APPENDIXES

APPENDIX A.—FORM OF SCHEDULE FOR ENUMERATION OF POPULATION
APPENDIX B.—INSTRUCTIONS TO ENUMERATORS

(1873)
APPENDIX A.—FORM OF SCHEDULE FOR ENUMERATION OF POPULATION.

The schedule used for the enumeration of population at the census of 1920, an illustrative example of which is given in reduced form on the two next pages was printed on sheets of paper measuring 16 by 23 inches, each sheet being ruled with 100 horizontal lines, 50 on each side. On these lines, numbered from 1 to 100, the answers concerning each person enumerated were entered. Thus each sheet, if completely filled, contained the names and data for 100 persons.

The information obtained concerning the members of each family enumerated was entered on successive lines, in the natural order of the family: First, the head; second, the wife; then the children (either sons or daughters) in the order of their ages; and lastly all other persons living in the family, whether relatives, boarders, lodgers, or servants.

In column 1 was entered the name, if any, of the street, avenue, or road; in column 2 was entered the house number, if any, or "Fm" (farm) for a farm home; and in columns 3 and 4 the dwellings and families visited were numbered in the order of their visitation. At the completion of the enumeration of a district, or, if it contained the whole or parts of two or more civil divisions, at the completion of the enumeration of each such division or part of a division, the enumerator made the following notation immediately beneath the last entry: "Here ends the enumeration of ________" (naming the city, village, or other civil division for which the enumeration was completed).

The schedule in use at the Fourteenth Census corresponded very nearly in general form to those used at each of the censuses from 1850 to 1880, inclusive, and at the censuses of 1900 and 1910; but it differed considerably from the one used at the census of 1890, when the form of the schedule was changed and a family schedule, measuring 15 by 11 inches, was adopted for the enumeration of the population; that is, a separate schedule was used for each family enumerated, without regard to the number of persons in the family.

The statistics regarding the population were tabulated by a punched-card system. Under this system the facts as to sex, race, age, marital condition, place of birth, and the like, for each person enumerated, were indicated by the punching of holes in a card, the position of each hole indicating the particular fact to be recorded. These cards were then sorted according to classes by automatic sorting machines, and the holes representing the various characteristics were counted by automatic tabulating machines. Electric contacts through the punched holes determined the groups into which the cards were sorted by the sorting machines, and similar contacts operated the counters of the tabulating machines. Because of the complexity of the statistics to be compiled, the cards were sorted and run through the tabulating machines several times. The tabulation of the statistics of population presented in Volumes I to IV of the Fourteenth Census Reports represented the equivalent of handling once on the sorting and tabulating machines more than 1,250,000,000 cards.

1 For form of schedule, see Report on Population, Part I, census of 1890, pages cciv and ccv.
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<td>Yes</td>
</tr>
</tbody>
</table>

Note.—For want of space only 37 entries are shown.
**APPENDIX A.**

**OF FILLING POPULATION SCHEDULE.]**

**BUROE OF THE CENSUS**

**UNITED STATES: 1920—POPULATION**

<table>
<thead>
<tr>
<th>Name of incorporated place</th>
<th>Columbia City</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARD OF CITY</td>
<td>6</td>
</tr>
<tr>
<td>Enumerated by me on the</td>
<td>26th day of</td>
</tr>
<tr>
<td></td>
<td>January 1920</td>
</tr>
<tr>
<td>Enumerated District No.</td>
<td>11</td>
</tr>
<tr>
<td>Enumerating District No.</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District and Mother tongue</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employer, etc.</td>
</tr>
<tr>
<td></td>
<td>of wage work, or works on own account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSON</th>
<th>Place of birth</th>
<th>Mother tongue</th>
<th>Place of birth</th>
<th>Mother tongue</th>
<th>Place of birth</th>
<th>Mother tongue</th>
<th>Trade, profession, or establishment in which at work, as clerks, salesmen, laborer, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Place of birth</td>
<td>Mother tongue</td>
<td>Place of birth</td>
<td>Mother tongue</td>
<td>Place of birth</td>
<td>Mother tongue</td>
<td>Trade, profession, or establishment in which at work, as clerks, salesmen, laborer, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Industry, business, or establishment in which at work, as clerks, salesmen, laborer, etc.</td>
</tr>
<tr>
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<td>Employer, etc.</td>
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<td></td>
<td></td>
<td></td>
<td>Employer, etc.</td>
</tr>
</tbody>
</table>

Schedule contains lines for 65 entries on each page.

756479—23—87
APPENDIX B.—INSTRUCTIONS TO ENUMERATORS.

POPULATION SCHEDULE.

Entries on the schedule.—The illustrative example (Form 9-279) shows the manner in which the entries upon the schedule should be made. These entries should be made at the first time of the enumeration, and the recording of schedules should be avoided.

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

The census day.—All returns on the population schedule should relate to the census day, January 1, 1920. Thus persons dying after January 1 should be enumerated, but persons born after January 1 should not be enumerated.

Persons who move into your district after January 1, for permanent residence, should, however, be enumerated by you, unless you find that they have already been enumerated in the district from which they came.

WHO ARE TO BE ENUMERATED IN YOUR DISTRICT.

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

Usual place of abode.—The law provides that all persons shall be enumerated at their "usual place of abode" on January 1, 1920. This means the place where they are to be found, fit or belong, or the place where they keep their household effects.

