

DEPARTMENT OF COMMERCE AND LABOR
BUREAU OF THE CENSUS
WASHINGTON



Thirteenth Census of the United States
April 15, 1910

INSTRUCTIONS TO ENUMERATORS

Study these instructions
carefully before beginning
work and carry this book
with you during your work

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DEPARTMENT OF COMMERCE AND LABOR,
BUREAU OF THE CENSUS,

Washington, D. C., March 15, 1910.

For the purpose of taking the Thirteenth Decennial Census of the United States, as provided by the act of Congress approved July 2, 1909, the following general and special instructions are issued for the guidance of the census enumerators.

Additional instructions and special blanks are also provided for use in connection with the enumeration of the population living in the larger cities and will be supplied, through the supervisors of census, to the enumerators of those districts.

Those provisions of the act of July 2, 1909, which relate to the duties of enumerators are reproduced in an appendix for the information and use of the census enumerators in their work.

You **MUST** read these instructions clear through as soon as you receive them. Then write to your supervisor if there is anything you do not understand. Read the instructions through again at least once before you begin your work. Carry them with you while doing your work and look up, by using the table of contents, any question that may arise. By doing so for the first two or three days you will thereafter find little difficulty.

Remember that your payment is dependent upon your work being done satisfactorily. You can not do it satisfactorily unless you study these instructions thoroughly.

E. Dana Durand

Director of the Census.

INSTRUCTIONS TO ENUMERATORS.

GENERAL INSTRUCTIONS.

1. Oath of office.—A commission has been sent to you, accompanied by a blank form of oath or affirmation. Until this oath or affirmation has been taken and subscribed by you in accordance with the instructions printed thereon and returned to the supervisor by whom you were appointed, you can not enter upon the discharge of your duties as an enumerator. After taking the oath, you can not without justifiable cause neglect or refuse to perform those duties. If you do, you render yourself liable, upon conviction, to a fine not exceeding \$500. (See section 22 of census act.)

2. Responsibility of enumerator to supervisor.—All of your duties are to be performed under the direction and control of the supervisor of census by whom you were appointed, to whom you are immediately responsible, and who has authority to discharge you summarily for neglect of duty, inefficiency, incompetency, or misconduct of any sort.

3. Rules and instructions.—You are hereby directed to observe carefully the rules and instructions which follow. If questions or difficulties arise which are not covered by these instructions, you should apply to your supervisor for further instructions.

4. Receipt of supplies.—The supervisor of your district has furnished you with the necessary schedules, forms, and other supplies for your work. You should promptly acknowledge the receipt of these supplies upon the card which is inclosed with them, checking off the several items in accordance with the directions printed on the card.

5. Schedules.—The schedules to be used by census enumerators are ordinarily as follows:

General schedule (Form 8—1589), relating to population.

Special schedule (Form 8—1857), relating to Indian population.

General schedule (Form 8—1604), relating to agriculture.

Supplemental schedule (Form 8—1950), relating to plantations.

Special schedule (Form 8—1513), relating to domestic animals not on farms or ranges.

Special schedule (Form 8—1953), relating to slaughterhouses.

6. You will receive separate instructions if other schedules are to be used by you.

7. **Extra copies of schedules.**—If the number of copies of any schedule sent to you is not sufficient, notify the supervisor of your district at once how many more copies you will require.

8. **Use of portfolio.**—The portfolio furnished you is to be used in your daily canvass. It will not be necessary for you to carry in it, on any one day, any more schedules than will be required in that day's work.

9. **Care of schedules.**—Blank schedules not in use and schedules already filled must be carefully put away where they will not be in danger of destruction or of examination by unauthorized persons, and will be kept clean. The schedules may be doubled over as they are carried in your portfolio, but they should not be sharply folded or creased; and when not in the portfolio they should be kept flat.

10. **Badge.**—The official badge provided for you should be worn when on duty as an enumerator. It does not take the place of your commission, but is an additional evidence of your authority to ask the questions required by the census act. It should be attached to the vest under the coat and should be exhibited only when its exhibition may aid you in obtaining the information you seek. It must not leave your possession, but may be retained as a souvenir after the completion of the enumeration.

11. **Enumeration district.**—The limits of the district within which you are to take the census are stated in your commission and on the inside of your portfolio. For most city districts a map of the district is pasted in the portfolio. Outside of your district, thus described, you have no authority and will have no census duties to perform unless otherwise instructed.

12. **Complete canvass required.**—It is your duty *personally* to visit every family and farm within your district; to obtain the information required with reference to them; and to enter the same upon the census schedules.

13. **Enumerator's rights.**—Your rights as an enumerator are clearly indicated in the census act. You have the right of admission to every dwelling (including institutions) within your district for the purpose of obtaining information required by this office. You have the right to ask every question contained in the census schedules and to obtain answers to each and all of them. (See section 23 of census act.) You are cautioned, however, not to mention or emphasize the compulsory feature of the enumeration unless it is necessary.

14. **Refusals to answer.**—In case your authority is disputed, show your official badge, and also your commission, which you should carry with you. But it is of the utmost importance that your manner should, under all circumstances, be courteous and conciliatory. In no instance should you lose your temper or indulge in disputes or threats.

Much can be done by tact and persuasion. Many persons will give information after a night's reflection which they refuse to give when first visited.

15. Should any person object to answering any question upon the schedules, you should explain that the *information is strictly confidential*, that it will not be communicated to any person whatever, and that no use will be made of it which can in any way injuriously affect the interests of individuals. After all other means have failed, call the attention of the person refusing to give information to the penalty in section 23 of the census act. Should the person still refuse to give the information, enter in the proper column or space the words, "*Refused to answer*," and report the facts to your supervisor.

16. **Untruthful replies.**—You have a right not only to an answer, but to a truthful answer. Do not accept any statement which you believe to be false. Where you know that the answer given is incorrect, enter upon the schedule the fact as nearly as you can ascertain it.

17. **Obligation to secrecy.**—You are forbidden to communicate to any person any information obtained by you in the discharge of your official duties. By so doing you will render yourself liable, upon conviction, to a fine not exceeding \$1,000, or to imprisonment not exceeding two years, or to both fine and imprisonment. (See section 22 of census act.) You are not permitted to show your schedules, when filled, or to retain copies of the same, and it is your duty to destroy all imperfect copies not returned to your supervisor. If, at the close of the enumeration, you are asked what is the population of your district or any part thereof, reply that you are forbidden by law to answer. All such requests, whether from newspapers, local officials, or individuals, are to be referred to the Director of the Census.

18. **Falsification of returns.**—You have not the right to omit any dwelling, farm, or resident in your district. You are also forbidden to enter upon the schedule the name of any fictitious person, or of any person not entitled to be enumerated in your district; or to make any fictitious or untruthful statement concerning any person or farm enumerated. The penalty for willful falsification of the returns is a fine not exceeding \$2,000 and imprisonment not exceeding five years. (See section 22 of census act.)

19. **What constitutes a day's work.**—Enumerators paid on the basis of the number of persons or farms enumerated are expected to devote at least eight hours every day, except Sundays, beginning April 15, to the diligent canvassing of their district.

20. Enumerators working at so much per day will be paid the rate specified for each day in which they work eight hours or more, except Sundays. If in any day they work less than eight hours their pay for

that day will be proportionately reduced, but no extra payment can under the law be made for work in excess of eight hours in one day.

21. Enumerators working on a per diem rate are entitled to credit, up to the limit of eight hours per day, not only for the time consumed in the ordinary work of enumeration but also for that occupied in hunting up delinquents and absentees or in securing information not obtainable at the first visit.

22. Where you can best obtain the required information in the evening, you are at liberty to do so.

23. Other employment not permitted.—You will not be allowed to combine with your work as enumerator any other occupation, such as canvassing for directory publishers, soliciting subscriptions to newspapers or magazines, or the sale or advertisement of any article whatever. Violation of this instruction will subject you to discharge.

24. Delegation of authority forbidden.—You must not delegate your authority to any other person.

25. Not to be accompanied or assisted by unauthorized persons.—You must not permit anyone to accompany or assist you in the performance of your duties except duly appointed officers or employees of the Bureau of the Census, to whom an oath or affirmation has been duly administered. This does not prevent you, however, from receiving the unpaid assistance of individuals, when necessary, in securing information concerning persons speaking languages other than English or concerning absent members of a family, as provided in paragraphs 35 and 47.

26. Daily report cards.—Report cards are furnished in sufficient number to cover the period of enumeration in your district. These cards are addressed to your supervisor, and the instructions thereon must be carefully followed. Since the cards will be used in the settlement of your account for services rendered, great pains should be taken to insure accuracy in filling them. You must keep a memorandum of the number of entries made each day on the several schedules, as shown by your daily report card, in order that you may properly fill out your voucher upon the completion of your work.

27. Diligence in enumeration necessary.—Be prompt and expeditious in doing your work. Do not lose time or loiter by the way. On entering a house state your business in a few words, ask the necessary questions, make the proper entries, and then leave the premises.

28. Time allowed for enumeration.—In any city having 5,000 inhabitants or more under the census of 1900 the enumeration must be completed within two weeks from April 15, and in all other districts within thirty days. (See section 20 of census act.) If you find it is going to be difficult or not possible to complete the enumeration of your district within that time, you should notify your supervisor at once.

29. Completion of enumeration.—As soon as the work in your district is finished you are required:

(a) To fill out and mail the certificate of the completion of the enumeration.

(b) To fill the consolidated time report and place it in the portfolio with your completed schedules.

(c) To fill the voucher for your services as enumerator and inclose in the portfolio.

(d) To pack the schedules and your portfolio and return them to your supervisor.

30. Instructions for filling the certificate of completion, the consolidated time report, and the voucher are printed on those blanks, and the instructions for the return of the schedules and portfolio will be found on the inside cover of the portfolio itself; these instructions must be strictly observed.

31. Payment for services.—The rates of compensation to be allowed you for your services as enumerator are stated in a communication accompanying your commission and oath, and a voucher corresponding to these rates has been sent to you. On the completion of your work, as already stated, the voucher (both original and memorandum form) is to be filled exactly in accordance with the instructions printed thereon and inclosed in the portfolio. The supervisor for your district will compare the entries on the voucher with your daily report cards, your consolidated time report, and the schedules filled. If found correct, he will so certify and will send the voucher with your portfolio to Washington. If upon examination in the Bureau of the Census they are found to be correct, the amount due you will be sent you by mail, in the form of a United States Treasury draft payable to your order. Any failure upon your part strictly to observe the instructions for filling the voucher will delay the final settlement of your account.

32. Use of mails.—The census law provides that all mail matter (of whatever class) relative to the census is to be transmitted free of postage, when properly indorsed. This provision (contained in section 27 of the act of March 3, 1899, and reenacted in section 29 of the act of July 2, 1909) is embodied in section 513 of the Postal Laws and Regulations.

33. Use of telegraph and telephone.—In communicating with the supervisor of your district, for all ordinary purposes the mails will be found sufficient; but should any emergency arise in which you need immediate counsel and instruction, use the telegraph or telephone. The telegraph companies will accept telegrams signed by you if marked

"Official business, charge Bureau of the Census, Washington, D. C., at government rates," without requiring payment in advance. You must, however, show your commission to the receiving operator as evidence of your right to avail yourself of this privilege. In case of emergency you may telephone to your supervisor, provided the telephone company will collect the charges from the supervisor; any other telephoning must be at your own expense.

34. Interpreters.—The law does not contemplate that interpreters shall be employed to assist enumerators except in extreme cases. If the services of an interpreter seem absolutely necessary for the proper enumeration of a considerable number of families in your district who do not speak English or any language which you can speak, you should report the fact to your supervisor, stating the character and extent of the services of interpreters which you need. In most cases you should know before the enumeration begins whether the services of an interpreter will be required and should make the necessary arrangements with your supervisor in advance.

35. In the case of an occasional family that does not speak English or any language which you speak, you can usually get along without the aid of a paid interpreter. If you can not make the head of the family understand what is wanted, call upon some other member of the family; and if none of the family can understand, then, if possible, obtain the unpaid assistance of some neighbor of the same nationality.

