct and clear as possible, he must sign the Declaration on the fourth page of the Book, that the account of the population of his District has been truly and faithfully taken by him, and that to the best of his knowledge the same is correct; and he must then, *before the 8th day of April, 1851*, transmit his Book, together with all the Householders' Schedules carefully arranged in order, from No. 1 to the last No., as they run in his Book, and all the Returns relating to Churches, &c., and Schools, to the Registrar from whom he received them, who, if upon examination he finds that the Enumerator has accurately performed his duties, will give him a certificate, which will enable the Enumerator to obtain payment for his services, according to the subsequent scale of allowances approved by the Lords Commissioners of her Majesty's Treasury.

CONTRACTIONS TO BE USED BY THE ENUMERATOR.

Christian Name.—The FIRST CHRISTIAN name should be written in full; initials or first letters of other Christian names may be inserted.

When the same *surnames* occur *several times* in *succession*, "do." might be written for all such surnames except the *first*, which should be written in full.

Where the *name* or any particular is *not known*, *n. k.* should be entered in its place.

In the column "Relation to head of family," write "Head," for head of family; "Daur." for daughter; "Serv." for servant.

In the column "Condition,"—"Mar." for married; "U." for unmarried; "W." for widow; "Widr." for widower.

In the column for age, write the number of *years* simply in the column for "Males" or "Females," as the case may be; where the age is expressed in months, write "Mo." after the figures.

In the column for "Rank, profession, or occupation," the following contractions may be used: "Ap." for apprentice; "Cl." for clerk; "Rail. Lab." for railway labourer; "Ag. Lab." for agricultural labourer.

INSTRUCTION TO THE ENUMERATOR.

For his Guidance in Completing and Correcting the Column headed "Rank, Profession, or Occupation."

It is desirable not only that the Return of the Rank, Profession, or Occupation of every person in Great Britain should be complete and accurate, but also that the particulars should be entered on a uniform plan. To assist the Enumerator, the following detailed instructions, with numerous examples, have been drawn up.

He is requested to see in every case, before leaving the house, that the column for rank and occupation, as well as the rest of the Householder's Schedule, is correctly filled in conformity with the instructions.

The Superior Titles of PEERS and other PERSONS of RANK are to be inserted, as well as any high office which they may hold. Magistrates, Aldermen, and other important public officers to state their profession after their official title.

EXAMPLES—

Duke of ———; Lord Lieutenant of ——— shire.
Baronet, M. P.
Baron of the Exchequer.
Stipendiary Magistrate.
Vicar of Sutton; Justice of the Peace.
Commissioner in Bankruptcy.
Alderman; Grocer (Master employing 10 men).
Clerk of the Peace; Solicitor.

ARMY, NAVY, AND CIVIL SERVICE.—Add, after the rank, "Army," "Artillery," "Royal Navy," "Marines," "East India Company's Service," as the case may be—distinguishing those on half-pay. Persons in the CIVIL SERVICE are to state the Department to which they are attached, after their title or rank; those on the Superannuation List to be so distinguished. Chelsea, Greenwich, and other Pensioners, to be clearly designated.

Captain (Army).
Lieutenant (Army, half-pay).
General (half-pay).
Private Soldier (on furlough).
Major (Artillery).
Captain (Royal Navy).
Seamen (R. N.)
Lieutenant (R. N.)
Major (Marines).
Lieutenant-Colonel (East India Company's Service).
Tide Waiter (Customs).
Clerk, Audit Office (on Superannuation List).
Greenwich Pensioner.
Chelsea Pensioner.

It is important to distinguish in the Return the Officers of the Army, Navy, Marines, Artillery—on HALF-PAY; and *Retired Civil Officer on the Superannuation List*—from those on full pay and in active service. The Enumerator should see that these cases are all distinguished in the Household's Schedules.

CLERGYMEN of the Church of England are to return themselves as "*Rector of ———*," "*Vicar of ———*," "*Curate of ———*," &c., or as not having cure of souls. They are requested not to employ the indefinite term "*Clerk*." Presbyterian Ministers and Roman Catholic Priests are to return themselves as such, and to state the name of the church or chapel in which they officiate. Dissenting Ministers are to return themselves as "*Independent Minister of ——— Chapel*," "*Baptist Minister of ——— Chapel*," &c. Local or occasional preachers must return their ordinary occupations.

Rector of Christchurch.
Vicar of Southwick.
Curate of St. Andrew.
Chaplain to Prison and Union Workhouse, Stafford.
Baptist Minister of Beulah Chapel.
Independent Minister of Albany Chapel.
Wesleyan Minister of Hinde Street Chapel.
Presbyterian Minister, Scotch Chapel.
Roman Catholic Priest, St. Mary, Moorfields.

