
APPENDIXES

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

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,¹ 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.

ILLUSTRATIVE EXAMPLE OF MANNER

STATE OhioCOUNTY Lake

DEPARTMENT OF COMMERCE—

FOURTEENTH CENSUS OF THE

TOWNSHIP OR OTHER DIVISION OF COUNTY Hopewell township

[Insert proper name and, also, name of class, as township, town, precinct, district, hundred, beat, etc. See instructions.]

NAME OF INSTITUTION X

[Insert name of institution, if any, and indicate the lines on which entries are made. See instructions.]

1	PLACE OF ABODE.			NAME	RELATION.	TENURE.		PERSONAL DESCRIPTION.				CITIZENSHIP.			EDUCATION.		
	Street, avenue, road, etc.	House number or farm, etc. (See instructions.)	Number of dwelling house in order of visitation.			Home owned or rented.	If owned, free or mortgaged.	Sex.	Color or race.	Age at last birthday.	Single, married, widowed, or divorced.	Year of immigration to the United States.	Naturalized or alien.	If naturalized, year of naturalization.	Attended school any time since Sept. 1, 1918.	Whether able to read.	Whether able to write.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Maple avenue.	509	1	Griffin, Charles J.	Head	R		M	W	40	M	1900	Na	1907		Yes	Yes
2				Charlotte	Wife			F	W	35	M	1902	Na	1909		Yes	Yes
3				Mary	Daughter			F	W	7	S				Yes		
4				Thomas	Son			M	W	3 1/2	S						
5		511	2	Martin, William	Head	O	F	M	W	47	M					Yes	Yes
6				Annie	Wife			F	W	45	M	1875	Na	1881		Yes	Yes
7				Kupfer, Sophie	Sister-in-law			F	W	48	Wd					Yes	Yes
8				Jackson, Sarah	Servant			F	B	22	S					Yes	No
9		506	3	O'Reilly, Patrick	Head	O	M	M	W	44	M	1902	Na	1909		Yes	Yes
10				Maggie	Wife			F	W	40	M	1902	Na	1909		Yes	Yes
11				Mary	Daughter			F	W	4 1/2	S						
12				Sullivan, Bernard	Lodger			M	W	40	S	1915	Pa			Yes	Yes
13	Oak street.		4	Marsden, Adolph	Head	R		M	W	58	M	1905	Na	1911		Yes	Yes
14				Ester	Wife			F	W	53	M	1905	Na	1911		Yes	Yes
15				Gustav	Son			M	W	10	S				Yes	Yes	Yes
16				Balk, Lena	Servant			F	W	22	S	1912	Al			Yes	Yes
17		508	4	Stokes, Margaret	Head	O	F	F	W	60	S					Yes	Yes
18				Fitzgerald, Rosa	Companion			F	W	36	S	1910	Al			Yes	Yes
19		150	5	Warren, George	Head	O	F	M	W	41	Al					Yes	Yes
20				Frances	Wife			F	W	37	M					Yes	Yes
21				Alfred	Son			M	W	16	S				Yes	Yes	Yes
22		152	6	Barrie, Martha	Head	O	M	F	W	53	Wd	1870	Na	1890		Yes	Yes
23				Williams, John S.	Son-in-law			M	W	34	M					Yes	Yes
24				Katherine	Daughter			F	W	33	M					Yes	Yes
25				Dorothy	Granddaughter			F	W	4 1/2	S						
26				MacGruder, Lucy	Sister			F	W	63	S	1870	Al			Yes	Yes
27				Schaeffer, Robert M.	Boarder			M	W	29	S					Yes	Yes
28				Jones, Bert	Boarder			M	W	40	S					Yes	Yes
29	Sycamore street.			Mullison, George	Boarder			M	W	59	Wd	1893	Na	1899		Yes	Yes
30				Heller, Edward	Boarder			M	W	56	S	1889	Na	1895		Yes	Yes
31				Christiansen, Ole	Boarder			M	W	47	S	1890	Pa			Yes	Yes
32				Ramage, Charles	Servant			M	W	27	M					Yes	No
33				Belle	Servant			F	B	20	M					Yes	Yes
34		154	7	Ibrahim	Head	R		M	W	34	S	1913	Na	1913		Yes	Yes
35				Sellm	Partner			M	W	25	S	1918	Al			Yes	Yes
36		Fm	8	Mess, Joseph	Head	O	F	M	W	28	M					Yes	Yes
37				Amelia	Wife			F	W	24	M					Yes	Yes
38																	
39																Here ends the enumeration	

NOTE.—For want of space only 37 entries are shown.