36. The supervisor for your district, if in any case he is satisfied that it is necessary, will provide for the employment of a suitable person as interpreter and will arrange with you as to the most convenient time for his work in your district. The interpreter will be paid directly through the supervisor and not by the enumerator, and you will have nothing to do with his employment except as arranged through your supervisor.

37. General method of filling schedules.—Use *black ink*. Take pains to write legibly and not to blot the page. Do not hurry, but be sure that you know the proper entry and where it should be made, before making it, so as to avoid erasing and interlining. Never use ditto marks or any other mark to show repetition, except as authorized in the instructions for entering names (see paragraph 102).

38. Sign every schedule, wherever a space is left for your signature, as a certificate that the work upon it has been done wholly by yourself.

39. Copying schedules.—Try to make the entries on the schedule with such care that copying will not be required. But if copying is necessary, copy line by line, crosswise. Never copy one column down and then another. Use a ruler to keep the place, and take great pains to see that the ruler is not displaced. Otherwise you are liable to copy entries on the wrong lines.

POPULATION SCHEDULE.

40. Entries on the schedule.—The illustrative example (Form 8—1906) shows the manner in which the entries upon the schedule should be made. These entries should be made at the time of the enumeration, and the recopying of schedules should be avoided. (See paragraph 39.)

41. Definite answers.—Try to get a definite answer to each inquiry according to the instructions herein given. But if *after every effort* you can not obtain the desired information write "Un" (for unknown).

42. The census day.—All returns on the population schedule should relate to the census day, April 15, 1910. Thus persons dying after April 15 should be enumerated, but persons born after April 15 should not be enumerated.

43. Persons who move into your district after April 15, for permanent residence, should, however, be enumerated by you, unless you find that they have already been enumerated in the district from which they came.

WHO ARE TO BE ENUMERATED IN YOUR DISTRICT.

44. This is the most important and difficult matter you will have to determine. Therefore study with especial care the following rules and instructions.

45. Usual place of abode.—The law provides that all persons shall be enumerated at their "*usual place of abode*" on April 15, 1910. This means the place where they may be said to *live* or *belong*, or the place which is their *home*.

46. As a rule the usual place of abode is the place where a person regularly sleeps. Note, however, that where a man happens to sleep at the time of the enumeration may not be the place where he regularly sleeps, as more fully explained below.

47. Residents absent on census day.—There will be a certain number of persons having their usual place of abode in your district who are absent at the time of the enumeration. These you must include and enumerate, obtaining the facts regarding them from their families, relatives, acquaintances, or other persons able to give this information. Thus if a member of any family in your district is temporarily away

from home on a visit, or on business, or traveling for pleasure, or attending school or college, or sick in a hospital, such absent person should be enumerated and included with the other members of the family. But a son or daughter permanently located elsewhere should not be included with the family.

48. In the great majority of cases, however, it is more than likely that the names of these absent members of the family will not be given you by the person furnishing the information, unless particular attention is called to them. Before finishing the enumeration of a family you should in all cases, therefore, *specifically ask the question as to whether there are any such absent members* as above described.

49. **Classes not to be enumerated in your district.**—There will be, on the other hand, a certain number of persons present and perhaps lodging and sleeping in your district at the time of the enumeration who do not have their usual place of abode there. These you should not enumerate unless it is practically certain that they will not be enumerated anywhere else. As a rule, therefore, you should not enumerate or include with the members of the family you are enumerating any of the following classes:

Persons visiting with this family;

Transient boarders or lodgers who have some other usual or permanent place of abode;

Students or children living or boarding with this family in order to attend some school, college, or other educational institution in the locality, but not regarding the place as their home;

Persons who take their meals with this family, but lodge or sleep elsewhere;

Servants, apprentices, or other persons employed by this family and working in the house or on the premises, but *not sleeping* there; or

Any person who was formerly in this family, but has since become an inmate of an asylum, almshouse, home for the aged, reformatory, prison, or any other institution in which the inmates may remain for long periods of time.

50. Such persons will, with occasional exceptions, be enumerated elsewhere, at their homes or usual places of abode, which in some cases may be in your district, but more often will be in other localities.

51. **When to make exceptions.**—In deciding whether to make an exception to the rule and enumerate in your district a person who is present there but whose usual place of abode is elsewhere, the question to be considered is whether or not that person is represented at his or her

home or usual place of abode by a husband, wife, father, mother, son, daughter, or other relative, or by a housekeeper, servant, or landlady, or by anybody else who will probably give the name to the enumerator of that district when he calls. If, therefore, a person, who is in your district for temporary reasons only, is not so represented at his usual place of abode and is likely to be omitted there, he should be enumerated by you.

52. **Servants.**—Servants, laborers, or other employees who live with the family and sleep in the same house or on the premises should be enumerated with the family.

53. **Boarders and lodgers.**—Boarders (that is, persons eating and sleeping at the same place) or lodgers should be enumerated at the place where they are rooming or lodging, if they are there permanently or for reasons of a permanent nature—for instance, if this is their usual place of abode while carrying on their regular occupation or business.

54. On the other hand, *transient boarders* or *lodgers*, at hotels or elsewhere, should not be enumerated at their temporary rooming or lodging place unless it is practically certain that they will not be enumerated anywhere else. This refers to persons rooming or lodging for a short time at a hotel or boarding or lodging house or with a private family while temporarily absent from their usual places of abode.

55. But transient boarders or lodgers who have no permanent home or usual place of abode should be enumerated where they happen to be stopping at the time of the census. This applies in particular to the lodgers in cheap one-night lodging houses who, for the most part, represent a floating population, having no permanent homes.

56. **Construction camps.**—Members of railroad, canal, or other construction camps, convict camps, state farms worked by convicts, road camps, or other places which have shifting populations, composed of persons with no fixed places of abode, should be enumerated where found, except in so far as certain members of such camps may have some other usual place of abode where they are likely to be returned for enumeration or the camp itself may already have been enumerated in some other district.

57. **Students at school or college.**—If there is a school, college, or other educational institution in your district which has students from outside of your district, you should enumerate only those students who have their homes or regular places of abode in your district. (See paragraphs 47 and 49.)

58. Inmates of medical or surgical hospitals.—Most inmates of medical and surgical hospitals are there only for temporary treatment and have other regular places of abode. Therefore you should not report as a resident of the hospital any patient unless he claims to have no other usual place of abode from which he is likely to be reported.

59. Inmates of prisons, asylums, and institutions other than hospitals.—If there is within your district a prison, reformatory, or jail, an almshouse, an asylum or home (sometimes called hospital) for the insane, orphans, blind, deaf, incurable, or feeble-minded, a soldiers' home, a home for the aged, or any similar institution in which inmates usually remain for long periods of time, *all* the inmates of such an institution should be enumerated as of your district. It is to be specially noted that in the case of jails the prisoners should be there enumerated however short the term of sentence.

60. For the larger or more important institutions of this class, special enumerators will be appointed.

61. To prevent duplication, do not report outside of the institution any person who formerly lived with a family in your district but who at the time of the enumeration is an inmate of such institution as above described, even though that person may have entered the institution only the day before the census day.

62. Persons engaged in railway service or traveling.—Railroad men, canal men, expressmen, railway mail clerks, sailors on merchant ships, traveling salesmen, and the like, usually have homes to which they return at intervals and which constitute their usual place of abode within the meaning of the census act. Therefore any such persons who may be in your district temporarily on April 15, 1910, are not to be enumerated by you unless they claim to have no other regular place of abode within the United States. But if their homes are in your district, they should be enumerated there, even though absent on April 15, 1910. Sailors on voyages are to be reported at their land homes, no matter how long they have been absent, if they are supposed to be still alive.

63. Soldiers, sailors, marines, and civilian employees of the United States.—In order to avoid duplication, soldiers, sailors, and marines belonging to the army or navy of the United States, and civilian employees of the United States, are treated as resident at their posts of duty or places where they are regularly employed. If, therefore, any family in your district reports that one of its members is a soldier, sailor, marine, or civilian employee of the United States with a post of duty or station elsewhere, you should *not* report him as a member of that family. If, however, any civilian employee of the United States

is regularly employed in your district and has his usual place of abode there, or has his headquarters there, you should report him as a resident of your district and a member of the family with which he has his usual place of abode, even though he may be temporarily absent on an official or other trip.

64. Citizens abroad at time of the enumeration.—Any citizen of the United States who is a member of a family living in your district, but abroad temporarily at the time of the enumeration, should be enumerated as of your district. It does not matter how long the absence abroad is continued, provided the person intends to return to the United States. This instruction applies only to citizens of the United States and not to aliens who have left this country, as nothing definite can be known as to whether such aliens intend to return to this country.

NECESSITY OF A THOROUGH CANVASS.

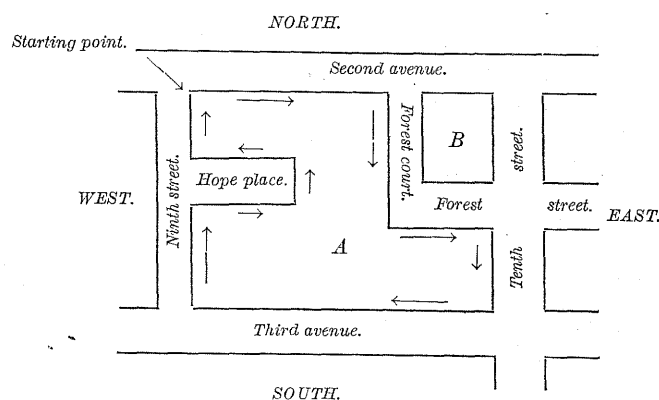
65. All buildings to be visited.—Be careful to include in your canvass every occupied building or other place of abode in your district. Before leaving any building make sure that you have included all persons living in that building. *Inquire specifically whether any members of the family you are enumerating are temporarily absent, and whether there are any boarders or lodgers or servants in that family or any other persons in the same house.* (See paragraphs 47, 52, and 53.) If any dwelling house or apartment is closed on the day of your visit, do not take it for granted that the place is unoccupied. Find out whether anyone is living there. In an apartment house you should consult the janitor to make sure that you have omitted no one.

66. If a building appears to be used for business purposes only, do not take it for granted that no one lives in it. Make inquiries.

67. Individuals out of families.—Be careful not to overlook persons living entirely alone, such as a person occupying a room or rooms in a public building, store, warehouse, factory, or stable, and having no other usual place of abode; or a person living alone in a cabin, hut, or tent; or a person sleeping on a river boat, canal boat, barge, etc., and having no other place of abode. (See paragraph 99.)

68. Method of canvassing a city block.—If your district is in a city or town having a system of house numbers canvass one block or square at a time. Do not go back and forth across the streets. Begin each block at one corner, keep to the right, turn the corner, and go in and out of any court, alley, or passageway that may be included in it until the point of starting is reached. Be sure you have gone around and through the entire block before you leave it.

69. The arrows in the following diagram indicate the manner in which a block containing an interior court or place is to be canvassed:



(Note that block marked A is to be fully canvassed before work is undertaken in block B.)

70. **Families out on first visit.**—In case a family is out at the first visit, or in case the only persons at home are young children or other persons not able to supply the required information about the members of the family, you must enumerate this family at a later visit. But no space should be left blank for this family upon the schedule you are filling at the time of your first visit unless you have positive and reliable information as to the number of persons in the family so that you will know exactly how many lines to leave blank. There will always be danger that your information will not be reliable, especially as to possible boarders or lodgers in the family or members of the family temporarily absent.

71. **Individuals out on first visit.**—In case a family has a boarder, lodger, or other person belonging to it for whom complete information can not be obtained at the time of your first visit, you should enter the name, if it can be ascertained, with the rest of the family and at a subsequent visit secure the information needed to complete the record for such person. It is important that the names of such persons should be entered at the time of your first visit, wherever possible. If, however, there is uncertainty as to the *number* of such persons, do not leave any spaces upon the schedule you are filling at that time, but arrange to secure the required information at a later visit.