If Clergymen and Ministers return themselves "*Clerk*," "*Clergyman*," "*Priest*," the Schedule must be corrected in conformity with the above instruction.

LEGAL PROFESSION.—Barristers are to state whether they are or are not in actual practice; Officers of any Court, &c., to state the description of office and name of Court. The designation "*Attorney*" or "*Solicitor*" is to be confined to those whose names are actually upon the Roll. Persons in Solicitors' offices should distinguish whether "*Solicitor's Managing, Articled, Writing, or General Clerk*."

Barrister.
Barrister (not practising).
Barrister, Conveyancer and Equity Draftsman.
Barrister, Common Serjeant.
Solicitor.
Attorney.
Solicitor's Managing Clerk.
Solicitor's Writing Clerk.
Solicitor's Articled Clerk.

Members of the MEDICAL PROFESSION to state the University, College, or Hall of which they are Graduates, Fellows, or Licentiates; also whether they practise as Physician, Surgeon, or General Practitioner, or are "*not practising*."

M.R.C.S., Lond.; Coroner; M.P.
M.D., Cantab. (Consulting Physician).
M.D., Edin. (Consulting Physician).
M.D., Aberdov.; L.S.A. Lond. (in general practice).
M.D., Oxon (not practising).
F.R.C.S., Lond. (Consulting Surgeon).
M.D., Edin.; M.R.C.S., Edin. (in general practice).
L.S.A., Lond. (Practising Apothecary).
M.R.C.S., Edin. (in general practice).

Medical men should return their titles in the usual way; namely, M.D., for Doctor in Medicine, adding the designation of the University that granted the degree; and F. or M.R.C.S. Lond., Edin., or Dub., &c.; that is, Fellow or Member of the Royal College of Surgeons, London, Edinburgh, or Dublin, &c.; L.S.A., Lond., that is, Licentiate of the Society of Apothecaries, London. Graduates or others having diplomas, but not practising, should write "*not practising*," after their titles; those practising in medicine, surgery, midwifery, and pharmacy, may write either "*in general practice*," or "*practising as surgeon, apothecary, and accoucheur*," consulting surgeons, or consulting physicians, who do not supply their patients with medicines, should write after their professional titles, "*consulting surgeon*," or "*consulting physician*." The same rule will apply to accoucheurs, dentists, oculists, and aurists. Surgeons and apothecaries who have open shops for the sale of drugs, should, after their titles, write "*practising in medicine, and as chemists and druggists*."

PROFESSORS, TEACHERS, PUBLIC WRITERS, Authors, and Scientific Men, should state the particular branch of Science or Literature which they teach or pursue; Artists, the art which they cultivate. Graduates should enter their degrees in this column.

M.D., Professor of Chemistry, University College, London.
L.L.D., Master of ——— College, Cambridge.
M.A., Head Master of Shrewsbury School.
M.A., Private Tutor, ——— College, Oxford.
Teacher of the French Language.
Teacher of Music and Singing.
Teacher of Riding.
Editor of the ——— Herald.
Historian.
Zoologist.
Mineralogist.
Painter.
Copper Plate Engraver.
Poet.
Musician, Mus. D.

Where the cultivators of Science, Literature, and the Arts, are also in Professions or Trades, the names of the latter should be added.

PERSONS ENGAGED IN COMMERCE, as Merchants, Brokers, Agents, Clerks, Commercial Travellers, should state the particular kind of business in which they are engaged, or the staple in which they deal.

<i>Silk Merchant.</i>	<i>Draper's Clerk.</i>
<i>Sugar Broker.</i>	<i>Commercial Traveller (in Wine Trade).</i>
<i>Furniture Broker.</i>	<i>Commercial Traveller (in Drug Trade).</i>
<i>Stock Jobber.</i>	<i>Commercial Traveller (Grocery).</i>
<i>Stock Broker.</i>	<i>Drug Broker.</i>
<i>Banker (Joint Stock)</i>	<i>Drug Merchant.</i>
<i>Banker (Private Firm).</i>	<i>Coal Merchant.</i>
<i>Manager of a Joint Stock Bank.</i>	<i>Coal Dealer.</i>
<i>Brewer's Agent.</i>	<i>Flax Merchant.</i>
<i>Lead Agent.</i>	<i>Flax Stapler.</i>
<i>Banker's Clerk.</i>	
<i>Tea Broker's Clerk.</i>	

The following vague and general terms are objectionable; "Merchant," "Broker," "Agent," "Clerk," "Commercial Traveller." When such entries occur in the Householder's Schedule, the Enumerator should invariably inquire, "In what branch of trade is the merchant—broker—agent—clerk—commercial traveller—engaged?" and he should make the necessary addition.

