

INSTRUCTIONS

TO

THE ENUMERATOR

RELATING TO HIS DUTIES IN CONNECTION WITH
THE CENSUS.

Approved by the Local Government Board.

(Carefully read the whole of these Instructions, and refer to the Registrar if any point is not quite clear to you.)

I. Duties before Monday, 1st April, 1901.

1. Having signed your Agreement to act as Enumerator, you will have received from the Registrar :—

- (a) An "Instruction and Memorandum Book" containing a written description of the Boundary and Contents of your Enumeration District.
- (b) A supply of blank schedules of every description required in your District. The schedules are of the following kinds :—
 - (1.) Ordinary schedules to be used in cases where the Occupier's family does not exceed 17 persons.
 - (2.) Double schedules for large Establishments, Hotels, &c.
 - (3.) Institution schedules (printed in *red*) for any Public Institutions that contain not more than 100 inmates.
 - (4.) Schedules for vessels (printed in *blue*) if required.

(If you require any schedules other than those furnished by the Registrar, or an additional supply of forms of any kind, you should at once apply to him for them.)

- (c) An Enumeration Book, into which you will have to copy the contents of the several schedules after

they have been collected, examined, and found to have been duly filled up.

- (d) A form (W.3) on which to make your claim for allowances.

Carefully examine the Occupier's Schedule and the other Forms and familiarise yourself with their intended use and with the manner in which they should be filled up.

2. Make yourself thoroughly acquainted not only with the precise boundary of your District, but also with the boundary of every Administrative County, Civil Parish, Municipal and Metropolitan Borough and its Wards, Urban District and its Wards, Rural District, Parliamentary Borough or Division, and Ecclesiastical Parish or District that may be partly or entirely situated therein. Be careful to note any villages, hamlets, or other places, so that these may be accurately entered on the schedules, and distinguished in the Enumeration Book. Apply to the Registrar in case of any doubt on these points.

3. Take particular care to arrange to enumerate *every* house and *every* family and person within your District. You should be on your guard that no separately occupied *back* premises are omitted.

DELIVERY OF OCCUPIERS' SCHEDULES.

4. At some time, *not earlier* than Monday, 25th March, and *not later* than Saturday, 30th March, it will be your duty to deliver personally an Occupier's Schedule to or for every Occupier of a House or part of a House, or Tenement in your District. By "Occupier" is meant the resident owner of a house, or the person who pays the rent or is otherwise the responsible Occupier of the whole or part of a house. Thus an Occupier's Schedule must be left :—

- (a.) For the head of a family occupying the whole or part of a house.

NOTE.—A "*Family*" is held to include a Man, and his Wife and Children (if any), also any Relatives, Visitors, Servants, and *persons boarding with the family, and residing together under one roof.*

- (b.) For a Lodger (with or without family) separately occupying a room or rooms, and *not boarding with any family in the house.*

- (c.) For each separate occupier (with or without family) of a tenement, room, or rooms in a Block of Model Dwellings, Residential Mansions, or Flats.

- (d.) For the inmate of an Almshouse or of a Porter's Lodge, &c., for the resident officer of a Public Building and for a caretaker of a place of business or of a house to let.

- (e.) For an outdoor Servant (with or without family), living in any building belonging to a House or Mansion, *but detached therefrom*, such as a Lodge, Gardener's Cottage, or Dwelling Rooms over a Coach-house or Stable. But a servant *boarding in his master's house* must not receive a separate schedule: *he must be included in his master's schedule*, with any other servants of the family, even though he may sleep in a detached building.
- (f.) For the resident Manager or Proprietor of an Inn or Hotel. This schedule must include all persons staying in the Inn or Hotel on the night of Sunday, 31st March, whether Members of the Manager's or Proprietor's family, Visitors, or Servants. Any person travelling on the night of Sunday, 31st March, who arrives at the Hotel or Inn on the morning of Monday, 1st April, must be included in the schedule for that Hotel *unless he have already been enumerated elsewhere*.
- (g.) For the resident Proprietor, Manager, Superintendent or Deputy of a Licensed or Common Lodging House, who will include in the schedule himself and his family (if there resident) and all the Lodgers who may be in the house on the night of Sunday, 31st March.
- (h.) For the resident Proprietor, Manager, or Head of a Business Establishment or of a School. The schedule must include all persons staying in the Establishment or School on the night of Sunday, 31st March, whether members of the family of the Proprietor, or Manager, or Head, or his Assistants, Scholars, or Servants.

If the residents in any Establishment exceed 17 in number, one or more *double* schedules must be furnished or (*failing these*) a sufficient number of ordinary schedules.