72. **Use of supplemental sheets.**—Use an extra sheet or sheets of the population schedule for enumerating those families who were out at the time of your first visit or those individuals for whom no spaces were left blank or no names were entered on the sheet of the schedule you were filling at that time. At the head of these extra sheets write the word "*Supplemental*" and number them, finally, as the last sheets used in your work. In making the entries on these supplemental sheets take great pains, first, to indicate clearly in the heading of the schedule the particular subdivision of your district to which each such family or individual belongs, using a separate sheet for each subdivision of your district, if more than one (see paragraph 74), and, second, to give, under "*Location*," the street and house number, if any, and the proper visitation numbers of the dwelling house (column 1) and of the family (column 2).

73. If a family for whom the information is entered on a supplemental sheet occupies a dwelling house containing more than one family, some of which were enumerated in regular order at the time of the first visit, be careful to enter, in column 1, the same visitation number for the dwelling as was given to it when the other family or families were enumerated, so as to insure a correct return of the number of persons and families living in that dwelling house. Similarly, if an individual for whom the information is entered on a supplemental sheet is a member of a family enumerated in regular order at the time of the first visit, be careful to enter in column 2 the same visitation number as was given to the family to which such individual belongs.

SUBDIVISIONS OF DISTRICTS.

74. **Separate enumeration of subdivisions of your district.**—Your enumeration district may comprise two or more different parts or subdivisions, such as:

- (a) Two or more townships, districts, precincts, beats, wards, hundreds, or other divisions of a county, or parts of such divisions.
- (b) The whole or part of an incorporated city, town, village, or borough, and territory outside such incorporated place.
- (c) Two or more wards of a city, town, village, or borough, or parts thereof.
- (d) Two or more incorporated cities, towns, villages, or boroughs, or parts thereof.

75. In all such cases you should complete the enumeration of one such subdivision of your district before beginning the enumeration of another. You should *begin the entries* for each subdivision *at the top of a new page* of the population schedule (A or B side of the sheet, as

the case may be), and at the end of the entries of the population for that subdivision you should write, "*Here ends the enumeration of*," giving the name of the township, city, borough, village, ward, precinct, or other subdivision, as the case may be, and leave the remainder of the lines on that page blank.

76. Incorporated cities, towns, villages, or boroughs.—In particular, the law specifically requires that the inhabitants of any incorporated city, town, village, or borough shall be separately enumerated, so as to distinguish them from the inhabitants of the territory not included in such incorporated place. Therefore, if your enumeration district contains the whole or a part of an incorporated city, town, village, or borough, complete the enumeration of such incorporated place before beginning the enumeration of the remainder of your district.

77. In the same way, if two or more incorporated places (cities, villages, etc.) or parts of them are included in your enumeration district, the enumeration of one should be wholly completed before work in another is commenced.

78. Unincorporated places.—The population of an *unincorporated* place should not be separated or distinguished from that of the township or other division in which it is located.

THE HEADING OF THE SCHEDULE.

79. Fill out the spaces at the top of each page above the heavy black line in accordance with the following explanations. Do this on *each page* before entering any names on that page.

80. Numbering sheets.—Number the sheets of the population schedule in the exact order in which you fill them as you progress with the enumeration. Each sheet must be numbered the same on each side, as sheet No. 1A, 1B, 2A, 2B, etc.

81. Enumeration district.—Enter at the head of each sheet, and on both sides, the number of your enumeration district and the number of the supervisor's district in which your district is located.

82. State and county.—Enter at the head of each sheet, and on both sides, the name of the state or territory and of the county (or parish in Louisiana).

83. Township or other division of county.—Write not only the name or number by which the division of the county is known, but also the name of the class (as township, town, precinct, district, ward, beat, hundred, etc.) to which it belongs. For example: Center township (Center alone is not enough); Washington town; Austin precinct; Precinct 10, etc.

84. In case, however, you are enumerating an incorporated city, town, village, or borough which is not included in or is not a part of any

township or other division of a county, write no name in this space, but make an X mark in it to indicate that the omission of the name is not accidental. (See paragraph 86.)

85. Name of incorporated place.—Give both the proper name of the incorporated place and the name of the class by which it is known (as city, town, village, or borough). For example: Mount Pleasant city, Newton borough, etc.

86. Relation of incorporated place to township in which located.—If any incorporated place forms a part of the township in which it is located, the name of the township as well as that of the incorporated place must be entered on the head of the sheet, each in the space indicated for it. If, on the other hand, the incorporated place is independent of the township, precinct, or other division of a county, that fact should be indicated by inserting an X mark in the space for the name of the township or other division of county, as explained in paragraph 84.

87. You can usually determine whether both the name of the township or other civil division of the county and the name of the incorporated place—a village, for example—are to be entered upon the heading of the schedule, by the answer to the following question: Do the inhabitants of this village vote at both village and township elections, or at village elections only? In the former case, they are inhabitants both of the township and of the village, and both names are to be entered. In the latter case they are inhabitants of the village but not of the township, and the name of the township must be omitted. Non-observance of this distinction will lead to the inclusion, with the population of a township or other subdivision of a county, of inhabitants who do not form a part of it, and for that reason special attention should be given to this instruction.

88. Ward of city.—If the city, or other incorporated place, is divided into wards, enter the number or name of the ward in the space provided at the head of each sheet.

89. Name of institution.—If you are enumerating the population of an institution, such as a prison, jail, almshouse, or asylum, enter the full name of the institution in the place indicated at the head of the schedule. In case only a portion of the total number of persons enumerated on that sheet of the schedule are in the institution, indicate the lines on which the names of the inmates of the institution appear, as "Jefferson County Almshouse, lines 25 to 69, inclusive."

LOCATION.

90. Street and house number.—The first column applies to cities and all other localities where the streets or roads are known by names or numbers or letters. The second column applies to cities or other

places where the houses are numbered. Write the name of the street, avenue, court, place, alley, or road in the first column lengthwise, in the manner shown on the illustrative example. Write the house number, if there is one, in the second column opposite the name of the first person enumerated in that house. If a house is in the rear of another one fronting on a street and has no number of its own, give it the same number as the front house and add the word "rear."

91. The places at which you begin and end work on any street are to be marked by heavy lines in ink (————) across the first and second columns. (See illustrative example, line 8.)

92. Column 1. Number of dwelling house in order of visitation.—In this column the first dwelling house you visit should be numbered as "1," the second as "2," and so on until the enumeration of your district is completed. The number should always be entered *opposite the name of the first person enumerated in each dwelling house*, and should not be repeated for other persons or other families living in the same house. (See illustrative example, line 9, and omission of number at line 13 for second family in the same house.)

93. Dwelling house defined.—A dwelling house, for census purposes, is a place in which, at the time of the census, one or more persons regularly sleep. It need not be a house in the usual sense of the word, but may be a room in a factory, store, or office building, a loft over a stable, a boat, a tent, a freight car, or the like. A building like a tenement or apartment house counts as only one dwelling house, no matter how many persons or families live in it. A building with a partition wall through it and a front door for each of the two parts, however, counts as two dwelling houses. But a two-apartment house with one apartment over the other and a separate front door for each apartment counts as only one dwelling house.

94. Column 2. Number of family in order of visitation.—In this column number the families in your district in the order in which they are enumerated, entering the number *opposite the name of the head of each family*, as shown on the illustrative example. Thus the first family you visit should be numbered as "1," the second as "2," and so on, until the enumeration of your district is completed.

95. Family defined.—The word "family," for census purposes, has a somewhat different application from what it has in popular usage. It means a *group of persons living together in the same dwelling place*. The persons constituting this group may or may not be related by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included with the members of the family

for which he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges; but a person who boards in one place and lodges or rooms at another should be returned as a member of the family at the place where he lodges or rooms.

96. It should be noted, however, that two or more families may occupy the same dwelling house without *living together*. If they occupy separate portions of the dwelling house and their housekeeping is entirely separate, they should be returned as separate families.

97. Boarding-house families.—All the occupants and employees of a hotel, boarding house, or lodging house, if that is their usual place of abode, make up, for census purposes, a single family. But in an apartment or tenement house, there will usually be as many families as there are separate occupied apartments or tenements, even though use may be made of a common café or restaurant.

98. Institutional families.—The officials and inmates of an institution who live in the institution building or group of buildings form one family. But any officers or employees who sleep in detached houses or separate dwelling places containing no inmates should be returned as separate families. (See paragraphs 59 to 61.)

99. Persons living alone.—The census family may likewise consist of a single person. Thus a clerk in a store who regularly sleeps there is to be returned as a family and the store as his dwelling place. (See paragraph 67.)

NAME AND RELATION.

100. Column 3. Name of each person enumerated.—Enter the name of every person whose usual place of abode on April 15, 1910, was with the family or in the dwelling place for which the enumeration is being made. In determining who is to be included with the family, follow instructions in paragraphs 95 to 99. (See also paragraphs 47, 48, and 49.)

101. Order of entering names.—Enter the members of each family in the following order, namely: Head first, wife second, then children (whether sons or daughters) in the order of their ages, and lastly, all other persons living with the family, whether relatives, boarders, lodgers, or servants.

102. How names are to be written.—Enter first the last name or surname, then the given name in full, and the initial of the middle name, if any. Where the surname is the same as that of the person in the preceding line do not repeat the name, but draw a horizontal line (————) under the name above, as shown in the illustrative example.

103. Column 4. Relationship to head of family.—Designate the head of the family, whether husband or father, widow, or unmarried person of either sex, by the word “*Head*;” for other members of a family write *wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, boarder, lodger, servant, etc.*, according to the particular relationship which the person bears to the head of the family.

104. Occupants of an institution or school, living under a common roof, should be designated as *officer, inmate, pupil, patient, prisoner, etc.*; and in the case of the *chief* officer his title should be used, as *warden, principal, superintendent, etc.*, instead of the word “*Head*.”

105. If two or more persons share a common abode as partners, write *head* for one and *partner* for the other or others.

106. In the case of a hotel or boarding or lodging house family (see paragraph 97), the *head* of the family is the manager or the person who keeps the hotel or boarding or lodging house.

PERSONAL DESCRIPTION.

107. Column 5. Sex.—Write “M” for male and “F” for female.

108. Column 6. Color or race.—Write “W” for white; “B” for black; “Mu” for mulatto; “Ch” for Chinese; “Jp” for Japanese; “In” for Indian. For all persons not falling within one of these classes, write “Ot” (for other), and write on the left-hand margin of the schedule the race of the person so indicated.

109. For census purposes, the term “black” (B) includes all persons who are evidently full-blooded negroes, while the term “mulatto” (Mu) includes all other persons having some proportion or perceptible trace of negro blood.

110. Column 7. Age at last birthday.—This question calls for the age in completed years at last birthday. Remember, however, that the age question, like all other questions on the schedule, relates to April 15, 1910. Thus a person whose exact age on April 15, the census day, is 17 years, 11 months, and 25 days should be returned simply as 17, because that is his age at last birthday prior to April 15, although at the time of your visit he may have completed 18 years.

111. Age in round numbers.—In many cases persons will report the age in round numbers, like 30 or 45, or “about 30” or “about 45,” when that is not the exact age. Therefore, when an age ending in 0 or 5 is reported, you should ascertain whether it is the exact age. If, however, it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.

112. Ages of children.—Take particular pains to get the exact ages of children. In the case of a child not 2 years old, the age should

be given in *completed months*, expressed as twelfths of a year. Thus the age of a child 3 months old should be entered as $\frac{3}{12}$, a child 7 months old as $\frac{7}{12}$, a child 1 year and 3 months old as $1\frac{3}{12}$, etc. If a child is not yet a month old, enter the age as $\frac{0}{12}$. But note again that this question should be answered with reference to April 15. For instance, a child who is just a year old on the 17th of April, 1910, should nevertheless be returned as $1\frac{1}{12}$, because that is its age in completed months on April 15.

113. Column 8. Whether single, married, widowed, or divorced.—Write “S” for single or unmarried persons; “Wd” for widowed (man or woman); “D” for divorced; for married persons, inquire whether they have been married before, and if this is the first marriage, write “M1,” but if this is the second or subsequent marriage, write “M2” (meaning married more than once).