The term FARMER to be applied only to the occupier of land; who is to be returned, "*Farmer of [317] acres, employing [12] labourers;*" the actual number of acres, and of in and out-door labourers, on March 31st, being in all cases inserted. Sons or daughters employed at home, or on the farm, may be returned—" *Farmer's Son,*" "*Farmer's Daughter.*"

Farmer of 220 acres (employing 11 labourers).
Bart.; Landed Proprietor, farming 613 acres (employing 25 agricultural labourers).
Farmer of 110 acres (employing 4 labourers and 1 boy).
Farmer of 41 acres (employing 1 in and 1 out-door labourer, with a boy).
Freeholder, Farmer of 10 acres (employing no labourer).
Farmer's Son (employed on the farm).
Farmer's Daughter (employed at home).

The acres occupied by the farmer are to be stated exclusive of heath, mountain, moor, marsh, or common land; the extent of which used by the farmer should be separately stated. The number of labourers returned should include waggons, shepherds, and all kinds of workmen employed on the farm, whether they sleep in the house or not; and when boys or women are employed, their number should be separately given. The male and female farm servants who sleep in the house will be entered in the Household Schedule, and their particular employments, as waggoner, dairy maid, &c., inserted in the column headed "Occupation."

In TRADES the Master is to be distinguished from the Journeyman and Apprentice, thus—" (*Carpenter, Master employing [6] men*), inserting always the number of persons of the trade in his employ on March 31st.

Baker (master employing 4 men, 2 women).
Bootmaker (journeyman).
Ironmonger's Apprentice.
Shoemaker (master employing 15 men, 3 women).

In trades where women or boys and girls are employed, the number of each class should be separately given. Where the master is one of a manufacturing or mercantile firm, the entry should be after this form:—" *Cotton manufacturer—firm of 3, employ 512 men, 273 women, 35 boys, and 272 girls.*"

In the case of WORKERS IN MINES OR MANUFACTURES, and generally in the constructive ARTS, the particular branch of work, and the material, are always to be distinctly expressed if they are not implied in the names, as in *Coal-miner, Brass-founder, Wool-carder, Silk-throwster*. Where the trade is much subdivided, both trade and branch are to be returned thus—" *Watchmaker—Finisher.*" "*Printer—Compositor.*"

<i>Copper Miner.</i>	<i>Engine Maker; Machine Maker.</i>
<i>Copper Refiner.</i>	<i>Cotton Sliverer.</i>
<i>Auger Maker.</i>	<i>Wool Rover.</i>
<i>Hammer Maker.</i>	<i>Wool Carder.</i>
<i>Saw Maker.</i>	<i>Watch Spring Maker.</i>
<i>Engineer; Engine Worker.</i>	<i>Watch Jeweller.</i>

"Miner," "Throwster," "Rover," "Sliverer," and other entries of the sort, are indefinite, and should be entered with the proper addition, as "*Iron Miner,*" "*Wool Rover,*" &c.

Approved

Whitehall, } G. GREY.
28th Jan. 1851. }

A person following MORE THAN ONE DISTINCT TRADE may insert his occupations in the order of their importance.
Watchmaker—Optician—Spectacle Maker.
Draper—Hatter (master employing 2 men).

MESSENGERS, PORTERS, LABOURERS, and SERVANTS, to be described according to the place and nature of their employment.

<i>Queen's Messenger.</i>	<i>Cook.</i>
<i>Messenger (Civil Service).</i>	<i>Housemaid.</i>
<i>Coal Porter.</i>	<i>Charwoman.</i>
<i>Ticket Porter.</i>	<i>Coachman.</i>
<i>Fellowship Porter.</i>	<i>Footman.</i>
<i>Dock Labourer.</i>	<i>Gamekeeper.</i>
<i>Railway Labourer.</i>	<i>Gate Keeper.</i>
<i>Agricultural Labourer.</i>	<i>Park Keeper.</i>

"Messenger," "Porter," "Labourer," are always imperfect returns. The Enumerator should inquire whether the "Labourer" is an "agricultural," "railway," "dock," or other labourer, and make the necessary addition to the return, so of Porter, Messenger, and all general terms.

Persons following no Profession, Trade, or calling, and holding no public office, but deriving their incomes chiefly from land, houses, mines, or other real property, from dividends, interest of money, annuities, &c., may designate themselves "*Landed Proprietor,*" "*Proprietor of Iron Mines,*" "*Proprietor of Houses,*" "*Fundholder,*" "*Annuitant,*" &c., as the case may be. Persons of advanced age who have RETIRED FROM BUSINESS to be entered—" *Retired Silk Merchant,*" "*Retired Watchmaker,*" &c.