APPENDIX A.

1377

OF FILLING POPULATION SCHEDULE.]

BUREAU OF THE CENSUS

UNITED STATES: 1920—POPULATION

SUPERVISOR'S DISTRICT No. 2 Sheet No.
ENUMERATION DISTRICT No. 11 1 ANAME OF INCORPORATED PLACE Columbia City

(Insert proper name and, also, name of class, as city, village, town, or borough. See instructions.)

WARD OF CITY 6ENUMERATED BY ME ON THE 2d DAY OF January, 1920.Paul Watson, ENUMERATOR.

NATIVITY AND MOTHER TONGUE.						Whether able to speak English.	OCCUPATION.			Number of farm schedule.
PERSON.		FATHER.		MOTHER.			Trade, profession, or particular kind of work done, as spinner, salesman, laborer, etc.	Industry, business, or establishment in which at work, as cotton mill, dry goods store, farm, etc.	Employer, salary or wage worker, or working on own account.	
Place of birth.	Mother tongue.	Place of birth.	Mother tongue.	Place of birth.	Mother tongue.					
19	20	21	22	23	24	25	26	27	28	29
England	English	Ireland	English	Ireland	Irish	Yes	Accountant	Bank	W	1
Ireland	Irish	Ireland	Irish	Ireland	Irish	Yes	None			2
Pennsylvania		England	English	Ireland	Irish		None			3
New York		England	English	Ireland	Irish		None			4
Iowa		New York		Minnesota		Yes	Carpenter	House	Em	5
Switzerland	German	Switzerland	German	Belgium	German	Yes	None			6
Iowa		Switzerland	German	Belgium	German	Yes	Bookkeeper	Department store	W	7
Virginia		Virginia		Virginia		Yes	Servant	Private family	W	8
Ireland	Irish	Ireland	Irish	Ireland	Irish	Yes	Policeman	City	W	9
Ireland	Irish	Ireland	Irish	Ireland	Irish	Yes	None			10
New Jersey		Ireland	Irish	Ireland	Irish		None			11
Ireland	Irish	Ireland	Irish	Ireland	Irish	Yes	Fireman	Fire Department	W	12
Hamburg	German	Hamburg	German	Hamburg	German	Yes	Shoemaker	Own shop	O A	13
Posen	Polish	Posen	Polish	Posen	Polish	Yes	None			14
New York		Hamburg	German	Posen	Polish	Yes	None			15
Finland	Finnish	Finland	Finnish	Finland	Swedish	No	Servant	Private family	W	16
Pennsylvania		Maryland		Delaware		Yes	None			17
Ireland	English	Ireland	English	Ireland	Irish	Yes	Trained nurse	Private family	W	18
Michigan		England	English	England	English	Yes	Vamper	Shoe factory	W	19
Michigan		Vermont		New Hampshire		Yes	None			20
Michigan		Michigan		Michigan		Yes	None			21
Scotland	Scotch	Scotland	Scotch	Wales	Welsh	Yes	Keeper	Boarding house	Em	22
Pennsylvania		Pennsylvania		Pennsylvania		Yes	Secretary	Electric company	W	23
Pennsylvania		Scotland	Scotch	Scotland	Scotch	Yes	None			24
Pennsylvania		Pennsylvania		Pennsylvania			None			25
Scotland	Scotch	Scotland	Scotch	Wales	Welsh	Yes	Dressmaker	At home	O A	26
Massachusetts		Massachusetts		Massachusetts		Yes	Lawyer	Patent attorney	O A	27
Pennsylvania		New York		New York		Yes	Salesman	Dry goods store	W	28
Denmark	Danish	Denmark	Danish	Denmark	English	Yes	Superintendent	Knitting factory	W	29
East Prussia	Yiddish	East Prussia	Yiddish	East Prussia	Yiddish	Yes	Proprietor	Bakery	Em	30
Norway	Norwegian	Norway	Norwegian	Norway	Norwegian	Yes	Manufacturer	Pottery	Em	31
Michigan		Canada	French	Portugal	Portuguese	Yes	Cook	Boarding house	W	32
Michigan		Maryland		Pennsylvania		Yes	Chambermaid	Boarding house	W	33
Turkey (Europe)	Greek	Turkey (Europe)	Greek	Turkey (Europe)	Greek	Yes	Retail merchant	Carpets, rugs, etc.	Em	34
Turkey (Asia)	Armenian	Turkey (Asia)	Greek	Turkey (Asia)	Armenian	No	Salesman	Carpets, rugs, etc.	W	35
Ohio		Alsace	German	Alsace	German	Yes	Farmer	Truck farm	Em	36
Ohio		Ohio		Kentucky		Yes	Laborer	Truck farm	W	37
of Ward 6 of Columbia City.										38
										39

Schedule contains lines for 50 entries on each page.

