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7-653.

TWELFTH CENSUS OF THE UNITED STATES.

JUNE 1, 1900.

INSTRUCTIONS TO ENUMERATORS.

UNDER THE PROVISIONS OF THE ACTS OF CONGRESS APPROVED
MARCH 8, 1899, AND FEBRUARY 1, 1900.

DEPARTMENT OF THE INTERIOR,
CENSUS OFFICE.

Bureau of the Census
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GENERAL INSTRUCTIONS.

DEPARTMENT OF THE INTERIOR,

CENSUS OFFICE,

Washington, D. C., May 1, 1900.

1. Census act.—Under the provisions of an act entitled "An act to provide for taking the Twelfth and subsequent censuses," approved March 3, 1899, as amended by the act of February 1, 1900,¹ a census of the population, of deaths, and of the manufacturing, mechanical, and agricultural products of the United States is to be taken as of June 1, 1900.

2. Time allowed for enumeration.—In any city having 8,000 inhabitants or more under the census of 1890 the enumeration must be completed within two weeks from June 1, and in all other districts on or before the 1st day of July.

3. Selection of enumerators.—Supervisors of census have been appointed to have general supervision of the work of enumeration in the several states and territories, and these supervisors are required to select suitable persons and, with the consent of the Director of the Census, to employ such persons as enumerators, one person in each enumeration district comprised within their respective districts.

4. Your selection as a census enumerator by the supervisor of your district has, in accordance with this provision of the census act, been approved by the Director of the Census, after an examination of the test schedule submitted by you. A commission (Form 7-290)² has been sent to you, accompanied by a blank form of oath or affirmation (Form 7-291). This oath or affirmation is to be taken and subscribed by you in accordance with the instructions printed thereon, and immediately returned to the supervisor by whom you were appointed. Until this shall have been done, 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

¹The provisions of the acts of March 3, 1899, and February 1, 1900, which relate to the appointment, duties, and compensation of enumerators, are reproduced as an Appendix.

²Every printed form received by you from the Census Office carries at the top a "form number," which identifies it. The number 7 before the hyphen shows that it originated in this office. The number following the hyphen distinguishes it from all other blanks printed for census use.

duties. If you do, you render yourself liable, upon conviction, to a fine not exceeding five hundred dollars. (See section 21 of census act.)

5. **Receipt of supplies.**—The supervisor of your district has forwarded to you by registered mail the necessary supplies for your work, including the schedules to be filled by you, a portfolio for your use, a badge to be worn when on official duty, two sets of daily report cards, two forms of certificate of completion of the work of enumeration, a consolidated time report, and a return penalty label with the name and post-office address of your supervisor printed upon it.

6. **Schedules of inquiries.**—The schedules to be used by the census enumerators are as follows:

Schedule No. 1 (Form 7-224), relating to population.

Schedule No. 1 (Form 7-464), relating to Indian population.

Schedule No. 2 (Form 7-281), relating to agriculture.

Schedule No. 3 (Form 7-469), relating to general manufactures, and special schedules (see paragraph 318) relating to particular industries.

Schedule No. 4 (Form 7-257), relating to persons who have died during the census year.

Special schedule (Form 7-442), relating to persons defective in sight, hearing, or speech.

Special schedule (Form 7-408), relating to statistics of crime.

Special schedule (Form 7-340), relating to live stock not on farms or ranges.

7. Special instructions are given in paragraphs 52 to 338 concerning each of these general and special schedules, and these instructions must be studied very carefully before the work of enumeration is entered upon.

8. **Extra copies of schedules.**—Extra copies of each general and special census schedule have been supplied to the supervisor of your district, and he can at any time furnish you any additional number of copies which you may require. If the number of copies of any schedule sent to you is not sufficient, notify the supervisor of your district at once.

9. **Enumeration districts.**—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. In most city districts a map of the districts pasted in the portfolio. Outside of your district, thus described, you have no authority, and will have no census duties to perform.

10. Subject to the exceptions which follow, it is your duty personally to visit every family, farm¹, and manufacturing or mechanical establishment within your district; to obtain the information required

¹ See definition of farm in paragraph 270. There are farms, in the sense in which this word is used in the census, in cities and towns. (See paragraph 272.)

with reference to them; and to enter the same upon the census schedules.

11. **Withdrawals.**—In some districts a portion of the population has been withdrawn from the regular enumerators. This is true of residents of military and naval stations, of Indians living on reservations or in tribal relations, and of certain institutions, as explained below. Persons in the military, naval, or marine service of the United States, and civilians connected with the service as employees of the Government, and the families of officers, enlisted men, and civilian employees, living at military or naval stations in the United States, are to be enumerated through the agencies of the War and Navy Departments, and the regular census enumerators will have no jurisdiction with respect to any military or naval stations that may be located within the limits of their respective districts. Similarly, the census of Indians living on Indian reservations (outside of the Indian Territory) or in tribal relations will be made in cooperation with the Office of Indian Affairs. The enumeration of this class of Indians is to be taken on a modified form of the population schedule, and this special form of schedule (Form 7-464) will also be used by the regular census enumerators in all counties containing any considerable number of Indians. (See additional instructions in paragraphs 247-249.) Persons living in institutions—educational, benevolent, medical, penal, and reformatory—will also be taken, in certain cases, by special institution enumerators. This remark does not apply to all institutions. You should therefore inquire of the chief executive officer of each institution in your district whether it is to be taken by yourself or by a special enumerator. Lists of all withdrawals within your district, if any, will be sent to you by your supervisor. All other residents within your district, including the inmates of institutions not withdrawn, are to be enumerated by yourself.

12. In certain manufacturing centers Schedule No. 3 (Form 7-469) and the special schedules of manufactures (see paragraphs 317-318) have been withdrawn, under the provisions of section 7 of the census act, and will be placed in the hands of special agents of the Census Office. (See paragraph 63.) In cities and states where an official registration of deaths is maintained, the Director of the Census is authorized, at his discretion, to withhold the mortality schedule (Form 7-257) from the enumerators. (See paragraph 59.) If the manufactures and mortality schedules (or either of them) have been withdrawn from your district, you will find a notice to that effect on the inside cover of your portfolio, and if so, these schedules (one or both) have not been sent to you. (See paragraphs 315 and 337.)

13. **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. The white string tied around it is designed to hold the schedules in place.

14. 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 they must be kept clean by inclosing them between sheets of clean paper. You can utilize for this purpose the wrapping paper in which your portfolio was packed for shipment to you. Do not fold any schedules. All schedules must be kept flat. When returned they will be bound and permanently preserved, and any unnecessary folding interferes seriously with their use in the work of this office.

15. Badge.—An official badge is provided for your use, and it is required of you that you wear it, when on duty as an enumerator, during the entire period in which you are engaged upon the census work. It is not intended to take the place of your commission (Form 7-290), but it is an additional evidence of your authority to make the inquiries required by the census act. It should be attached to the vest under the coat and concealed or exhibited, according as its concealment or exhibition may aid you in obtaining the information you seek. It must not be given or lent for any purpose to any unauthorized person, but may be retained as a souvenir after the completion of the enumeration.

16. 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) and to every manufacturing or mechanical establishment within your district for the purpose of obtaining information required by this office. You have the right to put every question contained in the census schedules, and to obtain answers to each and all of them. (See section 22 of census act.)

17. Refusals to answer.—You are cautioned, however, not to obtrude needlessly upon any person visited the compulsory feature of the enumeration. In case your authority is disputed, display your official badge, and also your commission, which you should carry with you, to be shown in case of necessity. After all other means have failed, call the attention of the person refusing to give information to the penalty in section 22 of the census act. Much can be done by tact and persuasion. 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 altercation or threats. Many persons will give information after a night's reflection which they are indisposed to give when first visited. If, after exhaust-

ing your powers, you fail to secure the desired information, report the facts to your supervisor, who will be instructed what action to take.

18. Should objection be made to answering any question upon any of the schedules, it is your duty to state to the person refusing to give the information that such 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. Should he still persist in his refusal, enter in the proper column or space the words "Refused to answer," and report the facts to your supervisor.

19. 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.

20. Obligation to secrecy.—You have no right 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 \$500. (See section 21 of census act.) You are not permitted to show your schedules, when filled, nor 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 of any portion 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.

21. Falsification of returns.—In canvassing your district you have not the right to omit any dwelling, establishment, or resident, nor to enter upon the schedule of population the name of any fictitious person or persons, or of any person not entitled to be enumerated as a resident of the district; nor to make any fictitious or untruthful statement concerning any individual or establishment enumerated by you. The penalty for willful falsification of the returns is a fine not exceeding five thousand dollars and imprisonment not exceeding two years. (See section 21 of census act.)

22. Canvassing.—You will not be allowed to combine with the enumeration of the population and products of your district 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 from your employment as an enumerator.

23. Delegation of authority forbidden.—You are not at liberty to delegate your authority to any other person.

24. Your special attention is called to the clause in section 18 of

the census act which provides that "no enumerator shall be accompanied by or assisted in the performance of his duties by any person not duly appointed as an officer or employee of the Census Office, and to whom an oath of affirmation has not been duly administered."

25. What constitutes a day's work.—It is expected that you will devote ten hours, at least, every day (except Sundays) beginning with June 1, to the diligent canvassing of your district. Where the obtaining of the information required will be facilitated by doing your work in the evening, you are at liberty to do so.

26. Daily report cards.—Two sets of report cards are furnished for each working day of the period allowed for the enumeration, one (Form 7-378) addressed to the supervisor of your district and the other (Form 7-377) addressed to the Director of the Census at Washington. The cards for the supervisor are printed on gray paper, and those for the Director on buff paper.

27. These cards call for a daily report concerning the number of living persons enumerated on Schedule No. 1 (on both Form 7-224 and Form 7-464, Indians), the number of farms on Schedule No. 2 (Form 7-281), the number of manufacturing establishments on Schedule No. 3 (Form 7-469) and the special schedules of manufactures, and the number of deaths on Schedule No. 4 (Form 7-257). No provision is made on the card, however, for reporting the number of entries on either the special schedule relating to persons defective in sight, hearing, or speech (Form 7-442), or the special schedule relating to live stock not on farms or ranges (Form 7-340), or the special schedule relating to prisons (Form 7-408), and you are not required to make a daily report of the entries made on these special schedules.

28. In those districts where the enumeration must be made in the first two weeks of June, the working days actually allowed by law number thirteen, and end with June 15. The extra card for June 16 is supplied in case it should be necessary to prolong the enumeration for another day in a few districts, but, wherever possible, it is desirable to have the enumeration completed within the time limit prescribed in section 19 of the census act, namely, two weeks, and the necessity for using this additional card avoided.

29. At the close of each day's work you must fill a card (Form 7-378) addressed to your supervisor, stating the number of persons, farms, etc., enumerated on the several schedules, and the number of hours and minutes during which you were so occupied. You must also fill a duplicate card (Form 7-377) addressed to the Director of the Census at Washington. Observe that the dates on the cards are printed, and take care to fill out the cards bearing the proper date. Where practicable these cards are to be mailed daily. If your dis-

trict is sparsely settled or remote from the post-office, mail them as soon and as often as you have opportunity. Whether mailed or not, the cards for each day must be filled that day, and, if not mailed sooner, they must be forwarded at the close of the enumeration. Since they will be used in the settlement of your account for services rendered, it is important that great pains should be taken to insure accuracy in filling them. You are entitled to credit not only for the time consumed in the ordinary work of enumeration, but also for that occupied in hunting up delinquents and absentees, in securing information not obtained at the first visit, and in procuring from physicians their correction of the statements of causes of death (columns 12 and 15) on the mortality schedule (Form 7-257).

30. Diligence in enumeration necessary.—You are cautioned not to lose time (and money) in your canvass. Do not loiter by the way. On entering a house state your business in few words, ask the necessary questions, make the proper entries, and, as soon as your business as an enumerator shall have been transacted, leave the premises.

31. Certificate of completion of enumeration.—As soon as the work in your district is finished fill up and mail the two forms of certificate of completion of enumeration (Forms 7-379 and 7-380).

32. Consolidated time report.—The consolidated time report (Form 7-381) showing the number of hours and minutes employed each day, as recorded on the daily report cards previously sent in, is also to be filled and placed in the portfolio with your completed schedules.

33. Return of schedules to supervisor.—You will then pack your portfolio and schedules and return them to your supervisor. For this purpose use the manila paper in which the portfolio and the agricultural schedules (if received in a separate package) were originally sent. This paper, if preserved and turned, will form a suitable wrapping. Each package must be neatly put up for mailing, and securely tied with the twine inclosed in the portfolio. In rural districts the agricultural schedules are to be returned in a separate package, the schedules, before they are wrapped for mailing, being placed between the two pieces of millboard and securely tied, as when originally received. The label (Form 7-296) bearing the printed address of the supervisor of your district is to be pasted upon the outside of the package. If the wrapping paper is not turned, paste it over the old label bearing your own name and address.

34. Registration of schedules.—These packages must be registered at your local post-office. In signing registry-return receipts you are cautioned to add your official title ("Enumerator of the Twelfth Census") below your name.

35. Under the provisions of section 27 of the census act all mail mat-

ter (of whatever class) relative to the census is to be transmitted free of postage, and by registered mail, when properly indorsed. The attention of all postmasters has been called to this provision of the law, which is embodied in section 1037 of the Postal Laws and Regulations; and postmasters have been instructed by the Third Assistant Postmaster-General, under date of December 12, 1899, to accept for free transportation, by registered mail, all matter presented at their offices for that purpose, which has been prepared in accordance with the provisions of the law. They have further been instructed that the 4-pound limit of weight does not apply to census matter.