114. Persons who were single on April 15 should be so reported, even though they may have married between that date and the day of your visit; and, similarly, persons who become widowed or divorced after April 15 should be returned as married if that was their condition on that date.

115. Column 9. Number of years of present marriage.—This question applies only to persons reported as married, and the answer should give the number of years married to the present husband or wife. Thus a woman who may have been married for 10 years to a former husband, but has been married only 3 years to her present husband, should be returned as married 3 years. The number of years entered should be the number of completed years. For instance, a person who on April 15, the census day, has been married 3 years and 11 months should be returned as married 3 years. For a person married less than 1 year, write “0” (meaning less than 1 year).

116. Column 10. Number of children born.—This question applies to women who are now married, or who are widowed, or divorced. The answer should give the total number of children that each such woman has had during her lifetime. It should include, therefore, the children by any former marriage as well as by her present marriage. It should not include the children which her present husband may have had by a former wife, even though they are members of her present family. Stillborn children should not be included. If the woman has never had any children, write “0” in this column and also in column 11.

117. Column 11. Number of children now living.—This refers again only to the children which the woman herself has had. Include all of these children that are living, no matter whether they are living in your district or somewhere else. If all the children are dead, write “0.”

NATIVITY.

118. Column 12. Place of birth of person.—If the person was born in the United States, give the state or territory (not county, city, or town) in which born. The words "United States" are not sufficiently definite. A person born in what is now West Virginia, North Dakota, South Dakota, or Oklahoma should be reported as so born, although at the time of his birth the particular region may have had a different name.

119. If the person was born outside the United States, enter the country (not city or district) in which he was born.

120. Instead of Great Britain, write *Ireland, England, Scotland, or Wales*.

121. In the case of persons born in the double kingdom of Austria-Hungary, be sure to distinguish *Austria* from *Hungary*. In the case of those born in Austria proper, distinguish also those born in *Bohemia* and those born in *Austrian Poland*.

122. In the case of persons who report that they were born in Poland, which is no longer an independent country, inquire whether the birthplace was in what is now known as German Poland, or Austrian Poland, or Russian Poland, and write the answer accordingly as *Germany (Pol.)*, *Austria (Pol.)*, or *Russia (Pol.)*.

123. Write *Finland* and not "Russia" for a person born in Finland. Similarly, write *Russia (Lith.)* or *Germany (Lith.)*, and not "Russia" or "Germany," for a person born in what was formerly known as Lithuania.

124. If the birthplace reported is Canada, ask whether the person is of English or French descent, and write *Canada (Eng.)* or *Canada (Fr.)*, according to the answer.

125. If the birthplace reported is Turkey, ask whether European or Asiatic Turkey, and write *Turkey (Europe)* or *Turkey (Asia)* accordingly.

126. Do not rely upon the language spoken to determine birthplace. This is especially true of German, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German. In the case of persons speaking German, therefore, inquire carefully whether the birthplace was *Germany, Switzerland, Austria, Bohemia*, or elsewhere.

127. If the person was born abroad but of American parents, write in column 12 both the birthplace and *Am. cit.*—that is, American citizen.

128. If the person was born at sea, write *At sea*.

129. Spell out the names of states and territories and countries and do not abbreviate, except as mentioned in preceding paragraphs.

130. Columns 13 and 14. Place of birth of father and mother.—Enter in columns 13 and 14 the birthplace of the father and of the mother of the person whose own birthplace was entered in column 12. In designating the birthplace of the father and mother, follow the same instructions as for the person himself. In case, however, a person does not know the state or territory of birth of his father or mother, but knows that he or she was born in the United States, write *United States* rather than "unknown."

CITIZENSHIP.

131. Column 15. Year of immigration to the United States.—This question applies to all foreign-born persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace as reported in column 12 was in a foreign country. Enter the year in which the person came to the United States. If he has been in the United States more than once, give the year of his first arrival.

132. Column 16. Whether naturalized or alien.—This question applies only to foreign-born males 21 years of age and over. It does not apply to females, to foreign-born minors, or to any male born in the United States. If the person was born abroad, but has become a full citizen either by taking out second or final papers of naturalization or through the naturalization of his parents while he was under the age of 21 years, write "Na" (for naturalized). If he has declared his intention to become an American citizen and has taken out his "first papers," write "Pa" (for papers). If he has taken no steps toward becoming an American citizen, write "Al" (for alien).

ABILITY TO SPEAK ENGLISH.

133. Column 17. Whether able to speak English; or, if not, give language spoken.—This question applies to all persons 10 years of age and over. If such a person is able to speak English, write *English*. If he is not able to speak English—and in such cases only—write the name of the language which he does speak, as *French, German, Italian*. If he speaks more than one language, but does not speak English, write the name of that language which is his native language or mother tongue. For persons under 10 years of age, leave the column blank.

134. The following is a list of principal foreign languages spoken in the United States. Avoid giving other names when one in this list can be applied to the language spoken. With the exception of certain languages of eastern Russia, the list gives a name for every European language in the proper sense of the word.

Albanian.	Italian.	Scotch.
Armenian.	Japanese.	Servian or Croatian (including Bosnian, Dalmatian, Herzegovinian, and Montenegrin).
Basque.	Lappish.	Slovak.
Bohemian.	Lettish.	Slovenian.
Breton.	Little Russian.	Spanish.
Bulgarian.	Lithuanian.	Swedish.
Chinese.	Magyar.	Syrian.
Danish.	Moravian.	Turkish.
Dutch.	Norwegian.	Welsh.
Finnish.	Polish.	Wendish.
Flemish.	Portuguese.	Yiddish.
French.	Rhaeto-Romanish (including Ladin and Friulan).	
German.	Roumanian.	
Greek.	Russian.	
Gypsy.	Ruthenian.	
Irish.		

135. Do not write "Austrian," but write *German, Bohemian, Ruthenian, Roumanian, Slovenian, Slovak*, or such other term as correctly defines the language spoken.

136. Do not write "Slavic" or "Slavonian," but write *Slovak, Slovenian, Russian*, etc., as the case may be.

137. Do not write "Macedonian," but write *Bulgarian, Turkish, Greek, Servian, or Roumanian*, as the case may be.

138. Do not write "Czech," but write *Bohemian, Moravian, or Slovak*, as the case may be.

139. Write *Magyar* instead of "Hungarian."

140. Write *Croatian* instead of "Hervat."

141. Write *Little Russian* instead of "Ukrainian."

142. Write *Ruthenian* instead of "Rosniak" or "Russine."

143. Write *Roumanian* instead of "Moldavian," "Wallachian," "Tsintsar," or "Kutzo-Vlach."

OCCUPATION.

144. Column 18. Trade or profession.—An entry should be made in this column for every person enumerated. The occupation, if any, followed by a child, of any age, or by a woman is just as important, for census purposes, as the occupation followed by a man. Therefore it must never be taken for granted, without inquiry, that a woman, or child, has no occupation.

145. The entry in column 18 should be either (1) the occupation pursued—that is, the word or words which most accurately indicate the particular kind of work done by which the person enumerated earns money or a money equivalent, as *physician, carpenter, dressmaker, night watchman, laborer, newsboy*; or (2) *own income*; or (3) *none* (that is, no occupation).

146. The entry *own income* should be made in the case of all persons who follow no specific occupation but have an independent income upon which they are living.

147. The entry *none* should be made in the case of all persons who follow no occupation and who do not fall within the class to be reported as *own income*.

148. Persons retired or temporarily unemployed.—Care should be taken in making the return for persons who on account of old age, permanent invalidism, or otherwise are no longer following an occupation. Such persons may desire to return the occupations formerly followed, which would be incorrect. If living on their own income the return should be *own income*. If they are supported by other persons or institutions, the return should be *none*. On the other hand, persons out of employment when visited by the enumerator may state that they have no occupation, when the fact is that they usually have an occupation but merely happen to be idle or unemployed at the time of the visit. In such cases the return should be the occupation followed when the person is employed.

149. Persons having two occupations.—If a person has two occupations, return only the more important one—that is, the one from which he gets the more money. If you can not learn that, return the one at which he spends the more time. For example: Return a man as *farmer* if he gets most of his income from farming, although he may also follow the occupation of a clergyman or preacher; but return him as a *clergyman* if he gets more of his income from that occupation.

150. Column 19. Industry.—An entry should be made in this column in all cases where the entry in column 18 has been that of an occupation. But where the entry in column 18 is *own income* or *none*, leave this column blank. The entry, when made, should consist of the word or words which most accurately describe the branch of industry, kind of business or establishment, line of work, or place in which this person works, as *cotton mill, general farm, dry-goods store, insurance office, bank*. (See also illustrative examples on page 36.)

151. The purpose of columns 18 and 19 is thus to bring out, on the one hand, in column 18, the specific occupation or work performed, if

any, by each person enumerated, and on the other, in column 19, the character of the industry or place in which such work is performed.

152. Farm workers.—Return a person in charge of a farm as a *farmer*, whether he owns it or operates it as a tenant, renter, or cropper; but a person who manages a farm for some one else for wages or a salary should be reported as a *farm manager* or *farm overseer*; and a person who works on a farm for some one else, but not as a manager, tenant, or cropper, should be reported as a *farm laborer*.

153. Women doing housework.—In the case of a woman doing housework in her own home, without salary or wages, and having no other employment, the entry in column 18 should be *none*. But a woman working at housework for wages should be returned in column 18 as *housekeeper*, *servant*, *cook*, or *chambermaid*, as the case may be; and the entry in column 19 should state the kind of place where she works, as *private family*, *hotel*, or *boarding house*. Or, if a woman, in addition to doing housework in her own home, regularly earns money by some other occupation, whether pursued in her own home or outside, that occupation should be returned in columns 18 and 19. For instance, a woman who regularly takes in washing should be reported as *laundress* or *washerwoman*, followed in column 19 by *at home*.

154. Women doing farm work.—A woman working regularly at outdoor farm work, even though she works on the home farm for her husband, son, or other relative and does not receive money wages, should be returned in column 18 as a *farm laborer*. Distinguish, however, such women who work on the home farm from those who work away from home, by writing in column 19 either *home farm* or *working out*, as the case may require. Of course, a woman who herself operates or runs a farm should be reported as a *farmer*, and not as a "farm laborer."

155. Children on farms.—In the case of children who work for their own parents on a farm, the entry in column 18 should be *farm laborer* and in column 19 *home farm*; but for children who work as farm laborers for others, the entry in column 19 should be *working out*.

156. Children working for parents.—Children who work for their parents at home merely on general household work, on chores, or at odd times on other work, should be reported as having no occupation. Those, however, who materially assist their parents in the performance of work other than household work should be reported as having an occupation.

157. Keeping boarders.—Keeping boarders or lodgers should be returned as an occupation if the person engaged in it relies upon it as his (or

her) principal means of support or principal source of income. In that case the return should be *keeper—boarding house* or *keeper—lodging house*. If, however, a family keeps a few boarders or roomers merely as a means of supplementing or eking out the earnings or income obtained from other occupations or from other sources, no one in the family should be returned as a boarding or lodging house keeper.

158. Officers, employees, and inmates of institutions or homes.—For an *officer* or *regular employee* of an institution or home, such as an asylum, penitentiary, jail, reform school, convict camp, state farm worked by convicts, etc., return the occupation followed in the institution. For an *inmate* of such institution, if regularly employed, return the occupation pursued in the institution, whether the employment be at productive labor or at other duties, such as cooking, scrubbing, laundry work, etc.; but if an inmate is not regularly employed—that is, has no specific duties or work to perform, write *none* in column 18.

159. Avoid general or indefinite terms.—Give the occupation and industry precisely. For example, return a worker in a coal mine as a *miner—coal mine*, *laborer—coal mine*, *driver—coal mine*, etc., as the case may be.

160. The term "laborer" should be avoided if any more precise definition of the occupation can be secured. Employees in factories and mills, for example, usually have some definite designation, as *weaver*, *roller*, *puddler*, etc. Where the term "laborer" is used, be careful to define accurately the industry in column 19.