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

Residents absent on census day.—There will be a certain number of persons having their usual place of abode in your district who are absent at the time of the enumeration. These you must include and enumerate, obtaining the facts regarding them from their families, relatives, acquaintances, or other persons able to give this information. Thus if a member of any family in your district is temporarily away from home on a visit, or on business, or traveling for pleasure, or attending school or college, or sick in a hospital, such absent person should be enumerated and included with the other members of the family.

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

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

Persons visiting with this family;

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

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

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

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

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

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

When to make exceptions.—In deciding whether to make an exception to the rule and enumerate in your district a person who is present there but whose usual place of abode is elsewhere, the question to be considered is whether or not that person is represented at his or her home or usual place of abode by a husband, wife, father, mother, son, daughter, or other relative, or by a keeper, servant, or landlady, or by anybody else who will probably give the same to the enumerator of that district whom he calls. If not so represented, and, therefore, likely to be omitted at his usual place of abode, he should be enumerated. Any similar exception to the lodgers in cheap one-night lodging houses who, for the most part, represent a floating population, having no permanent homes.

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

Students at school or college.—If there is a school, college, or other educational institution in your district which has students from outside of your district, you should enumerate only those students who have their regular places of abode in your district. Inmates of medical or surgical hospitals.—Most inmates of medical and surgical hospitals are there only for temporary treatment and have other regular places of abode. Therefore you should not report as a resident of the hospital any patient unless he claims to have no other usual place of abode from which he is likely to be reported.

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

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

Persons engaged in railway service or traveling.—Railroad men, conductors, expressmen, news and mail clerks, sailors on merchant ships, traveling salesmen, and the like, usually have homes to which they return at intervals and which constitute their usual place of abode within the meaning of the census act. Therefore any such
persons who may be in your district temporarily on January 1, 1929, are not to be enumerated by you unless they claim to have no regular place of abode within the United States. But if their homes are in your district, they should be enumerated there, even though temporarily on January 1, 1929. Soldiers on leaves or voyagers are not to be reported at their land homes, no matter how long they have been absent, if they are supposed to be still alive.

Soldiers, sailors, marines, and civilian employees of the United States.—In order to avoid duplication of reports, sailors, marines, and employees belonging to the Army or Navy of the United States, and civilian employees of the United States, are treated as residents at their post of duty or place of employment. Therefore, any family in your district reports that one of its members is a soldier, sailor, marine, or civilian employee of the United States with a post of duty or station elsewhere, you should not report him as a resident of your district. If, however, any civilian employee of the United States is regularly employed in your district and has his usual place of abode there, or has his headquarters there, you should report him as a resident of your district and a member of the family with which he has his usual place of abode, even though he may be temporarily absent on an official or other trip.

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

Crews of foreign vessels.—The officers and crew of a foreign ship only temporarily in a harbor are not to be enumerated.

NECESSITY OF A THOROUGH CANVAS.

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

If a building appears to be used for business purposes only, do not take it for granted that no one lives in it. Make inquiries. Individuals in any building make sure that you have included all persons living entirely alone, such as a person occupying a room or rooms in a public building, store, warehouse, factory, or stable, and having no other usual place of abode; or a person living alone in a cabin, hut, or tent; or a person sleeping on a river boat, canal boat, barge, etc., and having no other place of abode.

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

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

![Diagram of a city block]

(NOTE: Block marked A is to be fully canvassed before work is undertaken in block B.)

Families out on first visit.—In case a family is out at the first visit, or in case the only persons at home are young children or other persons not able to supply the required information about the members of the family, you must enumerate the family a later visit. But no space should be left blank for this family upon the schedule you are filling at the time of your first visit unless you have positive and reliable information as to the number of persons in the family so that you will know exactly how to leave blank. If there is any doubt as to the number of persons, especially as to possible boarders or lodgers in the family or members of the family temporarily absent, do not enter the names, but in question mark such family later on the schedule relating to the subdivision (if more than one) of your district to which such family belongs. When enumerating such family at a later visit be careful to indicate clearly under "Place of abode" (columns 1 to 4) the street, house number, if any, and the visitation numbers of the dwelling house and of the family.

If the family enumerated out of order occupies a dwelling house containing more than one family, some of whom were enumerated in regular order at the time of the first visit, enter in column 5 the same visitation number for the dwelling as was given to it when the other family or families were enumerated, so as to insure a direct return of the number of persons and families living in that dwelling house. Indicate in the margin of the schedule the sheet and page containing the other families in the dwelling, as "See A," "See B," etc., as the case may be.

Do not rush out on first visit. In case a family has a boarder, lodger, or other person belonging to it for whom complete information can not be obtained at the time of your first visit, you should enter the name, if it can be ascertained, of the family, and at a subsequent visit secure the information needed to complete the record for such person. It is important that the names of such persons be entered at the time of your first visit, wherever possible. If, however, there is uncertainty as to the number of such persons, do not leave any space upon the schedule you are filling at that time, but arrange to secure the required information at a later visit, and enumerate such person or persons on the correct sheet of the schedule at the time of that visit (if more than one) of your district to which such person belongs. If an individual enumerated thus out of order is a member of a family enumerated in regular order at the time of the first visit, be careful to make under "Place of abode" (columns 1 to 4) the same entries as were given to the family to which such individual belongs, and indicate in the margin of the schedule the sheet and page containing the other members of the family, as "See C," "See D," etc., as the case may be.

Memorandum to be kept by enumerator.—You should keep a memorandum of all families and persons not enumerated by you on your first visit, in order that you may return at a later visit to properly include all such families and persons in your official returns, and also a memorandum of all buildings and places in your district for which no persons were enumerated by you, and all information should be turned in to be compared with your completed work for his information and guidance in determining the thoroughness and care with which you have canvassed your district.