36. 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. He has authority from the Director to discharge you summarily for negligence of duty, inefficiency, incompetency, or misconduct of any sort on your part.

37. Use of telegraph.—In communicating with the supervisor of your district, for all ordinary purposes the mails will be found sufficient; but should any emergency arise, during the progress of the enumeration, in which you need immediate counsel and instruction, you may communicate with your supervisor by telegraph. The telegraph companies will accept telegrams signed by you if marked "Official business, charge Census Office, Washington, D. C., at government rates," without requiring payment in advance. You must, however, exhibit your commission (Form 7-290) to the receiving operator, as evidence of your right to avail yourself of this privilege.

38. Compensation for service rendered.—The compensation of the enumerators is ascertained and fixed in accordance with the provisions of section 16 of the act of March 3, 1899, and sections 1 and 2 of the amendatory act of February 1, 1900.

39. A uniform rate of five cents is fixed by the law in per capita districts for the return of each of the following items:

For each death reported on Schedule No. 4 (Form 7-257).

For each person defective in sight, hearing, or speech reported on special schedule (Form 7-442).

For each proprietor reporting live stock not on farms or ranges on special schedule (Form 7-340).

For each prisoner reported on special schedule (Form 7-408).

40. Vouchers.—The rates of compensation to be allowed you for your services as enumerator are stated in a communication accompanying your commission and oath. Vouchers corresponding to these rates have been sent to you in duplicate. On the completion of your work fill these two vouchers exactly in accordance with the printed circular of

Instructions accompanying them, subscribe to them before a notary public, and inclose both of them in the portfolio containing your completed schedules. Your supervisor will compare them with your daily report cards, your consolidated time report, and the schedules filled. If found correct, he will so certify, and will send them with your portfolio to Washington. If upon examination in the Census Office 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 contained in the circular accompanying the vouchers will postpone the date of final settlement of your account.

41. Use of interpreters.—The use of interpreters should be avoided as far as possible, and no expense should be incurred for the employment of an interpreter in your enumeration district except in those cases where it is absolutely essential to the proper completion of your work. No such expense must be incurred, however, unless it has been previously authorized, through the supervisor of your district, by the Director of the Census.

42. Where difficulty is encountered in making the head of the family understand what is wanted, you should call upon some other member of the family who is able to speak English, if there be one, to assist you in the enumeration. If no member of the family can aid you in your work, then the assistance of some neighbor, of the same nationality and able to speak English, should be obtained, whenever possible.

43. Where the employment of a paid interpreter is found to be absolutely necessary, you should report to the supervisor of your district the fact, and the character and extent of the service desired. He will then provide for the employment of some suitable person to act in this capacity, if he is satisfied that the services of an interpreter are necessary.

44. In most cases, you should know beforehand where the services of an interpreter are likely to be needed in your district; if at all, and arrange accordingly with the supervisor of your district for this part of your work.

45. If the services of an interpreter are needed in a considerable portion of your district, representing a number of families, you should provide for the enumeration of this part of your district on the same day, or on consecutive days, and should avoid keeping the interpreter employed when not actually needed.

46. In cases of special difficulty you will make a full report/beforehand, if possible) of the facts to the supervisor of your district, who will be granted authority to adopt such measures, in the particular

circumstances, as may be necessary to obtain a full and accurate enumeration.

47. In the case of a single family or individual you should use every effort to ascertain the facts required without the use of a paid interpreter, but failing in that you should notify the supervisor of your district immediately and await his action in the matter, so far as the enumeration of that particular family or individual is concerned.

48. The interpreter, before entering upon his duties, must take and subscribe to an oath upon Form 7-635, to be supplied to him by the supervisor, and which, when duly subscribed to, is to be forwarded to the supervisor of the district in which he is employed.

49. At the termination of the interpreter's employment in your enumeration district, if so employed, you will certify on Form 7-637 the time during which the interpreter assisted you and forward this certificate to the supervisor of your district, in an envelope to be supplied by him for this purpose.

50. The compensation of an interpreter will be at the rate of \$4 per day of ten hours' actual field work.

51. The interpreter will be paid for his services by the supervisor, who will include the expenditure for this purpose in his regular monthly expense account, supporting the same by a receipted sub-voucher (Form 7-636), duly signed by the person acting as interpreter and covering the period for which he was so employed.

SPECIAL INSTRUCTIONS

FOR FILLING THE GENERAL AND SPECIAL SCHEDULES.

52. **General.**—To the foregoing general account of your relations, powers, and duties are appended detailed instructions concerning the different branches of your work.

53. 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 erasures and interlining, which mar the appearance of the schedules when bound.

54. Every schedule should show with precision the geographical area to which it refers, and its political (civil) relations; also by whom the schedule was filled, and the date. (See paragraphs 71, 73, 75, 77, 80, and 91.)

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

56. The copying of the schedules for transmission to this office involves liability to error, especially in the transposition of entries to the wrong lines. For this reason it is unsafe to copy the several columns one at a time. If copying is necessary, copy line by line, using a ruler to keep the place, and take great pains to see that the ruler is not displaced. But the right way to do your work is to make the original entries with such care that no copying is required. (See paragraph 20.)

57. If your district is in a town having a system of house numbers, the enumeration must be made by blocks or squares. Begin at one corner of some block, and proceed entirely around and through it before leaving it for another. If there is, on the inside of the cover of your portfolio, a map showing the boundaries of your district, you will observe that the blocks included in it are lettered. Write, on the margin at the right-hand of page A of sheet 1 of the population schedule, the letter on the map which describes the first block visited by you. When the enumeration of the inhabitants of that block shall have been completed, with the exception of residents absent from their usual place of abode, draw a line across this margin opposite the last name entered. Then write opposite the next entry

the letter describing the next block enumerated. Repeat this process as many times as there are separate blocks in your district.

58. If your district is partly in a town and partly in the country, enumerate these two portions of the district separately, beginning with either, but completing the same before proceeding with the enumeration of the other. Take care to distinguish them so clearly that there can be no mistake or misunderstanding at Washington. (See paragraphs 76, 82, and 85.)

59. If the mortality schedule (Form 7-257) has not been withdrawn (see paragraph 12) from your district, after making the proper entries for each family upon Schedule No. 1, ask whether any member or members of this family have died during the past twelve months, and if so, enter the names and particulars.

60. Next ask whether any of its members are defective in sight or hearing, and if so, make the proper entries upon the special schedule (Form 7-442) for persons defective in sight, hearing, or speech. Do not fail to put these two questions at every house, unless, from your acquaintance with the family, you know them to be inapplicable.

61. Fill Schedule No. 2 (Form 7-281) if the family enumerated resides upon a farm (for definition of farm, see paragraphs 270 and 272), or if any member of the family operates a farm, through residing away from it.

62. Fill the special schedule for live stock not on farms or ranges (Form 7-340) wherever there are domestic animals in a barn or within the inclosure occupied by any residence not upon a farm.

63. Fill Schedule No. 3 (Form 7-469) or a special schedule of manufactures (see paragraph 318) for each manufacturing or mechanical establishment not withdrawn from the enumerators and canvassed by special agents. (See paragraph 12.)

64. At all institutions in your district, penal or other, inquire whether the institution has been or is to be enumerated by a special enumerator. If not, enter the officers, employees, and inmates upon Schedule No. 1, and fill the other schedules, so far as applicable to the circumstances of each case.

THE POPULATION SCHEDULES.

SCHEDULE No. 1.—POPULATION

65. General.—The number of copies of the population schedule (Form 7-224) contained in your portfolio is believed to be sufficient to enable you to make a return of every man, woman, and child whose usual place of abode ON THE FIRST DAY OF JUNE, 1900, was in your district. (See paragraphs 94, 109, and 110.)

66. If the number of copies sent you is not sufficient to cover the population of your district, you will notify the supervisor of your district at once, and he will see that you are supplied with extra copies. The entries on this schedule should be made at the time of the enumeration, and the recopying of schedules should be avoided. (See paragraph 56.)

67. The instructions for filling this schedule pasted on the inside of your portfolio are identical with those printed at the bottom of the illustrative example (Form 7-244), of which a copy has been sent to you. They are here reproduced word for word, with certain additions distinguished by the use of a type similar to that in this paragraph. These additional instructions, especially those relating to occupations, should be carefully studied by you.

68. The illustrative example (Form 7-244) shows the manner in which the entries upon the schedule should be made.

THE HEADING OF THE SCHEDULE.

69. Fill out the spaces at the top of each page above the heavy black line, or such of them as apply to your enumeration district, in accordance with the following explanations. Do this on each page before any other entry is made.

70. Numbering sheets.—Number the sheets of the population schedules on both sides (A and B), in the spaces provided therefor, in the exact order as filled, and when filled. Spaces are provided for 100 entries on each sheet, using A and B sides, and each sheet must be numbered the same on each side, as Sheet No. 1 A and Sheet No. 1 B, Sheet No. 2 A and Sheet No. 2 B, etc., using as many sheets as may be required for the enumeration of your district. (See paragraph 93.)

71. Supervisor's and enumeration districts.—Enter at the head of each schedule the number of your supervisor's district and the number of your own enumeration district. These numbers must be entered on both sides (A and B) of the sheet, and are to be repeated at the head of every sheet used in your work. (See paragraph 91.)

72. State and county.—Every state or territory in the United States is divided into parts called counties (except parishes in Louisiana), and the sum of these parts makes up the whole area of the state or territory. A few cities, like Baltimore and St. Louis, are independent of counties, but for census purposes these are classed as counties.

73. Enter at the head of each sheet (A and B sides), in the spaces provided therefor in the upper left-hand corner of the schedule, the name of the state (or territory) and county (or parish in Louisiana) for which the enumeration is made.

74. Township or other division of county.—Every county is divided into parts, and the sum of these parts makes up the whole area of the county. But the names given to these county divisions differ widely. In the north central states, except Wisconsin, and also in New Jersey, Pennsylvania, North Carolina, South Carolina, Arkansas, Oklahoma, and California they are called townships. In New England, New York, and Wisconsin they are called towns. In the South and far West they are usually called districts or precincts; but in Mississippi they are called beats; in Louisiana wards; in Delaware hundreds.

75. On the line provided for this entry, write the name (or number) by which the township or other division you are enumerating is known, and also the name of the class (township, town, etc.) to which it belongs, as Princeton township (Princeton alone is not enough); Washington town; Austin precinct; Precinct 10; Walnut Hill, etc.

76. If two or more townships (or parts of townships) are included in your district, each of them must be separately enumerated by you, taking pains to mark the sheets so as to distinguish them from each other beyond the possibility of error. Complete the enumeration of one township (or part of a township) before beginning to enumerate another township (or part thereof).

77. Name of incorporated city, town, or village, within the above-named division.—The relation of a city, town, village, or other incorporated place to the township or other division of the county is not uniform. Sometimes the incorporated place is a part of a township, precinct, or district, sometimes it is entirely independent of that and part only of a county.

78. If your enumeration district contains the whole or a part of a city, town, village, or other incorporated place, be careful to enumerate separately the population of such incorporated place, and to wholly complete the enumeration thereof before beginning the enumeration of the remainder of your district. This is important, as the separate enumeration of the population of incorporated places is required by the terms of the census act, as follows:

Sec. 12. * * * In case the subdivision assigned to any enumerator 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, or either, it shall be the duty of the enumerator of such subdivision to clearly and plainly distinguish and separate, upon the population schedules, the inhabitants of all or any part of such borough, village, town, or city, as may be embraced in the subdivision assigned to such enumerator, from the inhabitants of the territory not included therein. * * *

79. This provision of the census act contemplates that the population should be returned for every incorporated community, but not for any group of inhabitants not incorporated. Unincorporated communities are to be taken as part of the population of the township or other civil division of the county where found. Do not give the local name by which any unincorporated community is known.

80. Be careful to write on the line provided for this entry the name of the incorporated village, city, or other incorporated place for which the enumeration is being made, and upon the completion of the enumeration of such incorporated place to write on the line following the last entry therefor the words: "Here ends the enumeration of _____" (naming the city, village, or other incorporated place), as shown by illustrative example, and enter no more names on that page.

81. Begin the enumeration of the remainder of your enumeration district at the head of a new page (A or B side, as the case may be), and indicate the fact that it is the remainder of the township, precinct, or district, etc., that is, the enumeration of those living outside the limits of the city, village, or other incorporated place, but resident within the boundaries of your enumeration district. Do this by making an "X" on the line provided for the name of the incorporated city, town, or village, as shown on the "B" side of the illustrative example (Form 7-244).

82. 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, and the completion of each should be indicated by the words: "Here ends the enumeration of _____" (giving the name of the city, village, etc., as the case may be). Always begin the enumeration for a city, village, or other incorporated place, whether it forms the whole or a part of your enumeration district, at the head of a new page (A or B side of sheet), and also the beginning of that part of any township outside the city or village, but number the sheets consecutively for the entire enumeration district.

83. In certain states a part, and in some states all, of the incorporated cities, villages, boroughs, etc., are independent of the townships, precincts, or districts, etc., into which the county is divided; that is, although geographically situated within the township, precinct, or district, etc., they are not included for administrative purposes. In such cases they are to be considered as constituting a principal division of the county, the same as a township, etc., and the name of such city, village, or borough, etc., is to be written on the line provided for "Township or other division of county," and the line for "Name of incorporated city, town, or village, etc.," left blank.