161. Avoid in all cases the use of the word "mechanic," but give the exact occupation, as *carpenter*, *painter*, *machinist*, etc.

162. Distinguish carefully the different kinds of "agents" by stating in column 19 the line of business followed.

163. Distinguish carefully between retail and wholesale merchants, as *retail merchant—dry-goods*; *wholesale merchant—dry-goods*.

164. Avoid the use of the word "clerk" wherever a more definite occupation can be named. Thus a person in a store, often called a clerk, who is wholly or principally engaged in selling goods should be called a *salesman*. A *stenographer*, *typewriter*, *accountant*, *bookkeeper*, or *cashier*, etc., should be reported as such, and not as a clerk.

165. Distinguish a traveling salesman from a salesman in a store; the former preferably should be reported as a *commercial traveler*.

166. If any person in answer to the occupation question says that he is "in business," you must find out what branch of business and what kind of work he does or what position he holds.

167. Illustrations of occupations.—The following examples, in addition to the occupations given in the illustrative schedule, will illustrate the method of returning some of the common occupations and industries; they will also suggest to you distinctions which you should make in other cases:

Column 18.	Column 19.	Column 18.	Column 19.
farm laborer	working out	commercial traveler	dry goods
farm laborer	home farm	salesman	department store
laborer	odd jobs	bookkeeper	department store
laborer	street work	cash girl	department store
laborer	garden	cashier	department store
laborer	nursery	conductor	bank
laborer	railroad	conductor	steam railroad
brakeman	railroad	farmer	street car
weaver	cotton mill	farmer	general farm
laborer	cotton mill	gardener	truck farm
doffer	cotton mill	lawyer	private estate
engineer	locomotive	manager	general practice
engineer	lumber mill	overseer	general farm
fireman	lumber mill	president	truck farm
fireman	fire department	superintendent	life-insurance co.
civil engineer	general practice	foreman	bank
electrical engineer	street railway	newsboy	steel works
carpenter	car factory	newsdealer	cotton mill
carpenter	shipyard	wagon driver	street
carpenter	house	wagon driver	store
blacksmith	carriage factory	chauffeur	groceries
blacksmith	own shop	chauffeur	express
agent	real estate	miner	express wagon
agent	insurance	laborer	private family
cook	hotel	quarryman	coal mine
servant	private family	janitor	coal mine
retail merchant	groceries		marble
wholesale merchant	leather		house

EMPLOYER, EMPLOYEE, OR WORKING ON OWN ACCOUNT.

168. Column 20. Whether employer, employee, or working on own account.—For one employing persons, other than domestic servants, in transacting his *own* business, write "Emp" (for employer). For a person who works for wages or a salary, write "W" (for wage-earner). For a gainful worker who is neither an employer nor an employee, write "OA" (for own account). For all persons returned as having no occupation, leave the column blank.

169. Employer.—An employer is one who employs helpers, other than domestic servants, in transacting his *own* business. The term *employer* does not include the superintendent, agent, manager, or other person *employed* to manage an establishment or business; and it does not include the foreman of a room, the boss of a gang, or the coal miner who hires his helper. All such should be returned as employees, for, while any one of these may employ persons, none of them does so in transacting his *own* business. Thus no individual working for a cor-

poration either as an officer or otherwise should be returned as an employer.

170. A person employing domestic servants in his own home but not employing any helpers in his business *should not be* returned as an employer. But, on the other hand, a person who is the proprietor of a hotel or boarding or lodging house and employs servants in running that hotel or boarding or lodging house *should be* returned as an employer, because he employs these servants in his business.

171. Employee.—*Any* person who works for wages or a salary and is subject to the control and direction of an employer, is an employee, whether he be president of a large corporation or only a day laborer, whether he be paid in money or in kind, and whether he be employed by his own parent or by another. The term *employee* does not include lawyers, doctors, and others who render professional services for *fees*, and who, in their work, are not subject to the control and direction of those whom they serve. It does include actors, professors, and others who are engaged to render professional services for wages or salaries. A domestic servant should always be returned as an employee even though, as previously explained, the person employing a domestic servant is not always returned as an employer.

172. Working on own account.—Persons who have a gainful occupation and are neither employers nor employees are considered to be working on their own account. They are the independent workers. They neither pay nor receive salaries or regular wages. Examples of this class are: Farmers and the owners of small establishments who do not employ helpers; professional men who work for *fees* and employ no helpers; and, generally speaking, hucksters, peddlers, newsboys, boot-blacks, etc., although it not infrequently happens that persons in these pursuits are employed by others and are working for wages, and in such case should, of course, be returned as employees.

173. Illustrative examples.—In many occupations a man may be either an employer, or an employee, or working on own account. For example, a physician is working on his *own account* if, as explained above, he works for fees solely and employs no helpers; if, however, he employs an assistant in his office he becomes an *employer*; but if he works for a salary, say in a hospital or institution, he is an *employee*. It may happen, however, that he receives a salary and also works for fees, in which case he should be classed with respect to his principal source of income.

174. A dressmaker who works out by the day for day wages should be returned as an *employee*; but a dressmaker who works at home or in her own shop should be returned as working on *own account*, unless she employs helpers, in which case she becomes an *employer*.

175. Similarly, a washerwoman or laundress who works out by the day is an *employee*, but a washerwoman or laundress who takes in washing is either working on *own account*, or, it may be, is an *employer*.

176. Case of wife working for husband or child working for parents.—When, in accordance with the preceding instructions, a wife working for her husband or a child working for its parents is returned as having an occupation, the wife or child should be returned as an *employee*, even though not receiving wages. The husband or parent in such case should be returned as an *employer*, unless, as may happen, he is working for wages, in which case he, as well as the wife or child, should be classed as an *employee*.

UNEMPLOYMENT.

177. What is meant by "out of work."—The purpose of inquiries 21 and 22 is to ascertain the amount of *enforced* unemployment—the extent to which persons *want work and can not find it*. Do not, therefore, include with those "out of work" those who are *on a strike*, those who are *voluntarily idle*, those who are *incapacitated for any work*, or those who are *on sick leave* or *on a vacation*. School-teachers, artists, and music teachers are often unemployed during a portion of the year, but should not be considered as "out of work," in the sense in which the term is used for the purposes of the census.

178. Column 21. If an employee, whether out of work on April 15, 1910.—If a person reported as an employee (W) in column 20 was out of work on April 15, 1910, write "Yes;" but if such person had work on that date, write "No." For persons other than employees, leave the column blank.

179. Column 22. If an employee, number of weeks out of work during year 1909.—If a person reported as an employee (W) in column 20 was out of work during any part of the year 1909, enter the number of weeks out of work; but if such person was not out of work at all during the year, *do not leave the column blank*, but write "0." For persons other than employees, leave the column blank.

180. A person not employed at his principal or usual occupation but engaged in some side or temporary work is not to be considered as unemployed, the intent of this question being to find out the number of weeks during which the person was *unable to secure any employment*.

EDUCATION.

181. Column 23. Whether able to read.—Write "Yes" for all persons 10 years of age and over who can *read any* language, whether English or some other, and "No" for all such persons who can not read *any* language. For persons under 10 years of age, leave the column blank.

182. For a person reported as "blind" (column 31), write "Yes" if he could read any language before becoming blind or, if born blind, if he has been taught to read any language.

183. Column 24. Whether able to write.—Write "Yes" for all persons 10 years of age and over who can *write any* language, whether English or some other, and "No" for all such persons who can not write *any* language. For persons under 10 years of age, leave the column blank.

184. For a person reported as "blind" (column 31), write "Yes" if he could write any language before becoming blind or, if born blind, if he has been taught to write any language.

185. Column 25. Attended school any time since September 1, 1909.—Write "Yes" for any person who attended school, college, or any educational institution at any time since September 1, 1909, and "No" for any person of school age—5 to 21 years—who has not attended school since that date. For persons below or above school age, leave the column blank, unless they actually attended school.

OWNERSHIP OF HOME.

186. Column 26. Home owned or rented.—This question is to be answered only opposite the name of the *head* of each family. If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling. If the home is *owned*, write opposite the name of the head of the family "O." If the home is *rented*, write "R." Make no entries in this column for the other members of the family.

187. Owned homes.—A home is to be classed as *owned* if it is owned wholly or in part by the head of the family living in the home, or by the wife of the head, or by a son, or a daughter, or other *relative* living in the same house with the head of the family. It is not necessary that full payment for the property should have been made or that the family should be the sole owner.

188. Rented homes.—Every home not owned, either wholly or in part, by the family living in it should be classed as *rented*, whether rent is actually paid or not.

189. Column 27. Home owned free or mortgaged.—This question applies only to those homes classed in column 26 as *owned* homes and not to *rented* homes. Write "M" for mortgaged and "F" for owned free. These entries should be made opposite the name of the head of the family. All *owned* homes which are not fully paid for, or upon which there is any incumbrance in the form either of a mortgage or of a lien upon which judgment has been had in a court, are to be reported as mortgaged.

190. Column 28. Farm or house.—This column is intended merely to distinguish farm homes from other homes. If the home is a farm home, write "F" (for farm) opposite the name of the head of the family. If it is not a farm home, write "H" (for house). A farm home is a home located on a farm, for which a farm schedule should be secured. (See paragraph 202.) Any other home is to be reported simply as a house.

191. Column 29. Number of farm schedule.—This question applies only to farm homes. If the home is a farm home, enter in this column simply the number of the agricultural schedule filled out for this farm. Make this entry opposite the name of the member of the family operating the farm. Usually this will be the head of the family.

SURVIVORS OF THE CIVIL WAR.

192. Column 30. Whether a survivor of the Union or Confederate Army or Navy.—This question should be asked as to all males over 50 years of age who were born in the United States and all foreign born males who immigrated to this country before 1865. Write "UA" if a survivor of the Union Army; "UN" if a survivor of the Union Navy; "CA" if a survivor of the Confederate Army; and "CN" if a survivor of the Confederate Navy. For all other persons leave the column blank.

BLIND AND DEAF AND DUMB PERSONS.

193. Column 31. Whether blind (both eyes).—If a person is either totally or partially blind, in *both* eyes, so as not to be able to read even with the help of glasses, write "Bl." For all other persons leave the column blank.

194. Column 32. Whether deaf and dumb.—If a person is *both* deaf and dumb, write "DD." For all other persons leave the column blank. Persons who are deaf but not dumb, or persons who are dumb but not deaf, are not to be reported.

SPECIAL INDIAN SCHEDULE.

195. When to be used.—This schedule (Form 8—1857) is a modified form of the general population schedule; it is to be used principally for the enumeration of Indians living on reservations or in tribal relations, and also by the enumerators in certain counties containing a considerable number of Indians.

196. If any copies of this schedule are inclosed in the portfolio for your district, you are required to enumerate thereon all Indian families living in your district, in accordance with the instructions printed upon the schedule itself.

THE AGRICULTURAL SCHEDULES.

197. Objects of the agricultural census.—The census of agriculture is taken for the purpose of obtaining (1) an accurate inventory of all classes of farm property on April 15, 1910; (2) a complete exhibit of farm operations during the year ended December 31, 1909; and (3) a statement of the number and value of domestic animals in cities and villages on April 15, 1910.

198. Schedules.—The information desired relating to the first two objects, which have to do with farms, must be reported on the general farm schedule (Form 8—1604). The number and value of domestic animals in cities and villages (other than those on small farms as described in paragraphs 204 and 205) must be reported on the special schedule, "Domestic Animals Not on Farms or Ranges" (Form 8—1513. See paragraph 254). In addition to these schedules, the enumerators in the South Atlantic and South Central states will make use of a "Supplemental Plantation Schedule" (Form 8—1950), and those in sections using water for irrigation will make use of a "Supplemental Irrigation Schedule" (Form 8—1979). (See paragraphs 252 and 253.)

GENERAL FARM SCHEDULE.

199. Instructions and definitions.—Read carefully the instructions and definitions printed on the schedule, as they must be fully understood before any attempt is made to fill out the same. Then study the definitions, instructions, and illustrative examples here given, which are no less important than the instructions printed on the schedule. After this study, if still in doubt on any point, ask your supervisor for special instructions.