SUBDIVISIONS OF DISTRICTS.

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

(a) Two or more townships, districts, precincts, beats, wards, hundreds, or other divisions of a county, or parts of such divisions.

(b) The whole or part of an incorporated city, town, or borough, and territory outside such incorporated place.

(c) Two or more wards of a city, town, village, or borough, or parts thereof.

(d) Two or more incorporated cities, towns, villages, or boroughs, or parts thereof.

In all such cases you should complete the enumeration of one such subdivision of your district before beginning the enumeration of another. You should begin the entries for each subdivision at the top of a new page of the population schedule (A or B side of the sheet may be used) and at the end of the entries of the population for that subdivision you should write "The enumeration of ............." giving the name of the township, city, borough, village, ward, precinct, or other subdivision, as the case may be, and leave the remainder of the lines on that page blank. Do not leave a page partially blank except at the end of each such subdivision.

Incorporated cities, towns, villages, or boroughs.—In particular, the law specifically requires that the inhabitants of any incorporated city, town, village, or borough shall be separately enumerated, so as to distinguish them from the inhabitants of the territory not included in such incorporated place. Therefore, if your enumera-
APPENDIX B

The heading of the schedule.

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

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

Enumeration district.—Enter at the head of each sheet, and on both sides, the number of your enumeration district and the number of the supervisor's district in which your district is located. So for example, a supervisor of the first enumeration district for a county will write: "1-1."

The town or city, or other civil division, and the name of the county and the name of the incorporated place in which it is located, the name of the township as well as that of the incorporated place must be entered on the head of the sheet, each in the space indicated for it. If, on the other hand, the incorporated place is independent of the township, precinct, or other division of a county, that fact should be indicated by inserting an X mark in the space for the name of the township or other division of county, as hereinafore explained.

You can now determine whether both the name of the township or other civil division of the county and the name of the incorporated place—a village, for example—are to be entered upon the head of each sheet, by the following rule: If both are named, enter the full name of the place as a separate portion of the address and the name of the county.

Date.—If a page of the schedule is not completely filled at the end of a day's work, do not leave it blank but draw a line in the left-hand margin of the schedule against the number of the last person enumerated on that day, and on the following day enter the date in the margin opposite the name of the person enumerated. For instance, if at the close of January 7 you had enumerated 40 persons on a schedule, draw a heavy line in the left-hand margin against 40, and on the next morning write "Jan. 8."

The heading of the schedule must show the two dates, viz., the 7th and 8th of January. This will assist you in filling accurately your daily report as to the number of persons enumerated.

Column 1. Street, avenue, road, etc.—This column applies to cities and other localities within the streets or roads, and shall be filled in by the names or numbers or letters. Write the name of the street, avenue, court, place, alley, or road, as the case may be, in the order in which it is mentioned. (See illustrative example, line 8.)

Column 2. House number or farm, etc.—Write the house number if there is one, opposite the name of the first person enumerated in the house. If a house is in the rear of another one fronting on a street and has no number of its own, give it the same number as the front house and add the word "rear.

Write "Fm. 1" in this column, opposite the name of the first person enumerated in the house, if the family is living on a farm (as defined in the agricultural instructions), including the families of both farm operators and farm laborers.

Write both the house number and "Fm." if the farm on which the family is living is located on the edge of a city and has a house number.

"Fm." is also to be entered for the house of a farm laborer and his family living on a small parcel of land not within the limits of an incorporated place.

"X" for a house that has no number and is not situated on a farm or on a parcel of land as described above.

Column 3. Number of dwelling house in order of visitation.—In this column the first dwelling house you visit should be numbered as '1,' the second as '2,' and so on, until the enumeration of your district is completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house, and should not be repeated for other persons or other families living in the same house. (See illustrative example, line 9, and omission of number at line 18 for second family in the same house.)

Dwelling house defined.—A dwelling house, for census purposes, is the group of persons occupying the same dwelling house at 12 o'clock midnight, regularly or irregularly sleeping. It need not be a house in the usual sense of the word, but may be a room in a factory, store, or office building, a loft over a stable, a boat, a tent, a freight car, or the like. A building occupied by a group of persons constituting the household of a single family will be entered on the schedule as "Fam. 1 living in one dwelling house," no matter how many persons or families live in it. A building with a partition wall through it and a front door for each of the two parts, however, counts as two dwelling houses. But a two-apartment house with one apartment over the other and a separate front door for each apartment counts as only one dwelling house.

Column 4. Number of family in order of visitation.—In this column number the families in your district in the order in which they are enumerated, entering the number opposite the name of the head of each family, as shown on the illustrative example. Thus the first family you visit should be numbered as '1,' the second as '2,' and so on, until the enumeration of your district is completed.

Family defined.—The word "family," for census purposes, has a somewhat different application from what it has in popular usage. It means a group of persons living together in the same dwelling place, having a common domicile, the head of which may choose any one of the group to act as his head by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included as a member of the family of the person for whom he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges, but a person who boards in one place and sleeps in another or works in another should be returned as a member of the family at the place where he lodges or works.

It should be noted, however, that two or more families may occupy the same dwelling house without living together. If they do not live together, each separate dwelling house or separate dwellings containing no inmates should be returned as separate families.

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

Institutional families.—The officials and inmates of an institution who live in the institution building or buildings form one family. Thus, where officers or employees live in, or where inmates of separate dwellings occupying the same place of abode, make up, for census purposes, a single family. But in an apartment or tenement house, there will be as many families as there are separate occupants or separate employees, even though use may be made of a common parlor or restaurant.
NAME AND RELATION.