84. You can easily determine whether both the name of the town or other civil division of the county and the name of the incorporated village 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 town 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 town, and the name of the town must be left blank. 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.

85. Ward of city.—If your enumeration district includes one or more wards of a city, or parts of wards, be careful to write the number of the ward on the line provided therefore, to begin the enumeration of the ward or part of ward at the head of the page (A or B side of sheet), and to complete the enumeration of one ward before commencing work in another, in case there is more than one ward; and in such cases to properly mark the ending of the work in each ward, the same as for an incorporated village, etc.

86. Name of institution.—Wherever an institution, such as a prison, jail, almshouse, hospital, asylum, college, convent, or other establishment containing a resident population, is to be enumerated, the full name and title of the institution should be written on the line provided therefor at the head of the sheet, and all persons having their usual places of abode in such institution, whether officers, attendants, inmates, or persons in confinement, should then be entered consecutively on the schedules.

87. If, as sometimes may be the case, a sheriff, warden, or other official lives in one end of the institution building, but separated by a partition wall from the building proper, his family (including himself as its head) should be returned as a separate family, and should not be returned as a part of the "census family" to which the inmates are credited. In such case the officer in immediate charge should head the institution schedule.

88. When the officers or attendants, or any of them, do not reside in the institution buildings, but live with their families in detached dwellings located in the institution grounds, they should be reported as separate families, but should be included as a part of the institution population. The families of officers or attendants who reside wholly outside the institution precincts, either in houses rented or owned by the institution, or by themselves, should not be enumerated as a part of the population of the institution.

89. When an institution is enumerated, write on each sheet in parenthesis, immediately following the name of the institution at the head of the sheet, the numbers of the lines upon which the inmates thereof have been entered, as, for example, "East Side Mission (lines 6 to 69, inclusive)." In all such cases, however, give in the proper place of entry the name of the township or other division of county and also the name of the city, village, or borough, etc., in which the institution is situated.

90. Special enumerators will be appointed to canvass many of the larger institutions, and in such cases the tour of duty of the special institution enumerator will not extend beyond the boundaries of the institution grounds, but should include all those persons and inmates whose usual places of abode are clearly within the institution territory.

91. Schedules to be signed by enumerators.—Each sheet (both A and B sides) of the population schedule is provided with a space for entering the date of the enumeration of the persons indicated thereon, and also for the signature of the enumerator, and each sheet (A or B sides, or both, as the case may be), as soon as filled, must be dated and signed by the enumerator as his certification that the entries contained therein have been made wholly by himself.

THE BODY OF THE SCHEDULE.

92. General.—Endeavor to obtain a positive answer to each inquiry according to the instructions herein given, but if an answer to any question can not be obtained from the persons in the family or the neighborhood, as the law requires, enter, in all cases where possible, the answer you believe to be true. In no case should "Unknown" or "Un" be entered, unless every effort to obtain the desired information has been made.

93. Notice that each sheet is divided into one hundred horizontal lines, fifty to each page (A and B), and that they are numbered from 1 to 100. The answers concerning each person enumerated should be entered on one of these horizontal lines, and so the facts required for 100 persons can be entered on each sheet, if completely filled. (See paragraph 70.)

94. The census day is the day on which the census begins, namely, June 1, 1900. Get each question on the schedule answered with reference to the census day (if applicable), and disregard all changes which occur in your district after that time. Thus, if you visit a family June 4, in which a marriage took place June 2, enter the parties as single, because they were so June 1. Enter any person who was alive and dwelling in your district June 1, even if he should die before you visit the dwelling. (See paragraphs 109-110.)

95. The *census year* is the twelve months, June 1, 1899, to May 31, 1900, inclusive—that is, the twelve months before the census day. The inquiries in columns 20 and 21 relate to the census year. (See paragraphs 828 and 386.)

96. Location.—Notice that this heading is divided into four columns and that the first two apply only in cities. By cities is meant here all bodies of population living close enough together to have a system of house numbers as a means of indicating location. If you are at work in a district or a part of a district having house numbers, write in the first column lengthwise the name of the street, avenue, court, place, or alley, as the case may be. In the second column write the number of the house on the same line with the name of the *first* person entered as living at that number on such street, avenue, etc. The places at which you begin and end work on any street, avenue, etc., are to be marked by heavy lines in ink (————) across the first and second columns, as shown in illustrative example (Form 7—244).

97. If two or more houses are situated on a single lot, that is, one or more houses located in the rear of the house fronting on the street, avenue, court, place, or alley for which the enumeration is being made, designate the first (or front) house by the usual house number on the street, the second house by the same number with "R1" added, the third house by the same number with "R2" added, and so on, until all the houses are properly marked with reference to the house number of the lot on which they are situated.

98. Column 1. Number of dwelling-house, in the order of visitation.—The object of this question is to get the number of occupied dwelling-houses in your district, and so by addition in the whole country and its various parts. Enter the first dwelling-house you visit as 1, the second as 2, and so on till your work is ended. The last number you write in this column will be the entire number of dwelling-houses in your district.

99. 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 canal boat, tent, or a wigwam. A building like a tenement or apartment house, if it has only one front door, counts as only one dwelling-house, no matter how many persons or families live in it. But one building with a partition wall through it and a front door for each of the two parts, counts as two dwelling-houses. So in a block of houses there are as many dwelling-houses as front doors.

100. An exception to this general rule is often found in cities where an apartment house has two separate front doors, but each door leads to a different floor of the same house. In such cases the separate front doors

are to be ignored and the house reported as a single dwelling, which it is in fact.

101. For houses containing more than one family the number of the dwelling-house in the order of visitation is to be recorded in column 1, opposite the entries made in the remaining columns for the head of the first family enumerated, but this number is not to be repeated for the other families living in the same house. (See entry in column 1 of the illustrative example (Form 7-244), at line 14, for the first family enumerated at 123 Decatur avenue, and the omission of this number at line 17 for the second family in the same house.)

102. Column 2. Number of family, in the order of visitation.—The object of this question is to get the number of families in your district, and so by addition in the whole country and its various parts. Enter the first family you visit as 1, the second as 2, and so on till your work is ended. The last number you write in this column will be the entire number of families in your district.

103. The word family, for census purposes, has a much wider application than it has in ordinary speech, and means a group of individuals who occupy jointly a dwelling place or part of a dwelling place. A person who boards in one place and lodges in another should be returned as a member of the family where he lodges. A domestic servant, unless she sleeps elsewhere, is to be returned as a member of the family in which she works. All the occupants and employees of a hotel, if they regularly sleep there, make up, for census purposes, a single family, because they occupy one dwelling place. The same is true of all officials and inmates of an institution who live in the institution building. But where officers or employees of an institution sleep in detached houses or separate dwelling places, they are separate families. (See paragraph 125.)

104. As the census family may thus be much larger than the natural family, so it may also be much smaller, for one person dwelling alone is to be returned as a family. A clerk in a store, who regularly sleeps there, is to be reported as a family, and the store as his dwelling place. Be careful to watch for and ask concerning such persons living alone, otherwise they are likely to be omitted and the population reported from your district will be in consequence too small. This class of persons is described in the census act (see section 12) as "individuals living out of families," and by this term is meant all persons occupying a room or rooms in public buildings, stores, warehouses, factories, and stables, having no other usual place of abode; persons living solitary in cabins, huts, or tents; persons sleeping on river boats, canal boats, barges, etc., having no other place of abode, and persons in police stations and lodging houses having no homes.

105. In cases where two or more families dwell in one dwelling place, like a tenement or apartment house, the best test for deciding the number of families is the number of separate tables. Each family usually, though not always, has its own meals.

106. The number of the family in the order of visitation is to be recorded in column 2 opposite the entries made in the remaining columns for the head of EACH family enumerated; that is to say, each and every family enumerated by you should be numbered in this column on the line for the head of the family only, in the order as enumerated, as shown in illustrative example (Form 7-244).

107. Note.—Columns 3, 4, 5, 6, 7, 8, 9, 13, 14, and 15 apply to each and every person enumerated, and an entry is required to be made in each of these columns, irrespective of the age of the person to whom the answers relate.

NAME AND RELATIONSHIP.

108. Column 3. Name of each person enumerated.—Enter the name of every person whose usual place of abode (see paragraph 111) is in the family or dwelling place for which the enumeration is being made. The census day, that is, the day as of which the enumeration is made, is June 1, 1900. Include, therefore, every person living on June 1, 1900, or during any part of that day, and omit children born after that date.

109. It is intended that the name of every man, woman, and child whose usual place of abode *on the first day of June, 1900*, was within your district shall be entered on the population schedule, but no entry is to be made of a child born between the first day of June, 1900, and the day of your visit, say June 5, June 15, etc., as the case may be. (See paragraph 94.)

110. On the other hand, every person who was a resident of your district upon the first day of June, 1900, but between that date and the day of your visit shall have died, should be entered on the schedule precisely as if still living. The object of the schedule is to obtain a list of the inhabitants *on the first day of June, 1900*, and all changes after that date, whether in the nature of gain or loss, are to be disregarded.

111. The census law furnishes no definition of the phrase "usual place of abode," and it is difficult to guard against the danger that some persons will be reported in two places and others not reported at all. Much must be left to the judgment of the enumerator, who, if he will take the pains, can satisfy himself, in the great majority of instances, as to the propriety of including or not including doubtful cases in his enumeration of any given family.

112. In the case of boarders at hotels, students at schools or colleges, and inmates of institutions, ascertain whether the person concerning whom the question may arise has at the time any other place of abode within another district at which he is likely to be reported. Seafaring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors' boarding or lodging house, if they *acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house.

113. Persons engaged in internal transportation, canal men, expressmen, railroad men, etc., if they habitually return to their homes in the intervals of their occupations, will be reported *as of their families*, and not where they may be temporarily staying on June 1, 1900.

114. The transient guests of a hotel are not to be enumerated as of the hotel, unless they are likely otherwise to be omitted from the enumeration; but the proprietor and his family, and those boarders, employees, and servants who regularly sleep there are to be so included.

115. The inmates of transient lodging-houses are to be so enumerated, if they claim no other home or have no other place of abode.

116. All inmates of hospitals or other institutions are to be enumerated; but if they have some other permanent place of residence, write it in the margin of the schedule on the left-hand side of the page.

117. If a soldier, sailor, or marine (officer or enlisted man), or civilian employee in the service of the United States at a station at home or abroad, is a member of a family living in your district, he should be enumerated as a member of that family, even though he may be absent on duty at the time of the enumeration.

118. Summer boarders at hotels or country houses and persons temporarily residing in foreign lands should be enumerated as part of their family at their home or usual place of abode.

119. The floating population in vessels, steamboats, and house boats at wharves and piers or river landings should be enumerated on the morning of June 1, as far as possible, by the enumerators of the districts contiguous to the water front, including in the enumeration all persons who claim to be residents of the United States, even though they have no other home than on board the craft where they are found; but the officers and crew of a foreign ship only temporarily in the harbor are not to be enumerated.

120. It is important to ascertain beyond a doubt whether the information given by the person supplying the same covers all the persons in the family, including not only the immediate members of the family, as the head, wife, and children, but also other relatives living with the family, servants (if they sleep in the house), and persons who live with the family, as boarders, lodgers, etc.

121. In the case of families reported "out" at the first visit, but enumerated at a later visit, no spaces should be left blank on the population schedule for the entries concerning the members of such a family, as you can have no knowledge, in most cases, of the number of members constituting the family, and hence of the number of lines to be left blank. The enumeration of the family is to be made on that sheet of the population schedule on which you are at work on the day when the information concerning such family is finally obtained by you.

122. In the case, however, of boarders, lodgers, or other persons living in a family, for whom no information can be obtained at the first visit, but which is supplied later, either in person or through the lady of the house, you should duly enter the name of such person as a member of the family so enumerated, and arrange to secure by a second or third visit, if necessary, the information needed to complete the record for such person. It is important that the person should be recorded by name at least as a member of the family with whom he resides, as otherwise the enumeration of that family will be incomplete, and if omitted from its proper place on the population schedule, such person is likely to be counted, when finally enumerated, as a family of one, which is not the fact.

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

124. Enter first the 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 on the preceding line indicate this by drawing a horizontal line (—) thereunder, as shown in illustrative example.

125. Column 4. Relationship to head of family.—Designate the head of the family, whether a husband or father, widow or unmarried person of either sex, by the word "Head;" for other members of a family write *wife, mother, father, son, daughter, grandson, d.-in-law, aunt, uncle, nephew, niece, boarder, lodger, servant, etc.*, according to the particular relationship which the person bears to the head of the family. Occupants of an institution or school, living under a common roof, should be designated as *officer, inmate, pupil, patient, prisoner, etc.*, and in case of the *chief officer* his title should be used, as *warden, principal, superintendent, etc.* Institutions whose inmates occupy different buildings should be enumerated as though they occupied one institution building. If more than one family resides in the institution building or buildings, group the members together and distinguish them in some intelligible way. (See paragraph 103.) If two or more persons share a common abode as partners, write "Head" for one and "partner" for the other or others.

PERSONAL DESCRIPTION.

126. Column 5. Color or race.—Write "W" for white; "B" for black (negro or of negro descent); "Ch" for Chinese; "Jp" for Japanese, and "In" for Indian, as the case may be.

127. Column 6. Sex.—Write "M" for male and "F" for female, as the case may be.

128. Column 7. Date of birth.—The object of this question is to help in getting the exact age in years of each person enumerated. Many a person who can tell the month and year of his birth will be careless or forgetful in stating the years of his age, and so an error will creep into the census. This danger can not be entirely avoided, but asking the question in two forms will prevent it in many cases.