200. Especially is it important that you should, at the very outset, get a clear idea of what is a farm, from the census standpoint, and in whose name a farm should be reported. In each case always ask those questions of the farmer which will put you in possession of *all* the facts relative to the farm area and tenure under which the land is held before writing down the answers first given you by the farmer relative to these points.

201. Enumerator's record and signature.—In filling the blanks under the head "Enumerator's record and signature," follow the instructions given with reference to the similar heading of the population

schedule and, in addition, enter on the proper line the number of the farm in the order of visitation.

202. Farm.—A “farm,” for census purposes—that is, for which a general farm schedule should be obtained—is all the land which is directly farmed by a single person, managing and conducting agricultural operations, either by his own labor alone or with the assistance of members of his household or of hired employees. The term “agricultural operations” is here used as a general term referring to the work of growing crops, producing other agricultural products, and raising animals, fowls, and bees. A farm as thus defined may consist of a single tract of land or a number of separate and distinct tracts situated in the same or in different enumeration districts, and may be held under different tenures, as where one tract is owned by the farmer and another tract leased by him.

203. For example, if A B operates or cultivates under his personal management one tract of 60 acres in one place and another tract of 30 acres in another place, these two separate tracts constitute one farm of 90 acres. But if A B owns 90 acres of land in one tract but cultivates under his personal management only 60 acres of such tract and leases the other 30 acres to another person, C D, the farm of A B consists of but 60 acres—that is, the number of acres actually farmed or operated by him, the remaining 30 acres constituting the farm, or part of the farm, of C D. Or, again, if A B owns 90 acres of land which he ordinarily considers as “his farm,” but leases 30 acres from C D, then the farm of A B consists of 120 acres—that is, the total number of acres actually farmed by him.

204. Small farms.—Prepare a farm schedule for (1) any tract of 3 or more acres upon which agricultural operations are conducted by a single person, as above described, no matter what the value of the products raised on the land, or the amount of labor involved in operating the land, may be; and also for (2) any tract containing less than 3 acres which either produced at least \$250 worth of farm products in the year 1909 or required for its agricultural operations the continuous services of at least one person. Other tracts of less than 3 acres are not to be considered as farms.

205. Market gardens, nurseries, greenhouses, poultry yards, dairies, etc.—All market, truck, and fruit gardens, nurseries, greenhouses, poultry yards, places for keeping bees, and all dairies in and near cities, villages, and incorporated towns, even though little land is employed, are, for census purposes, farms, provided they produced in 1909 agricultural products to the value of at least \$250 or required the continuous services of at least one person. Special effort should be made to secure reports for all such farms.

206. Institutional farms.—The lands utilized by public institutions, such as almshouses, insane hospitals, etc., for growing vegetables or fruit, or carrying on other agricultural operations are, for census purposes, farms. Such farms include only the land used for agricultural purposes, and their value is the value of that land, together with the value of such buildings only as are used for agricultural purposes.

207. Farms being collectively developed.—In some localities individuals, firms, and corporations purchase considerable tracts of agricultural land, set out fruit trees, construct irrigation works, or make other improvements thereon and then sell the land in small parcels on the installment plan to nonresident investors, contracting at the time of sale to cultivate the land for a certain length of time. Each such parcel of land, the title to which has been conveyed to a purchaser and on which *fruit trees have been planted or crops are being grown* for him, should be returned as a separate farm. The remainder of the original tract, the title to which has not been thus actually transferred, even though subdivided for purposes of its sale, and even though some steps have been taken looking toward its sale and operations are being conducted on behalf of the prospective owners, should be returned as one farm in the name of the person managing it.

208. Farm operator.—The term “farm operator” is employed by the census to designate a person who directly works a farm, managing and conducting agricultural operations either by his own labor alone or with the assistance of members of his household or of hired employees. Note especially that farms should be returned in the name of such farm operator—that is, the person *actually conducting the agricultural operations*, even though supervision of such operations may be exercised by another person.

209. Thus, when land is leased, the tenant, and not the owner, is the “farm operator,” even though the owner may exercise supervision over the farming operations of the tenant. Special instructions will be given regarding the census of plantations in the South farmed by tenants—renters or croppers.

210. Retired farmers are not “farm operators.”—No schedule should be obtained for any retired farmer or other farm owner when the farm is operated for such person by a manager or tenant, even though the farm operations may be supervised by such retired farmer or farm owner. In all such cases the manager or tenant is the farm operator and the farm should be returned in his name.

211. Schedules to be returned.—Prepare a schedule for the farm of every farm operator who lives in your enumeration district, whether his farm lies wholly in your district, partly in your district and partly in

another, or wholly in another. As a rule one (and only one) general farm schedule should be returned for each farm operator. But to this rule there is one general exception. If a farm operator operates two separate tracts of land as a hired manager for two different owners, or one tract as an owner, part owner, or tenant, and another as manager, a separate schedule should be returned for each, as each represents a separate enterprise.

212. Procedure where farm operator does not reside in the enumeration district in which his farm is situated.—To assist in securing a schedule for every farm, you are provided with "nonresident farmer's slips" (Form 8—1867). Whenever you learn of a farm situated in your enumeration district, but operated by an individual residing in another enumeration district, do not try to obtain a schedule for such farm, but fill out one of these slips in duplicate and forward both copies to your supervisor, as directed on that slip.

213. If an individual residing within your district works a farm lying wholly within another district, prepare a schedule for such farm, as for other farms, and write across the schedule in large letters FARM NOT IN THIS DISTRICT. Attach to such schedule a memorandum stating the name of the minor civil division, as *township, borough, precinct*, etc., and, if known to you, the number of the enumeration district in which the farm is located or the name of the enumerator of that district. If you have received a "nonresident farmer's slip" from your supervisor relating to the farm, attach it to the schedule prepared by you for that farm.

214. If, for any reason, you find that no schedule should be made for a "nonresident farmer's slip" sent to you, you should return the slip to your supervisor with a memorandum on the back stating why no schedule is returned.

215. Change of farm operators.—You should not omit the report of the crops of 1909 for a farm because it has changed operators between the close of the crop year 1909 and April 15, 1910. Such a farm should be reported *in the name of the person in possession on April 15, 1910*, and not in the name of the former operator. Of course, obtain from the present operator the statistics of live stock, implements, machinery, and farm value on April 15, 1910, as for any other farm. If the previous occupant can be reached, secure from him the returns of the crops of 1909; otherwise secure estimates of them from the most reliable source. In the case of farms operated by tenants this information can generally be best obtained from the owners of the farms or their agents, if they are accessible.

216. Changes in size of farm.—If a tract of land which in 1909 was divided and cultivated by two or more persons is cultivated by one person on April 15, 1910, report it as only one farm. Or, vice versa, if that which in 1909 was one farm is operated on April 15, 1910, as two or more distinct farms, report as many farms as there are separate owners, managers, or tenants.

217. Ranches using public lands.—The farm of a ranchman using the public domain includes only the land which he owns or leases. If he leases public land or any other land, such land is a part of his farm. But his farm does not include any public land for which he pays no rental or upon which live stock are grazed at a fixed charge per head. Across the head of schedules for farms and ranches using public lands for grazing live stock write RANGE in large letters. In cases where cattle are grazed wholly upon the public domain and the owner of the animals does not own or lease any land, fill out a schedule for the owner the same as for any ordinary farm operator, omitting answers, however, to Inquiries 10 to 15 and writing in answer to Inquiry 6 the words "No land owned or leased."

218. Tenure. (Inquiry 6.)—Farms are classified, according to the form of their tenure, in 7 classes, as fully defined in the instructions on the schedule itself.

219. Note that a person holding title to *all* the land operated by him is an *owner*, whether he has wholly paid for his farm or owes in part for the same.

220. Note also the important distinction between *owner* and *part owner*. If the farm operator, in addition to operating a farm owned by him, operates a tract of land that is leased by him from some one else, he should be returned as *part owner*, as only part of the land operated by him is owned by him.

221. Likewise be careful not to confuse *part owner* with *owner and tenant*. In the census classification *owner and tenant* refers to the case where *two persons* (or more) operate the same farm, one owning the land and the other receiving in return for his cooperation and labor a share of the products. In such cases the answer to Inquiry 6 should be *owner and tenant*, and the names of both persons should be given in answer to Inquiry 1. Inquiries 3, 4, and 5 are to be filled out for the owner of the farm only.

222. A *tenant* is a farm operator who leases *all* the land operated by him. It will be noted that provision is made for three classes of tenants—*share tenant, cash tenant, and share-cash tenant*. It therefore becomes necessary, in all cases where the farm operator is a tenant, for you to determine to which of these three classes he belongs. That

depends on the terms of his lease or the kind of rent he pays for the use of the land.

223. If he pays a proportionate share of the products or crops, say one-half or one-third, to the owner for the use of the land, then he is a *share tenant* and should be so returned. But if (1) he pays a fixed rental in money, say \$200 a year, or (2) a stated amount of produce, say 100 bushels of wheat or 5 bales of cotton, or (3) if he agrees to work for the owner of the land a specified number of days, say two days every week, then in either case he is a *cash tenant* and should be so returned. It should be noted, therefore, that the word *cash*, as here used, means not necessarily money, but a definite and fixed amount of either money, produce, or labor, as the case may be, paid as rent.

224. It may happen that a tenant pays both kinds of rent. He may pay for a single tract of land both a fixed amount of money, produce, or labor, and a proportionate share of the crops; or he may rent one tract of land on one basis and another tract on the other basis. In both such cases he is to be returned as a *share-cash tenant*.

225. Value of implements and machinery belonging to farm.—Report in answer to Inquiry 16 the value of all implements, machinery, etc., used on the farm and permanently kept there, whether they belong to the farm operator or not.

226. Domestic animals and bees on the farm.—Report all domestic animals on the farm on April 15, 1910. The phrase *on the farm* in the case of all farms other than those using the public domain means regularly and continually *kept on the farm*. If a farmer hires his neighbor's team for a short time, this team is not to be regarded as "on the farm," for census purposes, and should not be included in that farm schedule, although it may happen to be at work on the farm April 15, 1910. But horses or other animals belonging to the hired man, or to others, which are boarded or being cared for on the farm should be included, even though not used in its operation. Breeding animals owned jointly by two or more farmers and kept in turn on the various farms should be reported on the farm where they happen to be on April 15, 1910. In the case of farms of *ranchmen* using the public domain, *animals on the farm* should be understood as meaning all animals belonging to or under the care of the ranchman for whom the schedule is prepared.

227. Where the custom prevails of the owner of a large number of hives of bees distributing them among the farmers of the region, who keep them on their farms, the bees so distributed must be reported on the schedule for such farms. Care should be taken that the owner of such bees does not also report them.

228. Similarly, where the owner of cattle gives them out to be taken care of on other ranches or farms, such cattle must be reported on the individual ranches or farms where they are kept and *not* on the ranch or farm of their owner.

229. Milch cows.—Be careful not to confuse cows and heifers *kept* for milk and cows and heifers *not kept* for milk. Report as cows kept for milk those whose milk is used in some form for human food. Cows milked for three months, or to be milked for three months, during the year 1910, should be reported as *kept for milk*, although a part of the year they run with their calves.

230. Pure-bred animals. (Inquiry 34.)—Do not overlook Inquiry 34, relating to pure-bred animals. This inquiry should be gone over with the farmer wherever live stock of any kind is kept on the farm. If a farmer has a pure-bred bull, boar, or other animal which he is crossing with common stock, it is of great importance that such animal be reported. If a farmer has animals which are descended from registered animals or from animals eligible to registry on both sides, such animals should be reported as pure bred, even though they have not been registered.

231. Domestic animals purchased, sold alive, and slaughtered in 1909. (Inquiry 35.)—Under this head report all animals purchased and placed on the farm in 1909, whether purchased by the farm operator or, in case of a tenant farm, by the owner. If the tenant does not know the amount paid for animals purchased for the farm by the owner, the best estimate possible should be made.