Column 6. Name of each person enumerated.—Enter the name of every person whose usual place of abode on January 1, 1920, was with the family in the house or building in which the enumeration is being made. In determining who is to be included with the family, follow instructions in five preceding paragraphs.

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

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

Column 7. Relationship to head of family.—Designate the head of the family, whether husband or father, widow, or unmarried person of either sex, by the word "head"; for other members of a family write wife, father, mother, son, daughter, grandpa, daughter-in-law, uncle, aunt, nephew, niece, boarder, lodger, servant, etc., according to the particular relationship which the person bears to the head of the family.

Occupants of an institution or school, living under a common roof, should be designated as officer, trustee, instructor, etc.; and in the case of the chief officer his title should be used, as warden, principal, superintendent, etc., instead of the word "head." If two or more persons share a common abode as partners, write "head for both," for all or any of them.

In the case of a hotel or boarding or lodging house family the head of the family is usually the manager or the person who keeps the hotel or boarding or lodging house.

TENURE.

Column 7. Home owned or rented.—This question is to be answered only opposite the name of the head of each family, and only relates to the house or dwelling in which they are living on the date of the enumeration. If the home is owned, write "O"; if the home is rented, write "R." Make no entries in this column for the other members of the family.

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

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

Column 8. If owned, whether free or mortgaged.—This question applies only to those homes classed in column 7 as owned homes and does not apply to rented homes. Write "M" for mortgaged and "F" for free. Those entries should be made opposite the name of the head of the family.

All owned homes which are not fully paid for, or upon which there is any encumbrance 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.

PERSONAL DESCRIPTION.

Column 9. Sex.—Write "M" for male and "F" for female.

Column 10. Color or race.—Write "W" for white; "B" for black; "M" for mulatto; "I" for Indian; "C" for Chinese; "J" for Japanese; "H" for Hawaiian; "K" for Korean; or for other races for which there is a space below.

For all persons not falling within one of these classes, write "OT" (for other), and write on the left-hand margin of the schedule the color of person indicated.

For census purposes the term "black" (B) includes all Negroes of full blood, while the term "mulatto" (M) includes all Negroes having some proportion of white blood.

Column 11. Age at last birthday.—This question calls for the age in completed years at last birthday. Remember, however, that the age question, like all other questions on the schedule, relates to January 1, 1920. Thus a person whose exact age on January 1, the census date, is 17 months, and who is a minor, should be entered as 17, because that is his age at last birthday prior to January 1, 1920, although at the time of your visit he may have completed 18 years.

Age in round numbers.—In many cases persons will report the age in round numbers, such as 30 or 40, or about 20 or 30, if the age is not the exact age. Therefore, when an age ending in 0 or 5 is reported, you should ascertain whether it is the exact age. If, however, it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.

Age of children. — Take particular pains to get the exact ages of children. In the case of a child not 5 years old, the age should be given in completed months, expressed as twelfths of a year. Thus the age of a child 3 months old should be entered as 1, a child 7 months old as 5, a child 1 year and 3 months old as 14, a child exactly 3 years old as 36, a child 3 years and 1 month old as 37, etc. If a child is not yet a month old, enter the age as 0. But note again that this question should be answered with reference to January 1. For instance, a child who is just a year old on the 5th of January, 1930, should nevertheless be returned as 14, because that is his age in completed months on that date.

Column 13. Single, married, widowed, or divorced.—Write "S" for a single or unmarried person of whatever age; "M" for a married person; "W" for widowed (man or woman); and "D" for divorced.

Persons who were single on January 1 should be so reported, even though they may have married between that date and the day of your visit; and, similarly, persons who become widowed or divorced after January 1 should be returned as married if that was their condition on that date.

CITIZENSHIP.

Column 13. Year of immigration to the United States.—This question applies to all foreign-born 1 persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace was in a foreign country (see column 10). Enter the year in which the persons came to the United States. If he has been in the United States more than once, give the year of his first arrival.

Column 14. Naturalized or alien.—This question applies to all foreign-born 1 persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace was in a foreign country, as follows:

"Na" for naturalized, if he, or she, has become a full citizen, either by taking out second or final papers of naturalization or, while he or she was not a citizen of 21 years, through the naturalization of either of the parents.

"Pa" (for papers), if he, or she, has declared intention to become an American citizen and has taken out "first papers."

"Al" (for alien), if he, or she, has taken no step toward becoming an American citizen.

A married woman is to be reported with the same citizenship as her husband.

A foreign-born 1 child under 21 years of age is to be reported with the same citizenship (naturalized or alien) as the parents, unless such child has taken out papers of declaration, in which case write "Pa." Note that a person must be at least 18 years of age to take up papers of declaration of intention to become a citizen.

Column 15. If naturalized, year of naturalization.—For every person reported in column 14 as "Na" (naturalized), enter in column 15 the year in which final papers of naturalization were issued. In case of persons naturalized through the act of a parent, enter the date of the parent's naturalization.

EDUCATION.

Column 16. Attended school any time since September 1, 1919.—Write "Yes" for a person who attended school, college, or any educational institution at any time since September 1, 1919, and "No" for any person of school age— 3 to 21 years—who has not attended school since that date. For persons under 5 or over 21 write "Yes" if they actually attended school, otherwise leave the column blank.

Column 17. Whether able to read.—Write "Yes" for a person 10 years of age and over who can read any language, whether English or some other, and "No" for such person who can not read any language. For persons under 10 years of age, leave the column blank.