129. Enter in the first division of column 7 the name or abbreviation of the month in which the person was born, thus: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., or Dec.

130. Enter in the second division the year in which the person was born, thus: 1841, 1897, etc.

131. Column 8. Age at last birthday.—The object of this question is to get the age of each person in completed years, or in the case of a child under one year the age in completed months.

132. For each person of one year of age or over, enter the age at last birthday in whole years, omitting months and days. For children who, on the first day of June, 1900, were less than one year of age, enter the age in months, or twelfths of a year, thus: $\frac{2}{12}$, $\frac{7}{12}$, $\frac{11}{12}$. For a child less than one month old, enter the age as follows: $\frac{1}{12}$.

133. Endeavor to ascertain in each case the month and year of birth called for in column 7, but where this is impossible get as nearly as possible the exact years of age. An answer given in round numbers, such as "about 30," "about 45," is likely to be wrong. In such cases endeavor to get the exact age.

134. Column 9. Whether single, married, widowed, or divorced.—Write "S" for single or unmarried persons, "M" for married, "Wd" for widowed (man or woman), and "D" for divorced.

135. Column 10. Number of years married.—Enter in this column for all persons reported as married (column 9) the number of years married (to present husband or wife), as 5, 9, 29, etc.; for persons married during the census year, that is, from June 1, 1899, to May 31, 1900, write "0," for all other persons leave the column blank. Notice that this question can not be answered for single persons and need not be for widowed or divorced persons.

136. Columns 11 and 12. Mother of how many children and number of these children living.—This question applies only to women,

and its object is to get the number of children each woman has had, and whether the children are or are not living on the census day. Stillborn children are not to be counted.

137. Enter in column 11 the figure showing the number of children born to this woman, as 1, 2, 3, 6, 10, etc. If she has had none, write "0." Enter in column 12 the figure showing the number of these children living on the census day. Whether the children are living in your district or elsewhere makes no difference. If the woman has had no children, or if they are all dead, write "0."

NATIVITY.

138. Column 13. Place of birth of person.—The object of this question is to get the birthplace of every person living in your district. If the person was born in the United States, enter in column 13 the state or territory (not city or town) of the United States in which he was born. 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.

139. If the person was born outside the United States, enter in column 13 the country (not city or district) in which he was born. By country is meant usually a region whose people have direct relation with other countries. Thus, do not write Prussia or Saxony, but Germany. Do this rule, however, note the following exceptions:

140. Write Ireland, England, Scotland, or Wales rather than Great Britain. Write Hungary or Bohemia rather than Austria for persons born in Hungary or Bohemia, respectively. Write Finland rather than Russia for persons born in Finland.

141. Note, also, that the language spoken is not always a safe guide to the birthplace. This is especially true of Germans, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German. In case a person speaks German, therefore, inquire carefully whether the birthplace was Germany, Austria, or Switzerland.

142. In case the person speaks Polish, as Poland is not now a country, inquire whether the birthplace was what is now known as German Poland or Austrian Poland or Russian Poland, and enter the answer accordingly as Poland (Ger.), Poland (Aust.), or Poland (Russ.).

143. If the birthplace reported is Canada or Newfoundland, ask whether the person is of English or French descent. Write Canada English or Canada French, according to the answer.

144. If the person was born abroad of American parents, write in column 13 both the birthplace and "Am. cit.;" that is, American citizen.

145. If the person was born at sea, write "at sea."

146. Spell out the names of states, territories, and countries, and do not abbreviate, except for American citizen, as mentioned in paragraph 144.

147. Columns 14 and 15. Place of birth of father and mother.—Apply the instructions for filling column 13 to these two columns; but where either the father or mother was born at sea, write in the proper column, beside the words "at sea," the birthplace of the father's father or mother's father.

CITIZENSHIP.

148. Column 16. Year of immigration to the United States.—If the person is a native of the United States, leave the column blank. If he was born abroad, enter the year in which he arrived in the United States.

149. Column 17. Number of years in the United States.—If the person is a native of the United States, leave the column blank. If he was born abroad, enter the number of years since his arrival in the United States. Disregard all fractions of a year. If the time is less than one year, write "0." Endeavor to get the exact number of years in all cases.

150. The question of immigration (columns 16 and 17) applies to all foreign-born persons, male and female, of whatever age. It does not apply to persons born in the United States.

151. Column 18. Naturalization.—If the person is a native of the United States, leave the column blank. If he was born abroad, and has taken no steps toward becoming an American citizen, write "Al?" (for alien). If he has declared his intention to become an American citizen and taken out his "first" papers, write "Pa?" (for papers). If he has become a full citizen by taking out second or final papers of naturalization, write "Na?" (for naturalized).

152. The question of naturalization (column 18) applies only to foreign-born males 21 years of age and over. It does not apply to foreign-born minors, to foreign-born females, or to any person, male or female, who was born in the United States, either of native or foreign parentage.

OCCUPATION, TRADE, OR PROFESSION.

153. NOTE.—The following instructions concerning the return of the occupation, trade, or profession in column 19 do not, in the main, form a part of the instructions contained in the portfolio or the instructions printed at the bottom of the illustrative example. These instructions are very important, however, and must be not only read but studied carefully.

154. Column 19. Occupation.—This question applies to every person 10 years of age and over who is at work, that is, occupied in gainful labor.

and calls for the profession, trade, or branch of work upon which each person depends chiefly for support, or in which he is engaged ordinarily during the larger part of the time. (See paragraph 223.)

155. This is a most important question. In reporting occupations avoid the use of general or indefinite terms which do not indicate the *kind of work done*. You need not give a person's occupation just as he expresses it. If he can not tell intelligibly what he *is*, find out what he *does*, and describe his occupation accordingly. Endeavor to ascertain always the *kind of work done*, and so state it.

156. Indicate in every case the kind of work done or character of service rendered. Do not state merely the article made or worked upon, or the place where the work is done. For example, the reply "carriage builder," or "works in carriage factory," is unsatisfactory because men of different trades, such as blacksmiths, joiners, wheelwrights, painters, upholsterers, work together in building carriages. Such an answer, therefore, does not show what kind of work the person performs.

157. Return every person according to his own occupation, not that of his employer. For example, describe a blacksmith employed by a manufacturer of carriages as a carriage blacksmith and not as a carriage builder, or a cooper employed by a brewery as a cooper and not a brewer, etc.

158. If a person has two occupations, enter the more important one, that is, the one from which he gets the more money. If you can not learn that, enter the one in which he spends the more time. For example, describe a person who gets most of his income by managing a farm, but also preaches, as a "farmer," but if he gets more income from his preaching, describe him as a "preacher" and not as a farmer.

159. Sometimes you will find a person engaged in one occupation, but claiming a different one. This will be common in certain resorts for invalids. Such persons often take up for the time occupations different from those followed at home. For example, you may find a clergyman canvassing for books or a physician herding cattle. In such a case ask from which occupation the person gets the more money or to which he gives more time during the year.

160. If a married woman has a gainful occupation, return the occupation accordingly, whether she does the work at her home or goes regularly to a place of employment, and whether she is regularly or only occasionally so employed. For example, "milliner," "dressmaker," "nurse," etc.

161. In farming sections, where a farm is found that is under the management or supervision of a woman as owner or tenant, return the occupation of such woman as "farmer" in all cases.

162. Report a student who supports himself by some occupation according to the occupation, if more time is given to that, but as a student, if more time is given to study. Thus report a student who does stenographic

work as a student unless more of his time is spent in stenography. Report a salesman in a grocery store, who attends a night school as "salesman, groceries," because most of his day is spent in the store. (See paragraph 219.)

163. Many a person who does not follow any occupation still has an income. In that case indicate the source of the income. Report a person whose income comes from the rent of lands or buildings as "landlord." Report a person who receives his income, or most of it, from money loaned at interest, or from stocks, bonds, or other securities, as a "capitalist."

164. Abbreviations.—The space in column 19 is somewhat narrow, and it may be necessary to use the following abbreviations (but no others):

<i>Agri.</i> , for agricultural.	<i>Mfr.</i> , for manufacturer.
<i>Ag't.</i> , for agent.	<i>Pres't.</i> , for president.
<i>Ass't.</i> , for assistant.	<i>R. R.</i> , for railroad or railway.
<i>Co.</i> , for company.	<i>Sch.</i> , for school.
<i>Comm'n.</i> , for commission.	<i>Sec'y.</i> , for secretary.
<i>Dept.</i> , for department.	<i>Sup't.</i> , for superintendent.
<i>Fab'g.</i> , for factory.	<i>Tele'g.</i> , for telegraph.
<i>Insur.</i> , for insurance.	<i>Teleph.</i> , for telephone.
<i>Merch.</i> , for merchant.	<i>Trav.</i> , for traveling, or traveler.
<i>Mfg.</i> , for manufacturing.	<i>Treas.</i> , for treasurer.

165. The illustrations given under this head show the nature of the answers which should be made to this inquiry. They are not intended to cover all occupations, but are merely examples of the answers desired in order to secure a proper description of the character of the service rendered or kind of work done by each and every person engaged in gainful labor.

Agricultural Pursuits.

166. Do not confuse a *farmer* with a *farm laborer*. If a person works on a farm for a stated wage (in money or its equivalent), even though he may be a son or other relative of the person who conducts the farm, he should be entered as a *farm laborer*, and not as a farmer. On the other hand, if a person owns or rents a farm, or operates it with or for another person, for a fixed share of the products, he should be entered as a *farmer*, and not as a farm laborer. Enter the older children of a farmer (who work on the farm) as farm laborers, except when a father and son (or sons) jointly operate the farm for fixed shares of the product. (See paragraph 300.)

167. Do not confuse a *day laborer* at work for the city, town, or at odd jobs with a *farm laborer* at work on the farm or plantation or in the employ of gardeners, nurserymen, etc. Do not say simply "laborer," but state in every case the *kind of work done*, as *day*

laborer, farm laborer, garden laborer, etc. If a person is a laborer in a mill, workshop, or factory, specify the fact, in addition to the word laborer, as *laborer (cement works)*, etc.

168. Distinguish between a *woodchopper* at work regularly in the woods or forests and an ordinary laborer who takes a job occasionally at chopping wood.

169. Distinguish between a *farmer* or a *planter* who owns, hires, or carries on a farm or plantation, and a *gardener*, *fruit grower*, *nurseryman*, *florist*, or *wine grower*, etc., who is engaged in raising vegetables for market or in the cultivation of fruit, flowers, seeds, nursery products, etc.

170. Avoid the confusion of the *garden laborer*, *nursery laborer*, etc., who hires out his services, with the proprietor gardener, florist, nurseryman, etc., who carries on the business himself or employs others to assist him.

171. Return as a *dairyman* or *dairywoman* any person whose occupation in connection with the farm has to do chiefly with the dairy. Do not confuse such a person with an employee of a butter and cheese or condensed milk factory, who should be separately returned by some distinctive term.

172. Return a *stock herder* or *stock drover* separately from a *stock raiser*.

173. Do not include a *lumberman*, *raftsman*, *log driver*, etc., engaged in hauling or transporting lumber (generally by water) from the forest to the mill with an employee of a lumber yard or a lumber mill.

Fishing.

174. For a *fisherman* or *oysterman* describe the occupation as accurately as possible. Be careful to avoid the return of a fisherman on a vessel as a sailor. If he gains his living by fishing, he should be returned as a "fisherman," and not as a sailor.

Mining and Quarrying.

175. Make a careful distinction between a *coal miner* and a *miner of ores*; also between a *miner* and a *quarryman*. State the *kind* of ore mined or stone quarried.

176. Do not return a *proprietor* or *official* of a mining or quarrying company as a *miner* or *quarryman*, but state his business or official position accurately.

Professional Pursuits.

177. Specify each profession in detail, according to the fact, as follows: *Actor*, *artist* or *teacher of art*, *clergyman*, *dentist*, *designer*, *draftsman*, *engineer*, *civil engineer* or *surveyor*, *mechanical* or *mining engineer*, *government clerk* or *official*, *journalist*, *lawyer*, *librarian*, *musician* or *teacher of*

music, *physician*, *surgeon*, *professor* (in college or university), *teacher* (in school), or other pursuits of a professional nature.

178. Distinguish between an *actor*, a *theatrical manager*, and a *showman*.

179. Return a *government official*, in the service of the national, state, county, city, or town government, by the title of his office, if that is the occupation upon which he depends chiefly for a livelihood; otherwise by his usual trade or profession.

180. Distinguish between a *government clerk* occupying a position under the national, state, county, city, or town government and a clerk in an office, store, manufacturing establishment, etc.

181. Return a *voluntary surgeon* separately from another surgeon.

182. Distinguish a *journalist editor*, or *reporter* from an *author* or other literary person who does not follow journalism as a distinct profession.

183. Return a *chemist*, *assayer*, *metallurgist*, or other scientific person by his distinctive title.

Domestic and Personal Service.

184. Specify each occupation or kind of service rendered in detail, according to the fact, as *hotel keeper*, *boarding-house keeper*, *restaurant keeper*, *saloon keeper*, or *bartender*; *housekeeper*, *cook*, or *servant* (in hotel, boarding-house, hospital, institution, private family, etc.); *barber* or *hairdresser*; *janitor*, *seaman*, or *undertaker*; *nurse* or *midwife*; *vaultsman*, *police-man*, or *detective*. The above are given only as examples of the occupations which would naturally be included under this general class of work.