5. An "Institution Schedule" (printed in *red*) must be left at every Institution (Hospital, Lunatic Asylum, Orphanage, Workhouse Establishment, Reformatory, &c.) situated within your District, excepting any which the Registrar has instructed you to omit from your enumeration.

6. Should your District include any portion of a Canal or navigable River, not within the limits of a port, you must deliver one of the "Schedules for Vessels" (printed in *blue*) to the master or other person in charge of every barge, boat, or other vessel thereon. The Registrar will instruct you as to the limits of any port which may be partly in your District.

7. Before leaving the Schedules, you must number them consecutively from 1 onwards, and must write the name and postal address of the several occupiers in the space provided on the outside of each schedule. You must note these particulars in the proper columns of your Memorandum Book in order to facilitate the collection of the schedules on the following Monday.

There must also be recorded in the Memorandum Book, at the time of leaving the Schedules, all the uninhabited houses and houses in course of erection. Of the uninhabited houses (*i.e.*, those in which no person abode on the Census night), a note must be made distinguishing those which are in general occupation from those not in such occupation (*see* Instruction No. 15).

8. On delivering each Schedule, you must give any information or explanation that may be asked for, or that you think requisite; and must state that you will call for the Schedule on the following *Monday*; that the answers must be written in by the morning of that day, and that **THE SCHEDULE MUST ON NO ACCOUNT BE LOST OR MISLAID**. You should take care to observe the *utmost civility* in carrying out this and all your other instructions. The detailed knowledge of your District, which you will obtain while delivering the Schedules *in person*, will prove of the greatest assistance to you on the day of the Enumeration.

9. In delivering and in collecting the Schedules, be careful to observe precisely the instructions given you by the Registrar, so that, should your District include more than one Ecclesiastical Parish or other distinct area, all the Schedules relating to each of such areas may follow in consecutive order.

II. Duties on Monday, April 1st.

10. Early on the morning of Monday, April 1st, you must begin to collect the Schedules. Provide yourself with (1) a stylograph, a pencil, or else with pen and ink and blotting paper, (2) some blank Schedules of each kind, and (3) your "Instruction and Memorandum Book." You are recommended to take with you also a bag, in which you can deposit your Schedules, arranged as they are collected, and secured with an elastic band or with string. The greatest care must be taken that all the Schedules are collected, and that none of them are lost. In collecting the Schedules you should satisfy yourself that every separate Occupier has received and filled up a Schedule.

11. *You must, if possible, collect every Schedule on Monday, April 1st, but if at the end of the day any*

Schedules unavoidably remain uncollected, you must collect the rest as early as possible on Tuesday, April 2nd.

12. In addition to the foregoing Instructions, the following are to be carefully observed on visiting each house :—

I. The Schedule MUST INCLUDE :

- a. Every person dwelling in the house or tenement on the night of March 31st, and alive at midnight.
- b. Any person who, although not in the house during the Census night, arrived on the morning of Monday, April 1st, and had not been enumerated elsewhere.

The Schedule MUST NOT INCLUDE :

- (a.) Any person who dies before midnight on the Census night.
- (b.) Any child born after midnight on the Census night.
- (c.) Any resident who is absent on the Census night and who does not return in the morning.
- (d.) Any person who has been enumerated elsewhere.

II. When a Schedule is returned to you, examine it carefully, to satisfy yourself that it is correctly filled up. The following instructions will assist you :

- (a.) The Christian name, the relation to Head of Family, the sex and the occupation must be consistent with each other.
- (b.) The occupation must be stated in accordance with the instructions printed on the back of the Schedule. Should the occupation entered on the Schedule in any case be of an indefinite character, such as labourer, engineer, factory hand, &c., use your utmost endeavour to obtain more explicit particulars such as bricklayer's labourer, railway engine driver, cotton spinner, &c.
- (c.) In the case of *persons born abroad*, the *nationality* must be stated *in addition to the place of birth*, viz., whether "British Subject," "Naturalised British Subject," or "Foreign (French, German, &c.) Subject."
- (d.) In every case where the number of rooms occupied is not given, satisfy yourself that the number is not less than five, or have the omission rectified.
- (e.) Should any of the particulars be defective or apparently wrong, or should a Schedule be returned to you not filled up, ask any necessary questions, and then correct or fill up the Schedule yourself. Should a Schedule have been lost or mislaid, supply a fresh one from your reserve stock, number it as before, and enter the par-

particulars yourself. In any of these cases, obtain the necessary information from the Occupier, if possible: in the absence of the Occupier, a member of the family or any other competent person may supply the required particulars. When filling up Schedules use only such contractions as are sanctioned on page iv. of the Enumeration Book. Having filled up a Schedule read it over to your informant, who must then sign it at the foot. When correcting wrong words do not erase them, but draw a line through them and write the correct words legibly.