For a blind person, write "Yes" if he could read any language before becoming blind or, if born blind, if he has been taught to read in any language.

Column 18. Whether able to write.—Write "Yes" for a person 10 years of age and over who can write any language, whether English or some other, and "No" for such person who can not write any language. For persons under 10 years of age, leave the column blank.

1 Foreign-born persons include all those born outside of the United States or any of its outlying territories: that is, Alaska, Hawaii, Porto Rico, Philippine Islands, Guam, American Samoa, Panamá Canal Zone, and Virgin Islands of the United States.
For a blind person, write "Yes" if he could write any language before becoming blind or, if born blind, if he has been taught to write any language.

NATIVITY AND MOTHER TONGUE.

Column 19. Place of birth of person.—If the person was born in the United States, give the State or Territory in which born. The words "United States" are not sufficiently definite. A person born in what is now West Virginia, North Dakota, South Dakota, or Oklahoma should be so reported, although at the time of his birth the particular region to which he may have had a parent name. Do not abbreviate the names of States and Territories.

If a person says he was born in Austria-Hungary, Germany, Russia, or Turkey as they were before the war, enter the name of the Province (State or Region), as Alaz-Arzem, Bi-hemia, Bavaria, German or Russian Poland, Croatia, Galicia, Finland, Slavonia, etc.; or the name of the city or town in which born, as Berlin, Prague, Vienna, etc.

If the person was born in any other foreign country, enter the name of the country only, as Belgium, France, Italy, Norway, Sweden, Denmark, China, Japan, etc., as the case may be.

Instead of Great Britain, write Ireland, England, Scotland, or Wales. If the person was born in Cuba or Porto Rico, so state, and do not write West Indies.

If the person was born abroad, but of American parents, write in column 19 both the place and date. — That is, American citizen. If the person was born at sea, write A S A. Spoll out the names of countries, provinces, etc.

Column 20. Mother tongue of person.—The question "What is your native tongue or mother tongue?" should be asked of all persons who were born in any foreign country. By mother tongue is meant the language of customary speech before coming to the United States. Do not abbreviate the language. This question does not apply to persons born in the United States or any of its outlying territories.

Note that the name of the mother tongue must be given even when it is the same as the language of the country in which the person was born. If a person reports that he was born in England and that his mother tongue is English, write English; or, if he was born in France and his mother tongue is French, write French. This is necessary to distinguish persons from other boys in the same country but having a different mother tongue.

Principal foreign languages.—The following is a list of the principal languages which are likely to be reported as the mother tongue or language of customary speech of foreign-born persons:

- Albanian
- Armenian
- Arabic
- Basque
- Bohemian (Czech)
- Breton
- Bulgarian
- Chinese
- Croatian
- Danish
- Dutch
- English
- Estonian
- Finnish
- French
- Friesian
- Gallic
- Greek
- Hungarian
- Italian
- Japanese
- Korean
- Latin
- Lithuanian
- Norwegian
- Polish
- Portuguese
- Russian
- Serbian
- Slovak
- Slovene
- Spanish
- Swedish
- Syrian
- Tamil
- Turkish
- Ukrainian
- Welsh
- Yiddish
- Zhong

Column 21. Place of birth of father.—Enter in column 21 the birthplace of the father of the person whose own birthplace was entered in column 19. In designating the birthplace of the father, follow the same instructions as for the person himself. In case, however, a person does not know the State or Territory of birth of his father, but knows that he was born in the United States, write United States rather than "unknown.

Column 22. Mother tongue of father.—If the father of the person you are enumerating was born in a foreign country, ask for his mother tongue and enter it in column 22, following the instructions given in reporting the mother tongue of persons. If the father was born in the United States or any of its outlying territories, do not ask his mother tongue.

Place of birth of mother.—Enter in column 23 the birthplace of the mother of the person whose own birthplace was entered in column 19. In designating the birthplace of the mother, follow the same instructions as for the person himself. In case, however, a person does not know the State or Territory of birth of

of his mother, but knows that she was born in the United States, write United States rather than "unknown."

Column 24. Mother tongue of mother.—If the mother of the person you are enumerating was born in a foreign country, ask for her mother tongue and enter it in column 24, following the instructions given in reporting the mother tongue of persons. If the mother was born in the United States or any of its outlying territories, do not ask her mother tongue.

ABILITY TO SPEAK ENGLISH.

Column 25. Whether able to speak English.—Write "Yes" for a person 10 years of age and over who can speak English, and "No" for each person who cannot speak English. For persons under 10 years of age, leave the column blank.

OCCUPATION.

Column 26. Trade or profession.—An entry should be made in this column for every person enumerated. The entry should be either (1) the occupation pursued—that is, the word or words which most accurately indicate the particular kind of work done by which the person enumerated earns money or a money equivalent, as physician, carpenter, dressmaker, laborer, newsboy; or (2) none (that is, no occupation). The entry none should be made in the case of all persons who follow no gainful occupation.

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

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

Industry.—An entry should be made in this column in all cases where the entry in column 26 has been that of an occupation. But when the entry in column 26 is none, leave column 27 blank. The entry in column 27, when made, should be the name of the industry, or the business or the place in which this person works, as cotton mill, general farm, dry-goods store, insurance office, bank, etc. (See also illustrations on p. 185.) Never enter in this column such indefinite terms as "mill," "farm," "store," "Janes and Company," etc.

The purpose of columns 26 and 27 is thus to bring out, on the one hand, in column 26, the specific occupation or work performed, if any, by each person enumerated, and on the other hand, in column 27, the character of the industry or place in which such work is performed.