185. Return as a *housekeeper* a woman who receives a stated wage or salary for her services, and do not confuse her with a woman who keeps house for her own family or for herself, without any gainful occupation, or with a grown daughter who assists in the household duties without pay. A wife or daughter who simply keeps house for her own family should not be returned as a housekeeper in any case. (See paragraph 218.)

186. A *clerk* in a hotel, restaurant, or saloon should be so described and carefully distinguished from a *bartender*. In many instances a bartender will state his occupation as "clerk" in wine store, etc., but the character of the service rendered by such a person will readily determine whether he should be classed as a "bartender," or as a "clerk."

187. A *stationary engineer* or *fireman* should be carefully distinguished from a *locomotive engineer* or *fireman*.

188. A *soldier*, *sailor*, or *mariner* enlisted in the service of the United States should be so returned. Distinguish between an officer and an enlisted man, and for a civilian employee state the kind of service performed by him.

Pursuits of Trade and Transportation.

189. Distinguish carefully between a *real estate agent*, *insurance agent*, *claim agent*, or *commission agent*, etc.
190. If a person combines two or more of these occupations, as is often the case, return the occupation from which he derives the larger share of his income.
191. Return an accountant, bookkeeper, clerk, cashier, etc., according to his distinctive occupation, and state the kind of service rendered, as *accountant—insurance*; *bookkeeper—wholesale dry goods*; *clerk—gas company*; *cashier—music store*.
192. Do not confound a clerk with a salesman, as is often done, especially in dry goods stores, grocery stores, and provision stores. Generally speaking, a person so employed is to be considered as a salesman, unless most of his service is in the office on the books and accounts; otherwise he should be returned as *salesman—dry goods*; *salesman—groceries*, etc.
193. A *stenographer* or *typewriter* should be reported as such, and should not be described simply as a "clerk."
194. Distinguish carefully between a *bank clerk*, *cashier in bank*, or *bank official*, describing the particular position filled in each case. In no case should a *bank cashier* be confounded with a cashier in a store, etc.
195. Distinguish between a foreman and overseer, a packer and shipper, a porter and helper, and an errand office, and messenger boy in a store, etc., and state in each case the character of the duties performed by him, as *foreman—wholesale wool*; *packer—crochery*; *porter—rubber goods*; *errand boy—dry goods*; *messenger boy—telegraph*.
196. State the kind of merchant or dealer, as *dry goods merchant*, *wood and coal dealer*, etc. Whenever a single word will express the business carried on, as *grocer*, it should be used.
197. In the case of a huckster or peddler also state the kind of goods sold, as *peddler—tinware*.
198. Distinguish a traveling salesman from a salesman in a store, return the former as a "commercial traveler," and state the kind of goods sold by him.
199. Return a *boarding or livery stable keeper* separately from a *hosler* or other stable employee.
200. Distinguish also between an *expressman*, *teamster*, *drayman*, and *carriage and hack driver*.
201. A steam railroad employee should be reported according to the nature of his work, as *baggage man*, *brakeman*, *conductor*, *railroad laborer*, *locomotive engineer*, *locomotive fireman*, *switchman*, *yardman*, etc.
202. An *official of a railroad*, *telegraph*, *express*, or *other company*

should be returned by his title and carefully distinguished from an employee of such company.

203. Return a *boatman*, *canalman*, *pilot*, *longshoreman*, *skendero*, or *sailor* (on a steam or sailing vessel) according to his distinctive occupation.

204. A *telegraph operator*, *telephone operator*, *telegraph lineman*, *telephone lineman*, *electric-light man*, etc., should be reported according to the nature of the work performed.

Manufacturing and Mechanical Pursuits.

205. In reporting this class of occupations there are many difficulties in the way of showing the kind of work done rather than the article made or the place worked in. The nature of certain occupations is such that it is well-nigh impossible to find properly descriptive terms without the use of some expression relating to the article made or place in which the work is carried on.

206. Do not accept "maker" of an article or "works in" mill, shop, or factory, but strive always to find out the particular work done.

207. Do not use the words "factory operative," but specify the kind of work done, as *cotton mill—spinner*; *silk mill—weaver*, etc.

208. Avoid in all cases the use of the word "mechanic," and state whether a *carpenter*, *mason*, *house painter*, *machinist*, *plumber*, etc.

209. Do not say "finisher," "molder," "polisher," etc., but describe the work done, as *brass finisher*, *iron molder*, *steel polisher*, etc.

210. Distinguish between a person who tends machines and the unskilled workman or laborer in mills, factories, and workshops.

211. Describe the proprietor of the establishment as a "manufacturer," and specify the branch of manufacture, as *cotton manufacturer*, etc. In no case should a manufacturer be returned as a "maker" of an article.

212. In the case of an apprentice, state the trade to which apprenticed, as *Apprentice—carpenter*, etc.

213. Distinguish between a *butcher*, whose business is to slaughter cattle, swine, etc., and a *provision dealer*, who sells meats.

214. Distinguish also between a *glover*, *hatter*, or *hatter* who actually makes in his own establishment all or part of the gloves, hats, or furs which he sells, and a person who simply deals in but does not make these articles.

215. Do not describe a person in a printing office as a "printer" where a more expressive term can be used, as *compositor*, *pressman*, *press feeder*, etc.

216. Make the proper distinction between a *clock or watch "maker"* and a *clock or watch "repairer"*. Do not apply the word "jeweler" to those who make watches, watch chains, or jewelry in large establishments.

217. Distinguish between a *clockmaker*, *dressmaker*, *seamstress*, *tailress*, etc. In the case of a *sewing-machine operator*, specify the kind of work done.

Nongainful Pursuits.

218. If a person is attending school write "at school." No entry in column 19 should be made, however, for a lawyer, merchant, manufacturer, etc., who has retired from practice or business; nor for a wife or daughter living at home and assisting only in the household duties without pay (see paragraph 185); nor for a person too old to work, or a child under 10 years of age not at school.

219. The doing of domestic errands or family chores out of school hours, where a child regularly attends school, is not an occupation. But if a boy or girl, above 10 years of age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the kind of work performed should be stated. (See paragraph 162.)

220. In the case of an inmate of an institution or home, such as a hospital, asylum, home for the aged, soldiers' home, penitentiary, jail, etc., no entry is required in column 19 unless the inmate is actually engaged in remunerative work for which he receives a stated wage in addition to his board. The occupation of an officer or regular employee of such institution or home, however, is to be entered in this column, the same as for all other persons having a gainful occupation.

221. Column 20. Months not employed.—The object of this question is to get the number of months (or parts of months) in the census year (June 1, 1899, to May 31, 1900) during which each person having a gainful occupation was not employed. For those who have no gainful occupation, leave the column blank.

222. The law does not contemplate that this question shall apply solely to the principal occupation in which the person may have been engaged during the year, but it is the intent to find out the number of months (or parts of months) during which a person ordinarily engaged in gainful labor was not employed at all.

223. A return is required in columns 19 and 20 for each and every person 10 years of age and over who was engaged in gainful labor during any part of the census year (June 1, 1899, to May 31, 1900, inclusive), or who is ordinarily occupied in remunerative work but during the census year was unable to secure work of any kind. In the latter case enter his customary occupation, as carpenter, bricklayer, etc., in column 19 and the figure "12" in column 20 to show that, although he had an occupation or trade, he was not employed at all during the year at that or any other kind of work.

EDUCATION.

224. Column 21. Attended school (in months).—For all persons attending school during the year ending June 1, 1900, enter the number of months (or parts of months) of school attendance, as 9, 8½, etc. If a person of school age did not attend school at all during the year, write "0." For all other persons to whom the inquiry is not applicable, leave the column blank.

225. Column 22. Can read.—Write "Yes" for all persons 10 years of age and over who can read any language, and "No" for all other persons of that age who can not read in any language. For persons under 10 years, leave the column blank.

226. Column 23. Can write.—Write "Yes" for all persons 10 years of age and over who can write any language, and "No" for all other persons of that age who can not write in any language. For persons under 10 years, leave the column blank.

227. The inquiries in columns 22 and 23 are intended to show the literacy of all persons 10 years of age and over, and should be answered according as they are able to read or write the language ordinarily spoken by them.

228. Column 24. Can speak English.—Write "Yes" for all persons 10 years of age and over who can speak English, and "No" for all other persons of that age who can not speak English. For persons under 10 years, leave the column blank.

OWNERSHIP OF HOME.

229. Fill columns 25, 26, and 27 for each head of family only; for every other person, leave the columns blank.

230. Column 25.—If the home is owned, write "O." If it is rented, write "R."

231. Column 26.—If the home is rented, leave the column blank. If it is owned and mortgaged, write "M." If it is owned free from mortgage incumbrance, write "F."

232. Column 27.—If the home is a farm, write "F." If it is only a house, write "H."

233. Column 28.—If the home is only a house, leave the column blank. If the home is a farm, write the number of its farm schedule; that is, the farm number as reported on Schedule No. 2, relating to agriculture. Enter the number of each farm schedule on the line for the member of the family by whom the farm is operated. (See paragraphs 246 and 277.)

234. Definition of home.—By the word "home" in the census is meant any place of abode inhabited by any person or persons, whether it is a house, a tent, a boat, or whatever it may be. If any such place of

abode is inhabited by more than one family, it is the home of each of them, and it may accordingly be counted as two or more homes instead of one. The family (see paragraphs 102-106) is the basis for all inquiries in columns 25, 26, and 27.

235. A home occupied by a family engaged in farming, gardening, or any other form of agricultural production includes the land cultivated. If occupied by a family not so engaged, it includes only the dwelling and the ground occupied by it, with the appurtenances thereto.

236. In case a family resides in a tent or boat, write in column 27 the word "tent" or "boat."

237. If a family cultivates a farm, but resides in a house detached from the farm, in a village or elsewhere, the farm and the house must jointly be considered the family home and that home a farm, unless the chief occupation of the person operating the farm is something other than farming. In the latter case, the house alone is to be regarded as the home. (See paragraphs 269-270.)

238. Owned or rented.—A home is to be classed as "owned" whenever the title, in whole or in part, is vested in any member of the family (not a boarder) by which the house is occupied. It is owned if any member of the family has a life interest or estate in it; or if it is occupied by a settler on the public domain who has not "proved up," or if it is held under a contract or bond for a deed, or occupied for redemption purposes after having been sold for debt. (See paragraph 265.) It is not necessary that full payment for the property should have been made. All homes not owned as herein explained are to be classed as "rented."

239. In case of a farm part of which is owned and part rented, or in case different members of the same family operate different farms, of which one is owned and the other rented; or in case of the cultivation of a farm by a family which does not reside upon the farm, but elsewhere, the dwelling being owned and the farm rented, or, on the contrary, the farm being owned and the dwelling rented, the principle applies that "part ownership is ownership." In all these and similar cases write in column 25 the letter "O."

240. Following the same general rule, if a family occupies a house upon leased land for which "ground rent" is paid, and the building is owned by any member of the family (not a boarder), write "O." Ownership of the building and not the ground, or of the ground and not the building, by the occupant, is part ownership.

241. If of two families occupying the same house, one has an interest in it, and the other not, the home occupied by the former is to be returned as "owned," but that occupied by the other as "rented."

242. Free or mortgaged.—The question in column 26 applies only to homes which are owned (in whole or in part, as explained above). Its

aim is to ascertain whether the home, or so much of the home as is owned by the occupant, has been fully paid for and is without incumbrance of any sort, either in the form of a mortgage or otherwise. This question has no relation to rented property.

243. All 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, but no others.

244. Liabilities or incumbrances of any sort which attach to land occupied in connection with a home, but not owned by the family, are not to be regarded as mortgages upon the home. For instance, if, as mentioned in paragraphs 239 and 240, in the case of a farm partly owned and partly rented, or in that of two farms, one of which is owned and the other rented, or in that of a house erected by the occupant upon ground owned by another person, there is a mortgage upon the leased land, but not upon the farm or portion of a farm or dwelling owned by the occupant, the house is to be returned as free from mortgage.

245. Farm or house.—The letter "F" in column 27 means that some member of the family operates a farm, which should be separately reported on the agricultural schedule, and its number in the order of visitation entered in column 28. In all other cases enter in column 27 the letter "H." Usually a farmer resides upon his farm, and persons who reside on farms are farmers. If however, a family resides upon a farm, but no member of the family operates it, write "H." On the other hand, if a farm is operated by any person who does not reside upon it, but off the farm, in a village or elsewhere, enter against the name of the head of the family of which such person is a member the letter "F."

246. Farm number.—The serial number of each farm reported, in the order of visitation, is to be entered in column 28, precisely as the numbers of houses and families enumerated are entered in columns 1 and 2. (See paragraphs 98-101 and 102-106.) This number should, in every instance, be the same as the number in the heading of the corresponding farm schedule. (See paragraphs 233 and 277.)

SCHEDULE NO. 1.—INDIAN POPULATION.

247. This schedule (Form 7-464) is a modified form of the general population schedule, and is to be used principally for the enumeration of Indians living on reservations or in tribal relations, but also by the enumerators in certain counties containing a considerable number of Indians.

248. If any copies of this schedule (Form 7-464) are inclosed in the portfolio for your district, you are required to enumerate thereon

INSTRUCTIONS TO ENUMERATORS.

all Indian families living in your district, in accordance with the instructions printed on that schedule.

249. Detached whites or negroes living in Indian families are also to be enumerated on this special form of schedule as members of the Indian families in which they are found; but detached Indians living either in white or negro families outside of reservations are to be enumerated on the general population schedule (Form 7-224) as members of the families in which they are found.