III. Should anyone refuse to fill up the Schedule, or to answer the questions which you are authorised to put, or should you have reason to suspect that any information given you is false, read to such person the extracts from the Census Act bearing on this point, which are printed at the end of your Memorandum Book. Should the person still refuse to give full and correct information, note the fact in your Memorandum Book and report it to the Registrar as soon as possible.

IV. You must not omit to take account of persons solely because you cannot get *all* the information required respecting them. Should the name, occupation or birthplace of any person be unknown, the words "not known," or the letters N. K. must be entered. Should the precise age be unknown the probable age should be stated.

13. Should you have been instructed by the Registrar to enumerate the persons on board vessels of any kind on any portion of a canal or navigable river, you must include in your enumeration every such vessel which may be within your District on the morning of April 1st, even though it was not within the District at the time of distributing the Schedules.

14. Take account of any PERSONS NOT DWELLING IN HOUSES, who may have been in barns, in sheds, or in the open air, in your District during the night of Sunday, 31st March: make a note in your Memorandum Book of the places where you find them, or learn (from the Police or otherwise) that they have been, and enter on Occupiers' Schedules such details as can be obtained.

15. Make any correction that you find to be necessary in the entries relating to houses, which you made in your Memorandum Book at the time of leaving the Schedules (see Instruction No. 7).

These entries must show distinctly the houses that were actually "inhabited" and the houses that were "uninhabited" on the Census night.

It must be further stated whether uninhabited houses are in general occupation for business or other purposes or not. The houses in course of building must also be noted.

The following definitions are for your guidance :—

HOUSE.—*All the space within the external and party walls of a building, even though the greater part of the building may be a shop, an office, or a warehouse. Therefore a block of Model or Workmen's Dwellings or of Residential Mansions must be counted as a single house whatever may be the number of its separate tenements. Such buildings as blacksmiths' forges, workshops, and stables, without sleeping accommodation, must not be counted as houses.*

INHABITED HOUSE.—A house, as above defined, in which any person abode on the night of Sunday, 31st March, 1901.

UNINHABITED HOUSE.—A house in which no person abode on the Census night. Uninhabited houses thus defined are to be divided into two categories :—

- (1.) Those which are in general occupation whether for business or other purposes, although no person abode in them on the Census night.
- (2.) Those which are not in such general occupation, in fact, empty houses.

Churches, Chapels, and other Buildings, without sleeping accommodation, must not be counted as uninhabited houses, but should be noted in your Memorandum Book.

16. Every Schedule received by you is to be considered as confidential. On no account whatsoever are the contents of any Schedule to be shown or disclosed by you to any person other than the Registrar. Your serious attention is also directed to Section 11 of the Census Act, which forbids you under penalty, to divulge to any person whatsoever any information acquired by you in the course of your Census duties, without the direct sanction of the Registrar-General.

III. Duties after Enumeration.

17. The requisite information concerning all the houses and inhabitants of your District having been obtained, your next duty will be to copy *legibly* into the "Enumeration Book," the particulars recorded in every Schedule (without any omission, alteration, or contraction except those authorised on page ii. of that book). This copying must be done in *strict conformity with the instructions given on*

the same page of the Enumeration Book. Should this copying not be done to the satisfaction of the Registrar, it will be his duty to require you to re-copy the Schedules into another Enumeration Book.

18. Having completed the copying and entered the "persons not in houses," if any; having cast up the totals on each page; having filled up the Abstract (p. v.) and the Summary Tables on p. iv.; and made the book as complete as possible; you must, *on or before the 8th day of April*, deliver the following documents to the Registrar:—

- (a.) All the Schedules, unfolded and arranged in order from No. 1 to the last, as entered in the Enumeration Book.
- (b.) Your Enumeration Book.
- (c.) Your "Instruction and Memorandum Book."
- (d.) Your claim for payment, a Form for which (Form W. 3) will be furnished to you by the Registrar.

19. If, upon examination, the Registrar finds that you have satisfactorily performed your duties, he will append to your Claim a certificate which will entitle you in due course to receive payment for your services according to the scale of Allowances sanctioned by the Lords Commissioners of Her Majesty's Treasury.

REGINALD MACLEOD,

Registrar-General.

Census Office,
Millbank,
London, S.W.

The Local Government Board hereby approve the making of the foregoing Instructions by the Registrar-General.

Given under our Seal of Office, this sixth day of December, in the year 1900.

WALTER H. LONG,

President.

(L.S.)

S. B. PROVIS,

Secretary.