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

Women doing housework.—In the case of a woman doing housework in her own home and having no other employment, the entry in column 26 should be none, and in column 27, domestic, or boarder. If a woman is doing housework in another home, or in the home of her employer, enter the name of her employer or the name of her occupation in column 26, as housekeeper, servant, cook, or chambermaid, as the case may be; and the entry in column 27 should state the kind of place where she works, as a private family, or boarding house, or hotel, or hospital. If a woman is doing housework in her own home, regularly earns money by some other occupation, whether pursued in her own home or outside, that occupation should be returned in column 26, and in column 27, as domestic help. For women who regularly take in washing, or take in washing, or in caring for live stock or poultry, the return should be none, but for a woman who works regularly and most of the time at such work, the return should be farm laborer—home farm; farm laborer—working only under—garden; laborer—dairy farm, etc.
laborer—stock farm; or laborer—poultry yard, as the case may be. Of course, a woman who herself operates or runs a farm or plantation should be reported as a "farmer," and not as a "farm laborer."

Children on farms.—In the case of children who work regularly for their own parents on a farm, whether as stock hands, farm laborer, and in column 24, home farm; but for children who work as farm laborers for others, the entry in column 27 should be working out.

Children working for parents.—Children who work for their parents at home merely on general household work, on chores, or at odd times on other work, should be reported as having no occupation.

Keeping boarders.—Keeping boarders or lodgers should be reported as having an occupation. If, however, a family keeps a few boarders or lodgers merely as a means of supplementing or eking out the earnings or income obtained from other occupations or from other sources, no one in the family should be returned as a boarding house keeper.

Officers, employees, and inmates of institutions or homes.—For an officer or regular employee of an institution or home, such as a medical, police, or charitable, etc.

Engineers.—Distinguish carefully the different kinds of engineers by stating the full descriptive title, as civil engineer, electrical engineer, mechanical engineer, mining engineer, marine engineer, etc.

Workers attending school.—In the case of a person who is at work and attending school or college, enter the occupation followed in the institution. For an inmate of such institution, if regularly employed, the occupation pursued in the institution, whether the employment be at productive labor or at other duties, such as cooking, scrubbing, laundry work, etc.; but if an inmate is not regularly employed—that is, has no specific duties or work to perform—write "not in column 26.

Doctors or physicians.—In the case of a doctor or physician, enter in column 27 the class to which it belongs, as medical, osteopathic, chiropractic, etc.

Supplemental schedule for the blind and for deaf-mutes.

This schedule is supplemental to the population schedule and is used as a means of obtaining the addresses of all persons found by the enumerators to be blind or deaf-mutes. For identification purposes the sex, color, and race, as recorded on the population schedule, are added.

When to be used.—Upon the completion of the enumeration of each family, be sure to ask before leaving the house whether any one among the persons you have enumerated is either blind or deaf. If so, enter the name, office address, and other facts called for on the supplemental schedule, in accordance with the instructions printed on that schedule, provided the person comes within the class of blind or deaf-mutes there defined.

FARM SCHEDULE NUMBER.

Column 28. Employer, salary or wage worker, or working on own account.—For one employing persons, other than domestic servants, in transacting his own business, write "W." For a person who works for wages or a salary, write "W." For a gainful worker who is neither an employer nor a salary or wage worker, write "OA" (for own account). For all persons returned as having no occupation, leave the column blank.

Employer.—An employer is one who employs helpers, other than domestic servants, in transacting his own business. The term employer does not include the superintendent, agent, manager, or other person employed to manage an establishment or business, and it does not include the foreman of a room, the boss of a gang, or the coal miner who hires his helper. All such should be returned a "employee," for, while many of these may employ persons, none of them does so in transacting his own business.

Salary or wage worker.—Any person who works for a salary or wages and is subject to the control and direction of an employer, is a salary or wage worker, whether he be president of a large corporation or only a day laborer; whether he be paid in money or in kind; and whether he be employed by his own parent or by another.

Working on own account.—A person who has a gainful occupation and is neither an employer nor a salary or wage worker, is considered to be working on his own account. Such persons are the independent workers. They neither pay nor receive salaries or regular wages. Examples of this class are: Farmers and the owners of small establishments, who do not employ helpers; professional men who work for fees and employ no helpers; and, generally speaking, hucksters, peddlers, newsboys, bootblacks, etc.
APPENDIX B.

SPECIAL INSTRUCTIONS TO ENUMERATORS IN CITIES.

You have been furnished, in the general book of instructions (Form 9-240), with full directions concerning the work in your district. Define and specific information is there afforded, under the heading “Who are to be enumerated in your district,” as to the conditions under which different classes of persons or single individuals are to be included or excluded from the enumeration in your district, and equally explicit instruction is also furnished there, under the heading “Necessity of a thorough canvass,” as to the manner to account for your district. In compliance with this form, the reason why families or individuals are “out” at the time of your first visit, these instructions are to be carefully followed, but as a special aid to your work supplemental blanks are provided as follows:

(a) Enumerator’s street book.

(b) Individual census slip.

The purpose for which each of these blanks is intended is fully explained in the following paragraphs. You will find that the proper use of these blanks will not only save you much time but help you to cover your district in a methodical and orderly manner.

ENUMERATOR’S STREET BOOK.