SPECIAL SCHEDULE.—PERSONS DEFECTIVE IN SIGHT,
HEARING, OR SPEECH.

250. This schedule (Form 7-442) calls for the name, sex, age, and post-office address of all persons who are either blind or deaf (including those who are deaf and dumb). The instructions for filling it are printed on the schedule itself, including explicit instructions concerning the classes of blind and deaf persons who are to be enumerated on this schedule.

SPECIAL SCHEDULE.—STATISTICS OF CRIME.

251. This schedule (Form 7-408) is to be used in all institutions in which any person is confined upon a criminal charge, namely, in penitentiaries, adult or juvenile reformatories, county jails, city lockups, police stations, and private institutions to which inmates of any class are committed by the courts as prisoners awaiting trial or under sentence.

252. In all the larger and more important prisons and reformatories the returns called for by this schedule will be made by special institution enumerators. In the smaller prisons (including convict camps, etc.) they will be made by the regular enumerators.

253. It is your duty to inquire at each prison or camp in your district, if any, whether an institution enumerator has been appointed, and if not, you must fill this schedule. The information called for will ordinarily be found upon the prison register, or upon the individual descriptive list of each prisoner on file in the office of the prison or camp. A reply is required to every question upon the schedule.

254. Each prison should be reported, even if there is only one person confined in it, and the title of the institution clearly indicated on the schedule. Report also by title, on the schedule, all penal and reformatory institutions located in your district, and enter beneath the title the names and particulars of the officers and their families, with the additional words "No inmates when visited."

255. The instructions for filling certain columns are printed on the

INSTRUCTIONS TO ENUMERATORS.

face of the schedule; but the following instructions are to be observed in filling the remaining columns:

256. Columns 1 and 2.—These columns are for cross reference to Schedule No. 1. In column 1 enter the number of the sheet upon the population schedule upon which the prisoner's name is recorded, and in column 2 the line upon which the prisoner's name is reported.

257. Columns 3, 5, 6, 8, 9, and 10.—These columns are to be filled in the same manner as are the corresponding columns in the population schedule.

258. Column 4.—Many prisoners are incarcerated in a state or county of which they are not permanent residents. In every case, therefore, enter the name of the county and state in which the prisoner is known, or claims, to reside.

259. Column 7.—Write "N" for native and "F" for foreign.

260. Column 12.—Write "circuit," "county," "superior," etc. Describe the court by its legal title.

261. Column 13.—Write "Yes" or "No." A Federal prisoner is one accused of a violation of a Federal statute.

262. Column 14.—If the prisoner is charged with more than one offense, name the several offenses.

263. Column 15.—Write "Yes" or "No."

264. Columns 21 to 26.—Enter in the proper columns a small affirmative mark, as /, which is equivalent to the word "Yes;" the other columns can be left blank.

265. Column 31.—If the prisoner is sentenced to pay a fine which he is unable to pay, and his sentence has been committed to imprisonment, state the number of cents credited upon his fine for each day of imprisonment.

THE AGRICULTURAL SCHEDULES.

SCHEDULE No. 2.—AGRICULTURE.

266. Object.—The agricultural census is taken for the purpose of obtaining accurate statistics concerning the property devoted to agriculture June 1, 1900, and similar information concerning agricultural operations for the crop year of 1899, and the number of domestic animals in cities and towns June 1, 1900. For this purpose you have been supplied with two schedules: Schedule No. 2.—Agriculture (Form 7-281) and a Special Schedule for Live Stock not on Farms or Ranges (Form 7-340).

267. General.—The most important instructions relating to Schedule No. 2 are printed upon that schedule and in the circular containing illustrative examples (Form 7-573), to both of which your attention

is specifically directed. They are here reproduced in combination and in a somewhat abridged form.

268. Special inquiries concerning farm lands.—In farming communities, villages, and small cities you should inquire of every family whether any member cultivates or directs the cultivation of a farm, or makes use of farm land in that or any other enumeration district.

269. What farms are to be reported.—(1) Report all farms situated wholly in your district. (2) Report all farms situated partly in your district and partly in another, the owner or manager of which resides on that portion lying in your district. For farms of this kind where the part lying in your district consists *only of the family residence*, remote from the farm, write across the heading of the schedule in large letters the word "NONRESIDENT," and give the name of the township or the number of the enumeration district in which the other part of the farm is located. (3) Report all farms whose *agricultural land is wholly in your district*, which have no one residing upon them, but which are operated by an individual or individuals living in a city or village in another enumeration district. For all such farms write across the heading of the schedule in large letters the word "NONRESIDENT," and give the correct name and post-office address of the owner or manager.

270. What is a farm.—A farm, for census purposes, includes all the land, *under one management*, used for raising crops and pasturing live stock, with the wood lots, swamps, meadows, etc., connected therewith, whether consisting of one tract or of several separate tracts. It also includes the house in which the farmer resides (see paragraph 237) and all other buildings used by him in connection with his farming operations, together with the land upon which they are located. If the individual conducting a farm resides in a house not located upon the land used by him for farm purposes and his chief occupation is farming, the house and lot on which it is located are a part of the farm. If, however, he devotes the greater portion of his time to some other occupation, the house in which he resides is not a part of the farm.

271. If the land owned by an individual, firm, or corporation is operated in part by the owner and in part by one or more tenants or managers, or if the land is wholly operated by tenants or managers, the portion of the land occupied by each is a farm, and must be reported in the name of the individual or individuals operating it. No land cultivated under the direction of others is to be included in the report of the land operated by the owner.

272. For census purposes, market, truck, and fruit gardens, orchards, nurseries, cranberry marshes, greenhouses, and city dairies, are "farms," provided the entire time of at least one individual is

devoted to their care. This statement, however, does not refer to gardens in cities or towns which are maintained by persons for the use or enjoyment of their families, and not for gain.

273. Public institutions, as almshouses, insane asylums, etc., cultivating large vegetable or fruit gardens, or carrying on other agricultural work, are to be considered farms.

274. Change of owners or tenants.—If a farm has changed owners, tenants, or managers, between the close of the crop year 1899 and June 1, 1900, report it fully in the name of the person in possession, securing from him the facts concerning the live stock, implements, acreage, and value of the farm June 1, 1900, and from the best sources accessible the facts concerning the products of the crop year of 1899.

275. Changes in size of farms.—If a tract of land, which in 1899 was divided and cultivated by two or more persons, is cultivated by one person June 1, 1900, report it as only one farm. Or vice versa, if that which in 1899 was one farm, is operated June 1 as two or more distinct farms, report as many farms as there are separate owners, managers, or tenants. In reporting the farm products for 1899, follow substantially the directions given in paragraph 274.

276. Completed schedules and postal-card receipts.—In some instances, completed schedules for farms and ranches have been received by the Census Office, either through special agents or by mail. In every such case the owner or manager has been furnished with a postal-card receipt (Forms 7-590, 7-591, 7-592). You are authorized to accept such a receipt in place of a schedule. Fill the blanks on the postal card and send it promptly to the Census Office. For every such farm or ranch, fill out the first page of a schedule and answer the first two questions on the second page, writing across the face, in large letters, the words "RECEIPT FORWARDED." You may then credit yourself in your account as though you had filled the schedule completely. If an individual asserts that he has filled a schedule but can not produce a receipt, data for filling a new schedule should be obtained from him, if possible, or from other reliable sources. Write across the heading of such schedule, in large letters, the words "POSTAL RECEIPT LOST."

277. Heading of the schedule.—In filling the blanks on page 1, follow substantially the instructions given in paragraphs 69-84, since the headings of the population and agricultural schedules are the same, except that "Number of farm in the order of visitation" is required on the latter. The object of this inquiry is to ascertain the number of farms in each district, and to provide a means for connecting the schedule of each farm with the family which operates it, by inserting the farm number in column 28 of Schedule No. 1.

278. Inquiries to be answered for every farm.—In the body of the schedule you will find inquiries, or groups of inquiries, numbered 1 to 46, consecutively. Some farms will require answers to a few inquiries and others to many, according to the variety of their agricultural operations and live stock. Make a full report of the agricultural operations of each farm for the crop year of 1899 and of its resources June 1, 1900. Enter a reply to inquiries 1 to 14 on every schedule returned by you, except that 5 need not be answered where the farm is operated by the owner.

279. Florists' establishments.—Report these as farms, paying special attention to the inquiries referred to in the preceding paragraph, and also to inquiries 29, 37, and 38.

280. Market or truck gardens and orchards.—For farms to which these designations apply, report under inquiries 21, 26, 27, and 30 the acreage, quantities, and values of the vegetables or fruits raised. If vegetables not named on the schedule are grown in commercial quantities, insert them in place of those mentioned which are not raised or in the blank spaces left for that purpose. Special effort should be made to obtain full returns concerning the value of all garden truck and fruit raised, whether sold or consumed at home, and also accurate answers to inquiry 29.

281. Ranches using public lands.—Across the heading of schedules for farms or ranches using public lands for grazing live stock write the word "RANGE" in large letters. In reporting the live stock of such a farm or ranch give the total number of animals, including those fed on the range, belonging to or cared for by the farm or ranch reported. If a ranch leases land from a state or the National Government or from a railroad or other corporation, the acreage of such leased land should be included in the acreage of the land owned by the ranch and an estimate of its value included in the value of the ranch. If the animals connected with the ranch feed upon the public domain, and the owner of the animals does not own or lease any land, fill out a schedule for such ranch the same as for an ordinary farm, writing in answer to inquiry 6 the words "No land owned or leased."

282. When the range animals belonging to a given individual, firm, or corporation are so numerous that they are under the care of two or more independent superintendents or foremen, return as many schedules as there are superintendents or foremen.

283. Exceptional farms or conditions.—Where a farm raises animals or crops of an exceptional nature, or suffered in 1899 severely from drought, floods, cyclones, or other calamities, write a brief statement of the facts upon the margin of the schedule.

284. Incorrect statements.—You are not expected to accept

answers which you have reason to believe are incorrect. (See paragraph 19.) Many farmers do not keep book accounts. They can not tell exactly the quantity or value of their products, and it often happens that, with the best intentions, they make incorrect replies. To detect all such errors, and to assist farmers in making correct answers to inquiries, you should make yourself familiar with the yield per acre, the prices at which farm products were sold, the average quantity of milk, butter, and cheese produced per cow, and the average number of eggs per fowl, obtained in 1899 in your district.

285. Home consumption.—Include carefully and thoroughly in the answers to inquiries 14, 30, 41, 43, 45, and 46 the value of the various products consumed as food by the family.

286. Distinction between farm and factory products.—Many products, such as butter, cheese, cider, wine, sugar, molasses, dried fruits, and olive oil are sometimes made on a farm, and sometimes elsewhere. If made on a farm, they are to be reported on the farm schedule; otherwise, not. The product of cotton gins, *whenever located*, however, should be reported not on the farm schedule, but on a manufacturing schedule, in accordance with instructions for the census of manufactures. (See paragraphs 316 and 329.)

287. Units of weight or measure.—If units of weight or measure other than those indicated are employed in your district, insert the local measure or weight before filling the schedule. In the case of products sold by number, bunches, baskets, or other indefinite measures, secure estimates of the quantities reported in the units indicated on the schedule, if possible.

288. Crosses on schedule.—In some of the spaces are printed crosses (X). Where they occur, make no entries.

289. Acres.—Whenever the number of acres is required, the nearest whole number should be given for tracts of three acres or more. For smaller tracts, the areas may be given in acres and fractional parts.

290. Values.—The values reported on Schedule No. 2 should be those of local markets. The values reported for the farm, implements, and live stock should be the amounts for which they could be sold June 1, 1900, under average conditions. The values for farm products should be the amounts for which they were sold, or for which they could have been sold, on the farm or at the usual market town, when harvested or made ready for use or sale. This should include the value of the completed product of all fruits and vegetables which were dried, canned, or otherwise preserved on the farm, or which were made on the farm into cider, vinegar, wine, raisins, oil, pickles, or similar products. Give values in dollars only. If corn-

stalks, straw, cotton seed, or other by-products of any crop have a market value, include it with that of the total value of the crop.

291. Mixed crops.—When oats and rye, oats and pease, or any other two or more grains are sowed together and harvested after ripening, report the acreage, products, and value of each proportioned to the quantities of seed sown. When cotton is barred with corn, report the acreage, product, and value of the cotton, and the product and value (but *not* the acres) of the corn.

SPECIAL INSTRUCTIONS FOR CERTAIN INQUIRIES.

292. Inquiry 1. Names of persons conducting farms.—When a farm is conducted by one individual, as owner, tenant, or manager, write only one name. When it is conducted by two or more jointly, on shares or otherwise, write the names of all.

293. Inquiry 3. Color or race.—Under these words write "White," "Black" (negro or of negro descent), "Indian," "Chinese," or "Japanese," as the case may be.

294. Inquiry 4. Tenure.—This inquiry (see paragraph 161) is to be answered according to the following instructions:

295. Owner.—If a farm is cultivated by an individual who owns all or a part of it, or by a man whose wife owns all or a part of it, by the widow, widower, heir, or heirs holding the property as successors to a deceased owner, or by the trustee or guardian of such heirs, write "Owner." For census purposes, a settler on Government land who has not "proved up," a person who has bought land on a contract for a deed, or one who holds over for redemption is an owner and must be so marked. (See paragraph 238.)

296. Owner and tenant.—If a farm is cultivated jointly by its owner and by one or more other persons working for a share of the farm products, write "Owner" after the name of the owner and "Share" after that of the tenant on shares.

297. Manager.—If a farm is cultivated for its owner or a public institution by a salaried manager, superintendent, or overseer, write "Manager."