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APPENDIX B.—INSTRUCTIONS TO ENUMERATORS.

POPULATION SCHEDULE.

Entries on the schedule.—The illustrative example (Form 9-275) shows the manner in which the entries upon the schedule should be made. These entries should be made at the time of the enumeration, and the recopying of schedules should be avoided.

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

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 will 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 may be said to *live* or *belong*, or the place which is their *home*.

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

Residents absent on census day.—There will be a certain number of persons having their usual place of abode in your district who are absent at the time of the enumeration. These you must include and enumerate, obtaining the facts regarding them from their families, relatives, acquaintances, or other persons able to give this information. Thus if a member of any family in your district is temporarily away from home on a visit, or on business, or traveling for pleasure, or attending school or college, or sick in a hospital, such absent person should be enumerated and included with the other members of the family. But a son or daughter permanently located elsewhere should not be included with the family.

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

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

Persons visiting with this family;

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

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

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

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

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

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 housekeeper, servant, or landlady, or by anybody else who will probably give the name to the enumerator of that district when he calls. If not so represented, and, therefore, likely to be omitted at his usual place of abode, he should be enumerated by you.

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

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

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

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

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

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 feeble-minded, a soldiers' home, a home for the aged, or any similar institution in which inmates usually remain for long periods of time, *all* the inmates of such an institution should be enumerated as of your district. It is to be specially noted that in the case of jails the prisoners should be there enumerated however short the term of sentence.

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, canal men, expressmen, railway mail clerks, sailors on merchant ships, traveling salesmen, and the like, usually have homes to which they return at intervals and which constitute their usual place of abode within the meaning of the census act. Therefore any such

persons who may be in your district temporarily on January 1, 1920, are not to be enumerated by you unless they claim to have no other regular place of abode within the United States. But if their homes are in your district, they should be enumerated there, even though absent on January 1, 1920. Sailors on voyages are to be reported at their land homes, no matter how long they have been absent, if they are supposed to be still alive.

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

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

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 CANVASS.

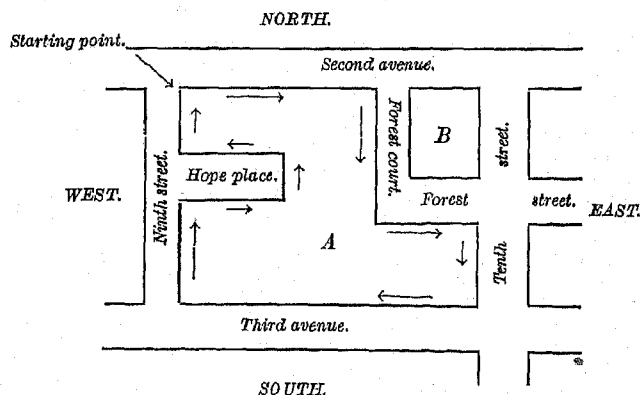
All buildings to be visited.—Be careful to include in your canvass every occupied building or other place of abode in your district. Before leaving any building make sure that you have included all persons living in that building. *Inquire specifically whether any members of the family you are enumerating are temporarily absent, and whether there are any boarders or lodgers or servants in that family or any other persons in the same house.* 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 out of families.—Be careful not to overlook persons living entirely alone, such as a person occupying a room or rooms in a public building, store, warehouse, factory, or stable, and having no other usual place of abode; or a person living alone in a cabin, hut, or tent; or a person sleeping on a river boat, canal boat, barge, etc., and having no other place of abode.

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:



(Note that 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 this family at a later visit. But no space should be left blank for this family upon the schedule you are filling at the time of your first visit unless you have positive and reliable information as to the number of persons in the family so that you will know exactly how many lines to leave blank. 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 enumerate such family later on the last sheet of the schedules 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 3 the same visitation number for the dwelling as was given to it when the other family or families were enumerated, so as to insure a correct return of the number of persons and families living in that dwelling house. Indicate in the margin of the schedule the sheet and page containing the other families in the dwelling, as "See 2A," "See 4B," etc., as the case may be.