<i>Landed Proprietor.</i>	<i>Annuitant.</i>
<i>Proprietor of a Copper Mine.</i>	<i>Retired Physician.</i>
<i>Proprietor of Houses.</i>	<i>Retired Jeweller.</i>
<i>Fundholder.</i>	<i>Retired Silk Merchant.</i>

Persons of this class often return themselves "*Esquire,*" "*Gentleman,*" "*Independent.*" These titles are in most cases quite correctly taken; but the additional particulars here asked for are required to make the return of Professions complete.

ALMSPEOPLE, and persons in the receipt of parish relief, should, after being described as such, have their previous occupations inserted.

Pauper (Agricultural labourer).
Pauper (Boot and Shoemaker).
Beggar (said to be a Tailor).
Vagrant (Sailor?)

"Hawkers," "Pedlars," "Costermongers," should be returned under these names; with the addition of the particular branch of business which they follow.

WOMEN AND CHILDREN.—The titles or occupations of ladies who are householders to be entered according to the above Instructions. The occupations of women who are regularly employed from home, or at home, in any but domestic duties, to be distinctly recorded. So also of children and young persons. Against the names of children above five years of age, if daily attending school or receiving regular tuition under a master or governess at home, write "*Scholar,*" and in the latter case add "*at home.*"

<i>Countess of —, Peeress;</i>	<i>Milliner.</i>
<i>Landed Proprietor.</i>	<i>Midwife.</i>
<i>Gentlewoman; Annuitant.</i>	<i>Nurse.</i>
<i>Lodging-house Keeper.</i>	<i>Errand Boy.</i>
<i>Seamstress.</i>	<i>Scholar.</i>
<i>Dressmaker (Apprentice).</i>	<i>Scholar (at home).</i>

The rules which have been laid down for the return of the rank and profession of men, apply generally to all women in business, or following specific occupations. The occupations of the mistresses of families and ladies engaged in domestic duties are not expressed—as they are well understood. But the information under this head should be made as full and exact as possible.

GEORGE GRAHAM,
Registrar General.

ALLOWANCES TO ENUMERATORS.

	£.	s.	d.
For various duties performed with respect to the Census of the Population; including the delivery and collection of all necessary forms, the enumeration of the houses in his District, and of the persons resident therein on the night of March 30, 1851, and the subsequent completion of his Enumeration Schedule	0	18	0
NOTE.—The above pay is subject to a deduction of 5s. if the Enumerator's Schedule is not delivered into the hands of the Registrar before the 8th day of April, 1851.			
If the Enumerator's District contain more than 300 inhabitants, an additional fee of 1s. for every 60 persons duly enumerated above 300			
In every District containing more than 25 inhabited houses, an additional allowance of 1s. for every mile above 5 miles necessarily traversed by the Enumerator, in visiting every house within his District; but not including any distance traversed by him between his own place of abode and the first and last houses visited			
	£		

Act of 13° & 14° Victoriæ, Cap. 53, intituled, "*An Act for taking Account of the Population of Great Britain.*"

Penalty for refusing Information, or giving False Answers, and for Wilful Default.

Extract from Section XIII. Every occupier of any dwelling-house, or of any distinct story or apartment in any dwelling-house, with or for whom any such Schedule shall have been left as aforesaid, shall fill up the said Schedule, to the best of his or her knowledge and belief, so far as relates to all persons dwelling in the house, story, or apartment occupied by him or her, and shall sign his or her name thereunto, and shall deliver the Schedule, so filled up, or cause the same to be delivered, to the person charged with taking the said account, when required so to do; and every such occupier who shall wilfully refuse or without lawful excuse neglect to fill up the said Schedule, to the best of his or her knowledge and belief, or to sign and deliver the same as herein required, or who shall wilfully make, sign, or deliver, or cause to be made, signed, or delivered, any false return of all or any of the matters specified in the said Schedule, shall forfeit a sum not more than Five Pounds nor less than Two Pounds.

Section XXIII. And be it enacted, that every Superintendent Registrar and Registrar, and every Enumerator and other person who shall be required to act as Enumerator in *England*, and also every schoolmaster or other person in *Scotland*, so appointed as aforesaid, making wilful default in any of the matters required of them respectively by this Act, or making any wilfully false declaration, shall for every such wilful default or false declaration forfeit a sum not exceeding Five Pounds nor less than Two Pounds.

Section XXIV. And be it enacted, for the better enabling the said Secretary of State, Registrar General, Enumerators, Schoolmasters, and other persons employed in the execution of this Act, to make the said inquiries and returns, that the said Enumerators, Schoolmasters, and other persons shall be authorized to ask all such questions as shall be directed in any instructions to be prepared by or under the direction of the said Secretary of State, which shall be necessary for obtaining the returns required by this Act; and every person refusing to answer or wilfully giving a false answer to such questions or any of them shall, for every such refusal or wilfully false answer, forfeit a sum not exceeding Five Pounds nor less than Twenty Shillings.