298. Cash tenant.—If a farm is cultivated by a tenant who pays a fixed rental in money or a stated amount of labor or farm commodities (not a proportionate share of all), write "Cash."

299. Tenant on shares.—If a farm is cultivated by a tenant who pays for its use a share (as one-third, one-half, or other proportion) of the crops raised, write "Share."

300. In connection with the subject of tenure, note the distinction between a "tenant" and a "farm laborer." A tenant is one who operates a farm and pays its owner a fixed quantity of produce or money

or a share of all that is raised, even though he is subject to some direction by the owner of the land. (Common in the South.) A farm laborer is one whose income is guaranteed by the owner or tenant of the land and who assumes no risks of crop failure or other contingencies. (See paragraph 166.)

301. The word "tenant" is in no case to be used in filling the schedule. Write "Cash" or "Shares" instead.

302. Inquiry 6. Total number of acres in farm.—In asking for the total number of acres in a farm and its value, state that you desire the acres and value of all the land used in connection with the farm for pastures, meadows, wood lots, and other agricultural purposes, but no land which is cultivated by another person.

303. Inquiries 17 and 18. Irrigation.—If artificial irrigation is employed in your district, pay especial attention to inquiries 17 and 18, and also ask the names and acres of all crops irrigated. In the space containing the names of such crops write the number of acres irrigated and the letter "I," thus: "Wheat 120."

304. Inquiry 20. Pease cut for hay.—Where pease are grown and cut for hay, report the acreage and total product under inquiry 20, opposite "Grains cut green for hay."

305. Inquiry 21. Weight of cotton.—In answering that portion of inquiry 21 relating to cotton, the weight of the cotton reported should be that of cotton after it has been ginned. If the farmer has sold his cotton in the seed, an estimate of either the weight of the lint or of the cotton in the seed may be given. In the latter case, the words "Weight of cotton reported includes the seed" should be written on the margin of the schedule. In reporting the number of bales of cotton, state the number of that size of bale in which the cotton was packed for shipment, and give in answer to inquiry 24 the average weight of such bales. The latter answer will show whether the cotton was packed in the old standard square bale or in the round bale.

306. Inquiry 22. Sugar, sorghum, etc.—When a plantation or farm raising sugar cane 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 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.

307. Inquiry 36. Must or unfermented grape juice, when produced on a farm, should be reported as wine.

308. Inquiry 40. Animals sold.—When cattle and sheep have been purchased, fattened, and then sold, the answer to inquiry 40 is obtained in the following manner: To the amount received from the sale, in 1899, of live animals raised on the farm, should be added the amount received from the sale of animals purchased and fattened, and the amount paid for the purchased animals before fattening deducted.

309. Inquiry 42. Dairy products.—Milk should be reported for all farms on which you find dairy cows, i. e., cows kept for their milk. Butter should be reported for all farms where it is made in large or small quantities, either for sale or for house consumption.

310. Inquiry 44. Wool, mohair, and goat hair.—If the sheep or goats belonging to a farm have not been shorn at the time of your visit, secure from those operating the farm or ranch the best possible estimate of the number of fleeces that will be shorn, their weight, and value, and report the same on the schedule.

311. Inquiry 45. Eggs should be reported for all farms keeping fowls.

SPECIAL SCHEDULE—LIVE STOCK NOT ON FARMS OR RANGES.

312. A report concerning live stock (neat cattle, horses, mules, asses, burros, sheep, swine, and goats) *not on farms or ranges* is to be made on a special schedule (Form 7-340), and not on Schedule No. 2. The instructions for filling this schedule are printed upon its face.

313. Do not report on this schedule animals in dairies already reported on Schedule No. 2 as upon farms. (See paragraph 272.)

314. In filling this schedule in cities of over 20,000 inhabitants, notice that the lines bearing odd numbers are reserved for the names of proprietors of stables or barns and inclosures in which are live animals, and for the statistics regarding them. Upon the lines bearing even numbers, and immediately below the name of each proprietor, write the name of the street and the lot number upon which the stable or barn is situated. Great vigilance should everywhere be exercised in securing reports for all stables, barns, and inclosures in which domestic animals are kept, but no animal reported as owned or kept on a farm should be reported on this schedule, and only one report of each animal should be made.

THE MANUFACTURING SCHEDULES.

SCHEDULE No. 3 AND SPECIAL SCHEDULES.—MANUFACTURES.

315. Withdrawal of schedules.—If the schedules of manufactures have been withdrawn from your district, a notice to that effect is

stamped on the inside of the back cover of the portfolio, and in such case no copies of these schedules are inclosed in your portfolio. (See paragraph 12.) If so, you need pay no attention to the following instructions (paragraphs 316-335).

316. If the schedules of manufactures have not been withdrawn from your district, it will be your duty* as an enumerator, to make a personal visit to every factory, mill, shop, or other place within your district in which any manufacturing or mechanical industry is carried on, and to obtain, by inquiry of the proprietor or of his representative in charge, all the information called for in the questions contained on the proper schedule. Every such establishment must be fully reported, either upon Schedule No. 3 (Form 7-469) or upon one of the special schedules for particular industries.

317. General and special schedules.—Statistics of the great majority of manufacturing establishments will be collected and entered upon "Schedule No. 3," which has been so framed as to be adapted to the largest manufactories and to the smallest shops. The statistics of certain industries; on the other hand, will be entered upon a series of special schedules, as follows:

- No. 5—Brickyards.
- No. 6—Pottery products.
- No. 7—Coke.
- No. 8—Petroleum refining.
- No. 9—Salt works.
- No. 10—Glass.
- No. 11—Cotton manufactures.
- No. 12—Dyeing and finishing of textiles.
- No. 13—Flax, hemp, and jute manufactures.
- No. 14—Wool manufactures.
- No. 15—Hosiery and knit goods.
- No. 16—Silk manufactures.
- No. 17—Chemical manufactures.
- No. 18—Leather, tanned and curried.
- No. 19—Boots and shoes (not including custom work and repairing, which should be returned on Schedule No. 3).
- No. 20—Lumber and saw mills, including their remanufactures. (Planing mills, and sash, door, and blind factories separately conducted, should be reported on Schedule No. 3.)
- No. 21—Iron and steel—Blast furnaces.
- No. 22—Iron and steel—Rolling mills, steel works, forges, and bloomaries.

- No. 23—Iron and steel—Tin-plate works.
- No. 24—Copper smelting and refining.
- No. 25—Lead smelting and refining.
- No. 26—Zinc smelting and refining.
- No. 27—Shipbuilding—Steel and iron vessels.
- No. 28—Shipbuilding—Wooden vessels.
- No. 29—Agricultural implements.
- No. 30—Carriages and wagons.
- No. 31—Flour and grist mills.
- No. 32—Butter, cheese, and condensed-milk factories (not including farm products, which should be returned on Schedule No. 2—Agriculture).
- No. 33—Slaughtering and meat packing.
- No. 34—Paper mills.
- No. 35—Printing, publishing, and the periodical press (including all periodicals and job printing offices).
- No. 36—Railroad repair shops.

318. Of the foregoing special schedules the following will be furnished the enumerators, who must secure reports from all establishments, in their respective districts, that are required to be returned on them. If you do not receive copies of these schedules and there are establishments in your district that are required to be reported on them, you must at once call on the supervisor for a proper supply. Great care must be taken to use the proper schedule in reporting the following industries:

- No. 5—Brickyards.
 - No. 18—Leather, tanned and curried.
 - No. 20—Lumber and saw mills, including their remanufactures. (Planing mills, and sash, door, and blind factories, separately conducted, should be reported on Schedule No. 3.)
 - No. 29—Agricultural implements.
 - No. 30—Carriages and wagons.
 - No. 31—Flour and grist mills.
 - No. 32—Butter, cheese, and condensed-milk factories (not including farm products, which should be returned on Schedule No. 2—Agriculture).
 - No. 35—Printing, publishing, and the periodical press (including all periodicals and job-printing offices).
- 319.** The Census Office has received reports from all establishments engaged in the manufacture of gas, therefore enumerators are directed not to request reports for that industry.
- 320.** All known establishments that should make reports on any

of the special schedules, other than those last named to be sent to the enumerators, will have schedules sent to them by mail, with a request that the questions asked be answered in full and the schedules returned to the Census Office by mail.

321. You will nevertheless be entitled to compensation for returns from all establishments located in your district to which schedules have been mailed, precisely as though the schedules had been filled by yourself, but upon the following conditions: You must visit the establishment, see the proprietor or his representative, and obtain from him a postal card (Form 7-835) addressed to the Director of the Census, in which the receipt of the special schedule in question is acknowledged; this card must be filled in by you and forwarded to the supervisor with your completed schedules. The supervisor will forward the card to the Census Office, and upon its receipt it will be accepted instead of the schedule itself. It will be your voucher, upon which you will be paid the regular allowance for filling a schedule of manufactures. If any establishment required to make a return upon either of the special schedules named in this list has not received a copy of the proper schedule by mail; or if, having received the same, it has not been filled and returned to the Census Office; or if, having been returned, its receipt has not been acknowledged, it will be your duty to report the facts at once to the supervisor of your district on Form 7-077. He will supply you with a copy of the proper schedule, which you must fill and return before the completion of your work. A schedule properly filled out or a card acknowledging the receipt of the same must be secured from every establishment. (See paragraph 276.)

322. Establishments to be reported.—You will be required to make a return for every factory, mill, shop, or other industrial establishment within your district, however small, except those named under "Establishments not to be canvassed." (See paragraph 330.) You must therefore include, among the returns forwarded to this office, one for each shop where industries such as the following are carried on:

- Bicycle and tricycle repairing.
- Blacksmithing.
- Boot and shoe making and repairing.
- Bottling.
- Cabinet making.
- Carpentering.
- China decorating.
- Coffin manufacturing, trimming, or repairing.
- Cotton ginning.
- Dressmaking.
- Dyeing and cleaning.

Engraving.
 Lock and gun smithing.
 Millinery work.
 Painting.
 Photography.
 Plumbing and gas fitting.
 Printing.
 Rag carpet making.
 Saddlery and harness making and repairing.
 Sewing machine repairing.
 Stone cutting.
 Tailoring.
 Taxidermy.
 Tinsmithing.
 Upholstering.
 Watch, clock, and jewelry repairing.
 Wheelwrighting.

It must be understood, however, that the above is not intended as a complete list of shops to be reported. It serves as an indication of the character of shops to be visited.

323. Returns must also be secured for the manufacture or repairing of awnings, tents, and sails, and for contractors engaged in masonry, bricklaying, plastering, roofing, building, etc.

324. In many instances, manufacturing and mechanical industries are carried on by mining and quarrying companies and by mercantile establishments. All such industries must be reported by you, and for this purpose you must make careful inquiry of mining companies whether they are engaged in reducing, smelting, or refining ore, or in coking coal; of quarrying companies whether they are engaged in cutting or dressing the stone; and of all mercantile or other establishments in which there is any indication that a manufacturing or mechanical industry is carried on, whether such is the case. If the answer is in the affirmative, you must secure a report, but the answers to the inquiries as to capital, employees, wages, expenses, products, etc., must be confined to the manufacturing branch of the business.

325. Your attention is called to the importance of making a thorough canvass of the industries that are peculiar to rural districts, such as the manufacture of wine and fruit brandies, cheese and butter, tanning and currying of leather, cotton ginning, saw and grist mills, turpentine distilling, the manufacture of naval stores, charcoal, fence rails and posts, cooperage and basket stock, railway ties, telegraph poles, and other products usually made in the forest or away from the centers of industry.

326. In order to insure a thorough canvass of your district, the Census Office has prepared a list of all factories, mills, and shops, and the reports received from you will be compared with this list before your work is accepted as complete.

327. Great care must be taken by enumerators to guard against the omission from their returns of any establishment that comes properly within the scope of their investigation. They should have their eyes open to every indication of the presence of productive industry, and should supplement personal observation by frequent and persistent inquiry.

328. New and idle establishments.—Establishments that commenced operations and did any work, also those that were closed or idle during the whole or any part of the census year (June 1, 1899, to May 31, 1900) must be reported. (See paragraph 95.) If idle during the entire year, state that fact upon the schedule, but secure replies to such questions relating to capital, land, buildings, machinery, etc., as may be possible. Abandoned establishments are not to be reported.

329. Distinction between factory and farm products.—Some industries, such as the manufacture of butter, cheese, cider, vinegar, wine, dried fruits, olive oil, etc., may be carried on, either upon farms or elsewhere, according to circumstances. In the former case their products will be classed as agricultural, but in the latter they will be classed with those reported under the head of manufactures. You will accordingly make return upon a manufacturing schedule of all establishments engaged in the manufacture of these and similar articles, if made away from the farm upon which the raw material for them was produced or grown, if made on the farm, they must be reported on the farm schedule. Cotton gins are an exception; they must in all cases be reported on a manufacturing schedule. The ship relating to cotton gins (Form 7-664) must also be filled and attached to the schedule. (See paragraph 286.)

330. Establishments not to be canvassed.—Do not secure reports for electric light and power companies; for telephone or telegraph companies; for transportation or express companies; for the mining of ores or minerals; for restaurants and saloons; for undertaking or funeral directing; for retail druggists; for retail butchers; for laundries, barber shops, or junk shops; for excavating, or well digging, ice harvesting, salting hides, bill posting, or carpet cleaning; for dentistry, or other professional services; for dressmakers, milliners, or seamstresses, who work at their homes; for journeymen who work for hire; or for any person who has no shop or regular place of business.