The purpose of the street book, which takes the place of the memorandum referred to in paragraph 13 of the general instructions, is to enable you—

(1) to furnish a record of any house, apartment, building, or other dwelling place at which you did not secure at your first visit all of the information required to be entered on the population schedule concerning any family or person (or persons) living there and which you must, therefore, visit a second time;

(2) to account for any vacant or closed house or apartment, or for a building, church, business building, shop, or manufacturing establishment, whether consecutively numbered or not, for which there are no residents to be reported;

(3) to enter any vacant lot or public square, which, in the consecutive order of numbering on any street or avenue, represents house numbers for which no entries of population can be made.

You are not expected to make any entry in the street book for those houses or other buildings at which you secure a complete report on your first visit. But you are required to account, either on the population schedule or in the street book, for each and every building or vacant space within the limits of your enumeration district, so as to provide the means for judging as to the thoroughness of your house-to-house canvass and the manner in which your work has been performed in securing a complete return of all the families and persons actually found within the boundaries of your enumeration district. (See illustrative example.)

As stated in paragraph 68 of the general instructions, you are expected to account for your district by blocks and the entries in the street book should follow strictly the order in which the enumeration is made.

The street book is to be turned in to your supervisor with your completed work, for his information and guidance in determining the thoroughness and care with which you have canvassed your district.

ILLUSTRATIVE EXAMPLE.

The illustrative example on page 1386 contains sample entries showing the manner in which the street book is to be filled. The examples given do not purport to account for all the buildings requiring entries likely to be found on any given block, but are intended simply to indicate the proper entries to be made under a variety of specific cases, such as every enumerator will encounter, and to serve as a general guide for making the proper entries to cover other cases of a similar character.

In the imaginary cases stated, the examples given have reference to parts of your work—January 2 and 3—and the enumerator, before beginning work, is supposed to have made the entries called for at the top of the street book page as follows: Against “S. D.,” he writes the abbreviation of his supervisor’s district, as, for example, 4th Calif., 7th Ind., 20 Conn., or 8, 1; against “E. D.,” the number of his enumeration district, as 345; and, in the space provided, the name of the city, as San Francisco, Indianapolis, New Haven, or Providence, etc. These and the subsequent cases illustrated by the sample entries are briefly explained in the following paragraphs:

The first case for which the enumerator is required to make an entry in the street book is that of a laundry, situated at 906 Second avenue, at which he finds, upon due inquiry, that the building is used solely for business purposes and that no one sleeps there. He therefore proceeds to enter, in column 1, the name of the street; in column 2, the house number; in column 4, the word “Laundry”; in column 5, the date of visit, and, in column 6, the words “No residents,” thus giving in the street book the manner in which the entry is made on the population schedule for that house number. (See, also, similar entries for buildings of like character at lines 6, 7, 9, 10, 16, 17, and 18.)

Proceeding on his work, the enumerator next finds at 914 Second avenue, a house closed because of the absence of the family for an indefinite period. He is unable to secure complete and reliable information from any persons in the neighborhood, but learns that the head of the family, William Smith, has an office at 46 State street. He accordingly makes the proper entries in the street book, as herein illustrated (line 2), thus accounting for the absence of any report of population for that particular house number. (See, also, similar entry at line 11 for “Apartment closed,” and note entry of apartment number in column 3.)

Between 918 and 922 Second avenue the enumerator finds a vacant lot, for which he accounts in the street book, at line 3, by entering the missing house number (320), and writing the words “Vacant lot.”

At 934 Second avenue the enumerator is unable to secure full information concerning a man who resides with the family living there, and under his instructions in paragraph 9 he leaves an individual census (Form 9-301). A record of the delivery is then made in the street book, at line 4, in connection with columns 1, 2 and 3, of the street and house number, by writing the words “Delivered out” and the name of the lodger followed by the words “Slip left in parentheses; and from the record it further appears that the slip was duly collected at a later visit and the entries made on sheet 1 and line 28 of the population schedule, as shown in column 7. (See, also, similar entry at line 12.)

As shown by the record at line 13 of the street book, the enumerator, in pursuing his work on the second day, finds at 231 Tenth street a vacant house, which he learns by inquiry has not been occupied since December 1 and for which he makes the necessary entries in the street book. (See, also, similar entry at line 19 for “Vacant apartment,” and note entry of apartment number in column 3.)

The final entries at line 29 are illustrative of the record to be made in the case of a family “out”—that is, only temporarily absent— at the time of the enumerator’s visit, as provided in paragraph 70 of the general instructions. In the imaginary case given, the enumerator makes the required record, in connection with the street, house, and office number, apartment number, and date of visit, by writing the words “Family out” and the name of the head of the family, which he learns by inquiry at the adjoining apartment, and from the record in column 7, it further appears that a full report for this family was secured by a later visit and the information entered on sheet 2 and lines 10-15 of the population schedule.

INDIVIDUAL CENSUS SLIP.

The individual census slip (Form 9-301) is to be used by you in securing information concerning persons—boarders, lodgers, and the like—who are absent during the day, or who from the nature of their duties can not be seen personally, and for whom the required data can not be supplied by others.

The individual census slip is enclosed in an envelope (Form 9-266) addressed “Census Enumerator,” and, before using, you must make the proper entries in the spaces numbered 1 to 4 in the heading of the slip. In all cases where it is considered practicable and helpful, leave the slip thus enclosed with the landlord or lady of the house in which the person resides and make the proper entry in the street book (Form 9-240). The slip is to be filled by the lodger or other person for whom it is intended, in accordance with the request and instructions printed on it, reinscribed and sealed, and is to be returned sealed in the envelope, and you at a later date.

"Individuals out on first day of visit" on this slip will not only aid you materially in your work, but the record in the street book will provide a systematic check on the enumeration of this class of persons and thereby prevent their omission, as might otherwise be the case.