232. Dairy products. (Inquiry 38.)—In reporting dairy products, be sure that the answer to the first item of the inquiry *milk produced* represents *all* the milk produced during the year (except that fed directly, without being skimmed, to calves, pigs, etc., on the farm), even though a portion, or all, of such milk is converted into butter or cheese and reported under those items. The quantity of milk reported should be sufficient to account at least for the quantity of butter, cream, and cheese reported as produced, whether sold or consumed on the farm.

233. Report as *milk sold* only such milk as is sold "whole" or unskimmed. Sales of skimmed milk or of buttermilk must not be included with sales of "whole" milk, but should be separately reported on some unused line of Inquiry 38. For example: If no cheese is made on the farm, cross out the word *cheese* and insert *skimmed milk* or *buttermilk*, as the case may be, and report the quantity sold.

234. Poultry. (Inquiries 39 and 40.)—Notice carefully that Inquiry 39 asks for the value of all fowls over 3 months old on the farm April

15, 1910. That is, a report is desired of the total number of such fowls in the country on April 15, 1910, exactly as is wanted the number of domestic animals on that date, and the general instructions for domestic animals apply to fowls also. Inquiry 40, however, has to do with the number of fowls raised and the value of their products for the calendar year 1909. Do not confuse the number of fowls raised during this period with the number on hand April 15, 1910, which is covered by Inquiry 39.

235. Crops.—The crops reported by each farmer should be only those raised in 1909 on the farm which the farmer is operating on April 15, 1910. Frequently farmers will be found who rented additional land in 1909 which they are not renting in 1910. *The crops grown on such land are not to be reported by the farmer who raised those crops in 1909, but by the farmer who is operating that land in 1910.* This distinction must be carefully noted, or a duplication of crops will result.

236. Fruits.—The harvest of certain subtropical and tropical fruits extends through a part of two calendar years. For example: The harvest of the navel orange crop begins in November or December and is not finished until February or March. The crop to be reported on the schedule as produced in the year 1909 is the crop harvested in the latter part of 1909 and the early part of 1910. This rule applies to all fruits harvested under similar conditions.

237. Crops grown for sugar in 1909. (Inquiry 52.)—When a plantation or farm on which sugar cane is raised is operated by a tenant who sells his cane to his landlord, the amount reported on the schedule as receipts from the sale of cane should be the total value of such cane, and not the total value less the rental paid (whether cash or share) for the use of the land. Where a farmer raises either sugar cane or sorghum cane and has it reduced to sirup by a neighbor, the schedule should exhibit the acreage of the cane grown, its weight in tons, the gallons of sirup obtained, and its value: No deduction from the quantity or value of the sirup should be made for the expense of converting the cane into sirup. The report made of *cane crushed on farm* in answer to Inquiry 52 should include only cane grown on the farm to which the schedule relates.

238. Sales of specified products in 1909. (Inquiry 56.)—In answer to this inquiry, do not report sales of any farm product in 1909 other than those specifically mentioned on the schedule, even though various other products were sold. This inquiry is placed on the schedule for a particular purpose, and is not intended to present a complete exhibit of all farm products sold in 1909.

239. Pasture land. (Inquiry 58.)—In answer to the several inquiries under this head, include only land that was used *exclusively*

for pasture in 1909. Do not include land which may have been pastured after a crop of hay or grain was harvested therefrom. Do not include wheat, rye, or other grain fields that may have been pastured in the spring or fall but which later yielded or will yield grain.

240. Report as *woodland pasture* all woodland which furnished pasture in 1909.

241. Include with improved land in pasture all permanent pasture which can be plowed or mowed and all fields pastured and cropped in rotation which were used exclusively for pasture in 1909. Report as *all other pasture land* all unimproved land, other than woodland, used for pasture in 1909.

242. Distinction between farm and factory operations.—The manufacture of butter, cheese, cider, vinegar, wine, or other products may be carried on in buildings or plants operated either (1) in connection with farms or (2) as independent manufacturing enterprises. In the latter case such buildings and plants are to be regarded as factories to be covered by the census of manufactures and not to be included in the census of agriculture. But unless it is clear that such buildings or plants are operated as a manufacturing enterprise independent of a farm, you should include the value of such buildings or plants as a part of the improvements of the farm on which they are located; you should include with the products of the farm only the butter, cheese, cider, vinegar, or wine made in such establishments from milk produced or crops (apples, grapes, etc.) *grown on the farm*. Where raw materials, other than those grown on the farm on which the plant is located, are treated, state that fact on the margin of the schedule or on a slip attached.

243. Special rule regarding cane sugar, molasses, sirup, and sorghum mills.—Where mills exist on farms for the manufacture of cane sugar, molasses, sirup, or sorghum, the value of such mills must be included in the farm report if they confine their operations to the treatment of cane grown on the farm on which they are located. If, however, a mill located on a farm crushes cane grown on farms other than the one on which it is located, its value should not be included upon the general farm schedule.

244. Special rule regarding canning factories.—Factories canning fruits and vegetables for sale, even though located on a farm and using only the fruits and vegetables grown on such farm, are *not* to be reported on the general farm schedule. In reporting the value of fruits, vegetables, etc., grown on the farm and canned in factories such as those last mentioned, their value when delivered to the factory, and not their value after canning, should be reported.

ILLUSTRATIVE EXAMPLES OF THE METHOD OF MAKING RETURNS FOR CERTAIN IMPORTANT INQUIRIES ON THE GENERAL FARM SCHEDULE.

245. In order that there may be no doubt in the mind of the enumerator regarding the manner in which the foregoing instructions should be applied in the practical work of securing returns for farms, there are given on the pages which follow illustrative examples of the precise manner in which those inquiries which are likely to offer any difficulty to enumerators should be answered. The examples given are for hypothetical farms, but conform closely to cases which will have to be handled by enumerators in performing their work. Special effort should be made to ask such questions of the farmers as will disclose the facts necessary to secure correct answers to inquiries relative to tenure (Inquiry 6), area (Inquiry 10), value of farm (Inquiry 14), and land owned but leased, etc., to others (Inquiry 26).

246. Among the first questions to be asked of the farm operator to secure the information here mentioned are the following: (a) "Do you own your farm, or does it belong to others?" If the answer is "I own it," ask such further questions as (b) "How many acres of land do you own?" (c) "Do you use all of the land which you own?" (d) "Do you rent some of it to others as tenants?" (e) "Do you hire any land from others which you use in connection with your own land in growing crops and pasturing live stock?" If the answer to question (e) is "No," ask such further questions as will secure correct answers to Inquiries 10, 14, and 26. If the answer to question (e) is "Yes," ask such further questions as will secure the facts for answers to these schedule inquiries and also those regarding mixed tenure (Inquiries 17, 18, and 19). If the answer to question (a) is "Farm belongs to others," ask such further questions as will secure correct answers to all the schedule inquiries regarding tenure (Inquiries 6, 17, 18, and 19).

247. In the case of Farm A, the questions are printed in full exactly as they appear on the complete schedule that will be used in taking the census of agriculture. In the case of the other two farms, the explanations that accompany the inquiries on the schedule are omitted

(50)

to save space. Those inquiries for which no facts are given in the narratives are omitted altogether.

248. A. Farm of an owner.—The first farm visited by the enumerator is that of Henry Wilson, of Waynesville, Pulaski County, Mo. He is a white man, 50 years of age, was born in the United States, and his name is entered on population schedule on sheet 1, line 1. He owns 190 acres of land, on which he has lived for ten years. He operates 180 acres of this land himself and rents 10 acres to a neighbor, Frank Jones. (See second illustrative example—B. Farm of a part owner.) His farm, therefore, for census purposes, consists of 180 acres, and this is the land whose area and value are reported in answer to Inquiries 10 to 15 and for which the animals and products are to be reported in answer to Inquiries 27 to 59. Of the 180 acres operated by himself, 120 acres are improved, 50 acres are in timber land, and 10 acres in swamp. The total value of his farm of 180 acres, including buildings, is \$5,700; he values the buildings at \$1,000. The implements and machinery on the farm are worth \$250. During 1909 he paid the farm laborer whom he hired by the month \$50 in cash and in addition gave him a horse valued at \$100. He hired day labor during the harvest season at a cash expense of \$50. The value of the board furnished these laborers is estimated at \$50. He paid \$25 for bran and other feed for his live stock. He also bought \$10 worth of commercial fertilizer. There is a mortgage of \$2,500 on the land owned by Mr. Wilson. The 10 acres which he rents to Frank Jones are valued at \$300. For method of reporting on Mr. Wilson's schedule the value of the land leased to Mr. Jones, see answer to Inquiry 26.

INFORMATION CONCERNING FARM OPERATOR.

- | | | | |
|---|---------------------|---------------------|--------------|
| 1. Name | <i>Henry Wilson</i> | | |
| 2. Post-office address | <i>Waynesville</i> | | |
| 3. Color or race | <i>W</i> | 4. Age | <i>50</i> |
| 5. Country in which born | <i>U. S.</i> | 6. Tenure | <i>Owner</i> |
| 7. Sheet and line on population schedule on which name of farm operator is written, Sheet No., Line No. | <i>1</i> | <i>1</i> | |
| 8. If farm operator farms this farm or any part of it as manager or tenant, give for owner of such land.... | Name | P. O. address | |

9. How long has this farmer operated this farm? } Years..... 10, months.....

FARM ACREAGE APRIL 15, 1910.

- | | Acres. |
|--|--------|
| 10. Total number of acres in this farm. (Give here all lands operated or farmed by the farm operator, including all outlying or separate fields, meadows, pastures, or woodlands operated by him as owner, tenant, or manager. Do not include land operated or cropped by any other than the one whose name is given under Inquiry 1)..... | 180 |
| 11. Improved land in this farm. (Give here all land regularly tilled or mowed, land pastured and cropped in rotation, land lying fallow, land in gardens, orchards, vineyards, nurseries, and land occupied by buildings)..... | 120 |
| 12. Woodland in this farm. (Give here land covered with natural or planted forest trees, whose principal value is in firewood, timber, or other forest products which it will now or later yield)..... | 50 |
| 13. All other unimproved land in this farm..... | 10 |

FARM VALUES APRIL 15, 1910.

- | | |
|---|----------|
| 14. Total value of this farm with all buildings and improvements, but <u>not</u> implements and machinery..... | \$ 5,700 |
| 15. Value of all buildings on this farm included above..... | 1,000 |
| 16. Value of all implements and machinery belonging to this farm. (Include all implements, machinery, tools, wagons, carriages, harnesses, etc.; all apparatus for making butter and cheese, for ginning cotton, for making cider, wine, sugar, molasses, and sorghum, for drying fruit, for thrashing grains, and for similar purposes, together with engines and other motors)..... | 250 |

MORTGAGE INDEBTEDNESS APRIL 15, 1910.

20. If the farm operator owns any or all of the land in this farm, state whether such land is mortgaged..... *Yes*
(Answer "Yes" or "No.")
21. Amount of mortgage indebtedness April 15, 1910..... \$ 2,500

FARM EXPENSES.

- | | |
|---|--------|
| 22. Amount spent in cash in 1909 for farm labor (exclusive of housework)..... | \$ 200 |
| 23. Estimated value of house rent and board furnished farm laborers in 1909, in addition to cash wages reported above..... | 50 |
| 24. Amount spent in 1909 for hay, grain, and other produce (not raised on this farm) for use as feed of domestic animals and poultry..... | 25 |
| 25. Amount spent in 1909 for manure and other fertilizers..... | 10 |

LAND OWNED BUT NOT OPERATED BY THIS FARMER.