331. Divided establishments.—Secure a separate return from each factory or shop, with the following exceptions: Where the same individual, firm, or corporation operates more than one manufactory, both or all of which are situated in the same city or town, but does not keep separate book accounts for each, they may all be included in a single return, taking care to give on the schedule the name and location of each of the different factories or shops included.

332. Separate offices.—Should any establishment situated in one enumeration district have an office situated in a different enumeration district, and should it be necessary to apply to the said office to secure the information called for in the schedule or any part thereof, the enumerator will report the fact to the supervisor, using Form 7-077, and marking (c) for that purpose.

333. Information is confidential.—Care should be taken to assure manufacturers that the details of their business will not be made public. The returns of manufacturing establishments will be made only for purposes of tabulation, and no publication will be made in the census reports that will disclose the operations of individual establishments. This assurance is set forth on each schedule over the signature of the Director of the Census.

334. Filing schedules.—Full instructions for filing Schedule No. 3 and the special schedules of manufactures are printed on the schedules and need not be here reproduced. Every enumerator should read and make himself thoroughly familiar with these instructions before attempting to secure replies to the questions contained in the schedules.

335. Enumerator's report card.—In case a report should be made on Form 7-077 for any establishment that you may visit, you will prepare a separate card for each establishment to be reported, and write the name and address of the establishment, with the character of the industry conducted therein, on the first, second, and third blank lines, respectively. Be careful to put a circle around the small letter opposite the line which describes the condition found to exist. For example, if the schedule has not been received, but the office from which the information is to be obtained is not located in your district, do not put a circle around both b and c, but circle c only, and give, by state, city or town, and street and number, the location of the office from which the information must be obtained. If the schedule has been received but has not been returned, it is your duty to secure it. If for any other reason you fail to secure a report for the establishment, the facts must be stated on the two blank lines left for that purpose.

THE MORTALITY SCHEDULE.

SCHEDULE No. 4.—MORTALITY.

336. The mortality schedule (Form 7-257) calls for a return of all persons who have died during the census year, that is, from June 1, 1899, to May 31, 1900, inclusive, and spaces are provided on each schedule for the entries concerning 60 persons, if the schedule is completely filled. The inquiries relating to the name, personal description, nativity, and occupation of the decedent are to be filled in accordance with the instructions covering similar inquiries on the population schedule, but special instructions relating to the cause of death and the physician's statement, with other explanatory matter, are printed on the schedule itself.

337. In certain states and cities the mortality schedule has been withdrawn from the enumerators under the discretionary power vested in the Director, and in such cases the portfolio contains a notice to that effect and no copies of the mortality schedule are included in the portfolio. (See paragraph 12.) In all other sections of the country where the mortality schedule is not so withdrawn two copies of this schedule are included in each portfolio, and this should be ample for all the purposes of the enumeration.

338. There has been heretofore a grave deficiency in the number of deaths reported by the enumerators. At every house visited by you, if the mortality schedule has not been withdrawn in your enumeration district, it is your duty before leaving to inquire: "Were there any deaths in this family between June 1, 1899, and May 31, 1900?" If any members of the family died between the dates mentioned (both included), make the proper entries on the mortality schedule. Take great care to obtain accurate answers to every question, especially those relating to age, occupation, and cause of death. The attending physician, if there was any, should subsequently be seen and invited to verify or correct the cause of death as reported by the family, in accordance with the instructions given at the top of the schedule itself.


Director of the Census.

APPENDIX.

EXTRACTS FROM THE CENSUS ACT (AS AMENDED) RELATIVE TO THE APPOINTMENT, DUTIES, AND COMPENSATION OF ENUMERATORS.

ACT OF MARCH 3, 1899.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That a census of the population, of deaths, and of the manufacturing, mechanical, and agricultural products of the United States shall be taken in the year nineteen hundred, and once every ten years thereafter.

* * * * *
Sec. 6. That the collection of the information required by this Act shall be made, under the direction of the Director of the Census, by supervisors, enumerators, and special agents, as hereinafter provided.

Sec. 7. That the Twelfth Census shall be restricted to inquiries relating to the population, to mortality, to the products of agriculture and of manufacturing and mechanical establishments. * * * * * Whenever he shall deem it expedient, the Director of the Census may withhold the schedules for said manufacturing and mechanical statistics from the enumerators of the several subdivisions in any or all cases, and may charge the collection of these statistics upon special agents, to be employed without respect to locality. In cities or states where an official registration of deaths is maintained the Director of the Census may, in his discretion, withhold the mortality schedule from the several enumerators within such cities or states, and may obtain the information required by this Act through official records, paying therefor such sum of money as may be found necessary, not exceeding two cents for each death thus returned. The Director of the Census is also authorized and directed to make suitable provisions for the enumeration of the population and products of Alaska and the Hawaiian Islands, for which purpose he may employ supervisors and enumerators or special agents as he may deem necessary. * * * * *

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Sec. 9. That the Director of the Census shall, at least six months prior to the date fixed for commencing the enumeration at the Twelfth and each succeeding decennial census, designate the number, whether one or more, of supervisors of censuses to be appointed within each state

INSTRUCTIONS TO ENUMERATORS.

and territory, the District of Columbia, Alaska, and the Hawaiian Islands, who shall be appointed by the President, by and with the advice and consent of the Senate: *Provided*, That the whole number of such supervisors shall not exceed three hundred: *And provided further*, That wherever practicable and desirable the boundaries of the supervisors' districts shall conform to the boundaries of Congressional districts.

Sec. 10. That each supervisor of census shall be charged with the performance, within his own district, of the following duties: To consult with the Director of the Census in regard to the division of his district into subdivisions most convenient for the purpose of the enumeration, which subdivisions shall be declared and the boundaries thereof fixed by the Director of the Census; to designate to the Director suitable persons, and, with the consent of said Director, to employ such persons as enumerators within his district, one or more for each subdivision and resident therein; but in case it shall occur in any enumeration district that no person qualified to perform and willing to undertake the duties of enumerator resides in that subdivision the supervisor may employ any fit person to be the enumerator of that subdivision; to communicate to enumerators the necessary instructions and directions relating to their duties; to examine and scrutinize the returns of the enumerators, and in event of discrepancies or deficiencies appearing in the returns for his district, to use all diligence in causing the same to be corrected and supplied; to forward to the Director of the Census the completed returns for his district in such time and manner as shall be prescribed by the said Director, and to make up and forward to the Director the accounts required for ascertaining the amount of compensation due to each enumerator in his district, which accounts shall be duly sworn to by the enumerator, and the same shall be certified as true and correct, if so found, by the supervisor, and said accounts so sworn to and certified shall be accepted by the said Director, and payment shall be made thereon by draft in favor of each enumerator. * * * * *

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Sec. 12. That each enumerator shall be charged with the collection, in his subdivision, of facts and statistics required by the population schedule, 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 seven 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 credible and worthy of trust, 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 June first 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 the family or families or person or persons living nearest to such place of abode; and it shall be the duty of each enumerator to forward the original schedules, duly certified, to the supervisor of census of his district as his returns under the provisions of this Act; and in the event of discrepancies or deficiencies being discovered in his said returns he shall use all diligence in correcting or supplying the same. In case the subdivision assigned to any enumerator 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, or either, it shall be the duty of the enumerator of such subdivision to clearly and plainly distinguish and separate, upon the population schedules, the inhabitants of all or any part of such borough, village, town, or city, as may be embraced in the subdivision assigned to such enumerator, 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 census of the district to which he belongs a commission, under his hand, 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 by him.

Sec. 13. That the subdivision assigned to any enumerator shall not exceed four thousand inhabitants as near as may be, according to estimates based on the preceding census or other reliable information, and the boundaries of all subdivisions shall be clearly described by civil divisions, rivers, roads, public surveys, or other easily distinguished 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 enumeration and 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 under such methods as may, in his discretion, be practicable.

Sec. 15. That the Director of the Census may authorize and direct supervisors of census to employ interpreters to assist the enumerators of their respective districts in the enumeration of persons not speaking the English language. The compensation of such interpreters shall be fixed by the Director of the Census in advance, and shall not exceed four dollars per day for each day actually and necessarily employed.

Sec. 16. That the compensation of the enumerators shall be ascertained and fixed by the Director of the Census as follows: In subdivisions where he shall deem such allowance sufficient, an allowance of not less than two nor more than three cents for each living inhabitant and for each death reported; not less than fifteen nor more than twenty cents for each farm; and not less than twenty nor more than thirty cents for each establishment of productive industry enumerated; and returned may be given in full compensation for all services. For all other subdivisions per diem rates shall be fixed by the Director of the Census according to the difficulty of enumeration, having reference to the nature of the region to be canvassed and the density or sparseness of settlement, or other considerations pertinent thereto; but the compensation allowed to any enumerator in any such district shall not be less than three dollars nor more than six dollars per day of ten hours' actual field work each. The subdivisions to which the several rates of compensation shall apply shall be designated by the Director of the Census at least two weeks in advance of the enumeration. No claim for mileage or traveling expenses shall be allowed any enumerator in either class of subdivisions, except in extreme cases, and then only when authority has been previously granted by the Director of the Census, and the decision of the Director as to the amount due any enumerator shall be final.

Sec. 18. That no supervisor, supervisor's clerk, enumerator, interpreter, or special agent shall enter upon his duties until he has taken and subscribed to an oath or affirmation, to be prescribed by the Director of the Census; and no supervisor, supervisor's clerk, enumerator, or special agent shall be accompanied by or assisted in the performance of his duties by any person not duly appointed as an officer or employee of the Census Office, and to whom an oath or affirmation has not been duly administered. All appointees and employees provided for in this Act shall be appointed or employed, and if examined, so examined, as the case may be, solely with reference to their fitness to perform the

duties herein provided to be by such employee or appointee performed, and without reference to their political party affiliations.

Sec. 19. That the enumeration of the population required by this Act shall commence on the first day of June, nineteen hundred, and on the first day of June of the year in which each succeeding enumeration shall be made, and be taken as of that date. And it shall be the duty of each enumerator to complete the enumeration of his district and to prepare the returns hereinbefore required to be made, and to forward the same to the supervisor of census of his district, on or before the first day of July in such year: *Provided*, That in any city having eight thousand inhabitants or more under the preceding census the enumeration of the population shall be taken and completed within two weeks from the first day of June as aforesaid.

Sec. 20. 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 enumerator or clerk or other employee, or shall in any way receive or secure to himself any part of the compensation provided in this Act for the services of any enumerator or clerk or other employee, he shall be deemed guilty of a misdemeanor, and on conviction thereof shall be fined not more than three thousand dollars, or be imprisoned not more than one year, or both, in the discretion of the court.

Sec. 21. 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, or shall, without the authority of the Director of the Census, communicate to any person not authorized to receive the same any information gained by him in the performance of his duties, shall be deemed guilty of a misdemeanor, and upon conviction shall be fined not exceeding five hundred dollars; or if he shall willfully and knowingly swear or affirm falsely, he shall be deemed guilty of perjury, and upon conviction thereof shall be imprisoned not exceeding three years and be fined not exceeding eight hundred 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 five thousand dollars and be imprisoned not exceeding two years.

Sec. 22. That each and every person more than twenty years of age belonging to any family residing in any enumeration district or subdivision, and in case of the absence of the heads and other members of any such family, then any representative of such family, shall be,

and each of them hereby is, required, if thereto requested by the Director, supervisor, or enumerator, to render a true account, to the best of his or her knowledge, of every person belonging to such family in the various particulars required, and whoever shall willfully fail or refuse to render such true account shall be guilty of a misdemeanor, and upon conviction thereof shall be fined in a sum not exceeding one hundred dollars. And every president, treasurer, secretary, director, agent, or other officer of every corporation, and every establishment of productive industry, whether conducted as a corporate body, limited liability company, or by private individuals, from which answers to any of the schedules, inquiries, or statistical interrogatories provided for by this Act are herein required, who shall, if thereto requested by the Director, supervisor, enumerator, or special agent, willfully neglect or refuse to give true and complete answers to any inquiries authorized by this Act, or shall willfully give false information, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding ten thousand dollars, to which may be added imprisonment for a period not exceeding one year.

Sec. 23. 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. 27. That all mail matter, of whatever class, relative to the census and addressed to the Census Office, the Director of the Census, Assistant Director, chief clerk, supervisors, enumerators, or special agents, and indorsed "Official business, Department of the Interior, 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.

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AMENDATORY ACT OF FEBRUARY 1, 1900.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That in addition to the power and authority conferred upon the Director of the Census by an Act entitled "An Act to provide for taking the Twelfth and subsequent censuses;" * * * the Director of the Census is authorized and directed to collect statistics relating to all of the deaf, dumb, and blind, notwithstanding the restrictions and limitations contained in section

eight of said Act entitled "An Act to provide for taking the Twelfth and subsequent censuses:" *Provided*, That in taking the census of said classes the inquiries shall be confined to the following four questions, namely: Name, age, sex, and post-office address; * * * to allow, in fixing the compensation of enumerators, not more than five cents for each death reported; * * *

Sec. 2. That in addition to the other statistics required to be collected by section seven of said Act approved March third, eighteen hundred and ninety-nine, there shall be collected on the agricultural schedules information concerning the number and kinds of live stock not on farms; and the Director of the Census shall have power to pay the enumerators for collecting such information, in his discretion, not less than five nor more than ten cents for each barn or inclosure visited in which such live stock may be found: *Provided, however*, That the Director of the Census may appoint special agents to gather the information required by this section whenever he may deem it proper.

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