1 The Special Instructions to Enumerators in Cities and the Enumerator’s Street Book were developed by the Census Bureau and were sent to enumerators in large cities. The Enumerator’s Street Book consisted of 68 pages ruled and headed as shown by the illustrative example.

2 The individual census slip was supplied to the enumerators in 300 cities.
### Illustrative Example of Manner of Filling Street Book

<table>
<thead>
<tr>
<th>S. D.</th>
<th>Name of Street</th>
<th>House No.</th>
<th>Flat or room No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5th avenue.</td>
<td>101</td>
<td></td>
<td>Laundry</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>511</td>
<td></td>
<td>House closed 1</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>500</td>
<td></td>
<td>Vacant lot</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>584</td>
<td></td>
<td>Lodger recalled</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>503</td>
<td></td>
<td>Barber shop</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>513</td>
<td></td>
<td>Stable</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>519</td>
<td></td>
<td>Machine shop</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>511</td>
<td>1</td>
<td>Apartment closed 1</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>519</td>
<td>2</td>
<td>Lodger recalled</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>519</td>
<td>3</td>
<td>Vacant house</td>
</tr>
<tr>
<td>11</td>
<td>5th street.</td>
<td>101</td>
<td></td>
<td>Church</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>507</td>
<td></td>
<td>Office</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>509</td>
<td></td>
<td>Store</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>500</td>
<td></td>
<td>Schoolhouse</td>
</tr>
<tr>
<td>15</td>
<td>4th street.</td>
<td>100</td>
<td>1</td>
<td>Vacant apartment</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>507</td>
<td>16</td>
<td>Family out</td>
</tr>
</tbody>
</table>

1 Information secured later by Supervisor, the business address given being beyond the limits of this enumeration district.

### Population

<table>
<thead>
<tr>
<th>City</th>
<th>Date of visit</th>
<th>Remarks</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan.</td>
<td>No residents</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Wilhelm Smith, 6th Street</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>James Jackson (Slip left)</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>No residents</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>No residents</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>No residents</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>No residents</td>
<td>8</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>No residents</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Martin Harper, 800 Madison</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Francis Hughes (Slip left)</td>
<td>12</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Vacant since December 1</td>
<td>13</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>No residents</td>
<td>14</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>No residents</td>
<td>15</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>No residents</td>
<td>16</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>No residents</td>
<td>17</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>No residents</td>
<td>18</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Vacant since December 1</td>
<td>19</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>John Golden</td>
<td>20</td>
</tr>
</tbody>
</table>

1 Information secured later by Supervisor, the business address given being beyond the limits of this enumeration district.
APPENDIX B.

INDIVIDUAL CENSUS SLIP.

1. S. D. ........................ 2. B. D. No. ..............
3. City. ........................................
4. Street and No. ...................................
5. Name in full. ....................................
6. Relationship to head of family with which you live. 
   (Brother, sister, or servant, or wife, son, 
   daughter, or whatever word describes the 
   relationship. If you are the head, write head.)
7. If you are the head of the family living in 
   this house, state: 
8. Is the house owned by you or rented? .......
9. If owned by you, is it mortgaged? ..............
10. Sex or race. 
    (White, Black, Mulatto, Chinese, Japanese, 
    etc., as the case may be)
11. Age at last birthday (in completed years). 
    (For children, not yet five years old, give age 
    in completed months expressed as twelfths of 
    a year, as 5/12, 6/12, 7/12, 8/12, 9/12, etc.)
12. Marital condition. 
    (Single, married, widowed, or divorced, at 
    the present time.)
13. If of foreign birth: 
14. Are you naturalized or alien? 
    (If not fully naturalized, but have declared 
    your intention to become an American citizen 
    by taking out first papers, write first papers.)
15. If naturalized, give year of naturalization... 
    (If naturalized through act of your father, 
    give year of his naturalization.)
16. Have you attended school or any educational 
    institution any time since September 1, 1907? 
    (Yes or No.)
17. Are you able to read? (Yes or No.)
18. Are you able to write? (Yes or No.)
19. Where were you born? (Yes or No.)
   (If born in the United States, give state of birth; 
   if born abroad, give country of birth and province, 
   state, or region.)
20. If foreign born, what was your language of 
    customary speech before coming to this 
    country? ........................................
21. Where was your father born? ..................
22. What was his native language? ..............
23. Where was your mother born? ............... 
24. What was her native language? ..............
25. Can you speak English? (Yes or No.) .......
26. What is your trade, profession, or usual 
    occupation? ...................................
    (Indicate the kind of work you perform: 
    miner, laborer, mechanic, pedlar, etc.)
27. In what industry or business are you 
    engaged? ........................................
    (Indicate the general character of the 
    industry or business in which you are employed, 
    with which you are connected, or 
    with which you were connected, as, retail, 
    wholesale, or mixed, stores, etc., farms, 
    factories, or shops, in a hotel, 
    or whatever may be appropriate.)
28. Are you an employer, a worker for salary 
    or wages, or are you working on your own 
    account without employing others? ...........
    (If you employ any persons in your own busi-
    ness and are not working for a salary yourself, 
    write employer; if working for wages or salary, 
    with employer: if engaged in any business or 
    occupation, without being either an employer or a 
    salary or wage worker, write own account.)
29. Are you deaf and dumb? (Yes or No.) .......
30. In this person blind (both eyes)? .......... 
    (If a person owns not see to read with the aid 
    of glasses, write "Yes" instead. Write "No."