- | | |
|---|--------|
| 26. If farm operator owns land leased to or farmed by others as tenant (renter or cropper) or manager, report here— | |
| Number of acres farmed by others..... | 10 |
| Value of land and buildings farmed by others..... | \$ 300 |
| Number of farm tenants and managers..... | 1 |

249. B. Farm of a part owner.—The second farm visited is that of Frank Jones. His name is entered on the population schedule, sheet 1, line 5. Mr. Jones receives mail at Waynesville. He is a white man, 30 years of age. He was born in England. He owns free from incumbrance and works 120 acres of land, of which 20 acres are improved, 90 acres are in woodland, and 10 acres are so rough that it is used for pasturage only and can not be plowed. In addition, he rents from Henry Wilson, whose address is Waynesville, 10 acres of improved land for one-third of the products. The value of the 120 acres owned by him, including buildings thereon, is \$1,700. The buildings alone are worth \$500. The value of the 10 acres leased from Mr. Wilson is \$300, with no buildings. Mr. Jones's farm, for census purposes, therefore, consists of the 120 acres owned by him, together with the 10 acres which he leases from Mr. Wilson. The method of reporting the acreage and value of such a farm is shown in the illustrative example which follows, by the answers to inquiries relating to these subjects. Mr. Jones owns farm machinery, consisting of wagons, plows, harnesses, tools, etc., valued at \$150, and also keeps on the farm a thrashing outfit in which he owns an interest valued at \$2,000. He expended \$50 for labor in 1909 and furnished board valued at \$10. He also bought \$20 worth of corn, which he fed to poultry. He has operated this farm for five years.

INSTRUCTIONS TO ENUMERATORS.

ting the acreage and value of such a farm as that of Mr. Weitzel, see answers to Inquiries 18 and 19 in the following illustrative example.

INFORMATION CONCERNING FARM OPERATOR.

1. Name *Wilhelm Weitzel*
2. Post-office address *Waynesville, Mo.*
3. Color or race *W* 4. Age *35*
5. Country in which born *Germany* 6. Tenure *Share-cash*
7. Sheet and line on population schedule on which name of farm operator is written, Sheet No. *1*, Line No. *23*
8. If farm operator farms this farm or any part of it as manager or tenant, give for owner of such land.. } Name *William Long*
P. O. address *Dixon, Mo.*
9. How long has this farmer operated this farm? } Years *8*, months

FARM ACREAGE APRIL 15, 1910.

	Acres.
10. Total number of acres in this farm.....	100
11. Improved land in this farm.....	60
12. Woodland in this farm.....	30
13. All other unimproved land in this farm.....	10

FARM VALUES APRIL 15, 1910.

14. Total value of this farm with all buildings and improvements, but <u>not</u> implements and machinery.....	\$4,200
15. Value of all buildings on this farm included above.....	700
16. Value of all implements and machinery belonging to this farm.....	400

INSTRUCTIONS TO ENUMERATORS.

MIXED TENURE: If answer to Inquiry 6 is "part owner" or "share-cash tenant," give—

17. Land and buildings in this farm owned by farm operator:

Total acres..... Total value \$..... Acres improved.....

18. Land and buildings in this farm rented by farm operator from others for share of products:

Total acres.....⁸⁰ Total value \$^{3,200} Acres improved.....⁸⁰

19. Land and buildings in this farm rented by farm operator from others for cash or fixed amount of labor or products:

Total acres.....²⁰ Total value \$^{1,000} Acres improved.....²⁰

FARM EXPENSES.

22. Amount spent in cash in 1909 for farm labor (exclusive of housework)..... \$ 150
23. Estimated value of house rent and board furnished farm laborers in 1909, in addition to cash wages reported above..... 75
24. Amount spent in 1909 for hay, grain, and other produce (not raised on this farm) for use as feed of domestic animals and poultry.....
25. Amount spent in 1909 for manure and other fertilizers.....

SUPPLEMENTAL PLANTATION SCHEDULE.

252. When to be used.—This schedule (Form 8—1950) is to be used only by the enumerators in the South Atlantic and South Central states who are called upon to fill out schedules for tenant farms operated under the plantation system, and is to be filled in accordance with the instructions printed upon the schedule itself.

SUPPLEMENTAL IRRIGATION SCHEDULE.

253. When to be used.—This schedule (Form 8—1979) is to be used by the enumerators in those districts in the arid and semiarid states in which water is employed for irrigation purposes. It is to be filled in accordance with instructions printed upon the schedule itself.

SPECIAL SCHEDULE FOR DOMESTIC ANIMALS NOT ON FARMS OR RANGES.

254. When to be used.—This schedule (Form 8—1513) is to be used in reporting all domestic animals *not kept on farms or on public ranges*, and is to be filled in accordance with the instructions printed upon the schedule itself.

SPECIAL SCHEDULE FOR SLAUGHTERHOUSES.

255. When to be used.—This schedule (Form 8—1953) is to be used for collecting the statistics of slaughterhouses situated outside of incorporated places having 5,000 inhabitants or more according to the census of 1900.

256. If any copies of this schedule are inclosed in your portfolio you are required to fill one of them for each slaughterhouse in your district, in accordance with the instructions printed upon the schedule itself.

257. Slaughterhouses located on farms and operated in connection therewith should not be included in the farm report unless they confine their operations exclusively to the slaughter of animals raised on the farm where they are located.

APPENDIX.

EXTRACTS FROM THE CENSUS ACT OF JULY 2, 1909.

* * * * *

SEC. 12. That each enumerator shall be charged with the collection in his subdivision of the facts and statistics required by the population and agricultural schedules and such other schedules as the Director of the Census may determine shall be used by him in connection with the census, as provided in section eight of this Act. It shall be the duty of each enumerator to visit personally each dwelling house in his subdivision, and each family therein, and each individual living out of a family in any place of abode, and by inquiry made of the head of each family, or of the member thereof deemed most competent and trustworthy, or of such individual living out of a family, to obtain each and every item of information and all particulars required by this Act as of date April fifteenth of the year in which the enumeration shall be made; and in case no person shall be found at the usual place of abode of such family, or individual living out of a family, competent to answer the inquiries made in compliance with the requirements of this Act, then it shall be lawful for the enumerator to obtain the required information as nearly as may be practicable from families or persons living in the neighborhood of such place of abode. It shall be the duty also of each enumerator to forward the original schedules, properly filled out and duly certified, to the supervisor of his district as his returns under the provisions of this Act; and in the event of discrepancies or deficiencies being discovered in these schedules he shall use all diligence in correcting or supplying the same. In case an enumeration district embraces all or any part of any incorporated borough, village, town, or city, and also other territory not included within the limits of such incorporated borough, village, town, or city, it shall be the duty of the enumerator to clearly and plainly distinguish and separate, upon the population schedules, the inhabitants of such borough, village, town, or city from the inhabitants of the territory not included therein. No enumerator shall be deemed qualified to enter upon his duties until he has received from the supervisor of the district to which

he belongs a commission, signed by the supervisor, authorizing him to perform the duties of an enumerator, and setting forth the boundaries of the subdivision within which such duties are to be performed.

SEC. 13. That the territory assigned to each supervisor shall be divided into as many enumeration districts as may be necessary to carry out the purposes of this Act, and, in the discretion of the Director of the Census, two or more enumeration districts may be given to one enumerator, and the boundaries of all the enumeration districts shall be clearly described by civil divisions, rivers, roads, public surveys, or other easily distinguishable lines: *Provided*, That enumerators may be assigned for the special enumeration of institutions, when desirable, without reference to the number of inmates.

SEC. 14. That any supervisor of census may, with the approval of the Director of the Census, remove any enumerator in his district and fill the vacancy thus caused or otherwise occurring. Whenever it shall appear that any portion of the census provided for in this Act has been negligently or improperly taken, and is by reason thereof incomplete or erroneous, the Director of the Census may cause such incomplete and unsatisfactory enumeration and census to be amended or made anew.

* * * * *

SEC. 19. That every supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other employee shall take and subscribe to an oath or affirmation, to be prescribed by the Director of the Census. All appointees and employees provided for in this Act shall be appointed or employed, and examined, if examination is required by this Act, solely with reference to their fitness to perform the duties required of them by the provisions of this Act, and without reference to their political party affiliations.

SEC. 20. That the enumeration of the population required by section one of this Act shall be taken as of the fifteenth day of April; and it shall be the duty of each enumerator to commence the enumeration of his district on that day, unless the Director of the Census in his discretion shall defer the enumeration in said district by reason of climatic or other conditions which would materially interfere with the proper conduct of the work; but in any event it shall be the duty of each enumerator to prepare the returns hereinbefore required to be made, except those relating to paupers, prisoners, juvenile delinquents, insane, feeble-minded, blind, deaf and dumb, and inmates of benevolent institutions, and to forward the same to the supervisor of his district, within thirty days from the commencement of the enumeration of his district: *Provided*, That in any city having five thousand in-

habitants or more under the preceding census the enumeration of the population shall be commenced on the fifteenth day of April aforesaid and shall be completed within two weeks thereafter.

SEC. 21. That if any person shall receive or secure to himself any fee, reward, or compensation as a consideration for the appointment or employment of any person as supervisor, enumerator or clerk or other employee, or shall in any way receive or secure to himself any part of the compensation paid to any supervisor, enumerator or clerk or other employee, he shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined not more than three thousand dollars and be imprisoned not more than five years.

SEC. 22. That any supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other employee, who, having taken and subscribed the oath of office required by this Act, shall, without justifiable cause, neglect or refuse to perform the duties enjoined on him by this Act, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred dollars; or if he shall, without the authority of the Director of the Census, publish or communicate any information coming into his possession by reason of his employment under the provisions of this Act, or the Act to provide for a permanent Census Office, or Acts amendatory thereof or supplemental thereto, he shall be guilty of a misdemeanor and shall upon conviction thereof be fined not to exceed one thousand dollars, or be imprisoned not to exceed two years, or both so fined and imprisoned, in the discretion of the court; or if he shall willfully and knowingly swear to or affirm falsely, he shall be deemed guilty of perjury, and upon conviction thereof shall be imprisoned not exceeding five years and be fined not exceeding two thousand dollars; or if he shall willfully and knowingly make a false certificate or a fictitious return, he shall be guilty of a misdemeanor, and upon conviction of either of the last-named offenses he shall be fined not exceeding two thousand dollars and be imprisoned not exceeding five years; or if any person who is or has been an enumerator shall knowingly or willfully furnish, or cause to be furnished, directly or indirectly, to the Director of the Census, or to any supervisor of the census, any false statement or false information with reference to any inquiry for which he was authorized and required to collect information, he shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding two thousand dollars and be imprisoned not exceeding five years.

SEC. 23. That it shall be the duty of all persons over twenty-one years of age when requested by the Director of the Census, or by any supervisor, enumerator, or special agent, or other employee of the Census Office, acting under the instructions of the said Director, to

answer correctly, to the best of their knowledge, all questions on the census schedules applying to themselves and to the family to which they belong or are related, and to the farm or farms of which they or their families are the occupants; and any person over twenty-one years of age who, under the conditions hereinbefore stated, shall refuse or willfully neglect to answer any of these questions, or shall willfully give answers that are false, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding one hundred dollars.

And it shall be the duty of every owner, proprietor, manager, superintendent, or agent of a hotel, apartment house, boarding or lodging house, tenement, or other building, when requested by the Director of the Census, or by any supervisor, enumerator, special agent, or other employee of the Census Office, acting under the instructions of the said Director, to furnish the names of the occupants of said hotel, apartment house, boarding or lodging house, tenement, or other building, and to give thereto free ingress and egress to any duly accredited representative of the Census Office, so as to permit of the collection of statistics for census purposes including the proper and correct enumeration of all persons having their usual place of abode in said hotel, apartment house, boarding or lodging house, tenement, or other building; and any owner, proprietor, manager, superintendent, or agent of a hotel, apartment house, boarding or lodging house, tenement, or other building who shall refuse or willfully neglect to give such information or assistance under the conditions hereinbefore stated shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding five hundred dollars.

* * * * *

SEC. 26. That all fines and penalties imposed by this Act may be enforced by indictment or information in any court of competent jurisdiction.

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SEC. 29. That all mail matter, of whatever class, relating to the census and addressed to the Census Office, or to any official thereof, and indorsed "Official business, Census Office," shall be transmitted free of postage, and by registered mail if necessary, and so marked: *Provided*, That if any person shall make use of such indorsement to avoid the payment of postage or registry fee on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.