Individuals out on first visit.—In case a family has a boarder, lodger, or other person belonging to it for whom complete information can not be obtained at the time of your first visit, you should enter the name, if it can be ascertained, with the rest of the family, and at a subsequent visit secure the information needed to complete the record for such person. It is important that the names of such persons should be entered at the time of your first visit, wherever possible. If however, there is uncertainty as to the number of such persons, do not leave any spaces upon the schedule you are filling at that time, but arrange to secure the required information at a later visit, and enumerate such person or persons on the last sheet of the schedules belonging to that subdivision (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 3A," "See 5B," 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 be sure through 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. This memorandum should 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.

SUBDIVISIONS OF DISTRICTS.

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

- Two or more townships, districts, precincts, beats, wards, hundreds, or other divisions of a county, or parts of such divisions.
- The whole or part of an incorporated city, town, village, or borough, and territory outside such incorporated place.
- Two or more wards of a city, town, village, or borough, or parts thereof.
- 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, as the case may be), and at the end of the entries of the population for that subdivision you should write: "Here ends the enumeration of," giving the name of the township, city, borough, village, ward, precinct, or other subdivision, as the case may be, and leave the remainder of the lines on that page blank. Do not leave a page partially blank except at the end of 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-

tion district contains the whole or a part of an incorporated city, town, village, or borough, complete the enumeration of such incorporated place before beginning the enumeration of the remainder of your district.

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.

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

THE HEADING OF THE SCHEDULE.

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

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.

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

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

In case, however, you are enumerating an incorporated city, town, village, or borough which is not included in or is not a part of any township or other division of a county, write no name in this space, but make an X mark in it to indicate that the omission of the name is not accidental.

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

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

You can usually determine whether both the name of the township or other civil division of the county and the name of the incorporated place—a village, for example—are to be entered upon the heading of the schedule, by the answer to the following question: Do the inhabitants of this village vote at both village and township elections, or at village elections only? In the former case, they are inhabitants both of the township and of the village, and both names are to be entered. In the latter case they are inhabitants of the village but not of the township, and the name of the township must be omitted. Nonobservance 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.

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

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

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 first 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" in the margin opposite 41, showing that you began work at that number. 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.

PLACE OF ABODE.

Column 1. Street, avenue, road, etc.—This column applies to cities and all other localities where the streets or roads are known by names or numbers or letters. Write the name of the street, avenue, court, place, alley, or road lengthwise, in the manner shown on the illustrative example.

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

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" 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.

Write "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 13 for second family in the same house.)

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

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 "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*. The persons constituting this group may or may not be related by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included with the members of the family for which he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges, but a person who boards in one place and lodges or rooms at another should be returned as a member of the family at the place where he lodges or rooms.

It should be noted, however, that two or more families may occupy the same dwelling house without *living together*. If they occupy separate portions of the dwelling house and their house-keeping is entirely separate, they 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 occupied apartments or tenements, even though use may be made of a common café or restaurant.

Institutional families.—The officials and inmates of an institution who live in the institution building or buildings form one family. But any officers or employees who sleep in detached houses or separate dwellings containing no inmates should be returned as separate families.

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

NAME AND RELATION.

Column 5. Name of each person enumerated.—Enter the name of every person whose usual place of abode on January 1, 1920, was with the family or in the dwelling place for which the enumeration is being made. In determining who is to be included with the family, follow instructions in 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 the order of their ages, and lastly, all other persons living with the family, whether relatives, boarders, lodgers, or servants.

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

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

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

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 home 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.

If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling.

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 owned free. These entries should be made opposite the name of the head of the family.

All owned homes which are not fully paid for, or upon which there is any 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; "Mu" for mulatto; "In" for Indian; "Ch" for Chinese; "Jp" for Japanese; "Fil" for Filipino; "Hin" for Hindu; "Kor" for Korean. For all persons not falling within one of these classes, write "Ot" (for other), and write on the left-hand margin of the schedule the race of the person so indicated.

For census purposes the term "black" (B) includes all Negroes of full blood, while the term "mulatto" (Mu) 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 day, is 17 years, 11 months, and 25 days should be returned simply as 17, because that is his age at last birthday prior to January 1, 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, like 30 or 45, or "about 30" or "about 45," when that is not the exact age. Therefore, when an age ending in 0 or 5 is reported, you should ascertain whether it is the exact age. If,

however, it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.

Ages 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 $\frac{3}{12}$, a child 7 months old as $\frac{7}{12}$, a child 1 year and 3 months old as $1\frac{3}{12}$, a child exactly 3 years old as $3\frac{0}{12}$, a child 3 years and 1 month old as $3\frac{1}{12}$, etc. If a child is not yet a month old, enter the age as $\frac{0}{12}$. But note again that this question should be answered with reference to January 1. For instance, a child who is just a year old on the 5th of January, 1920, should nevertheless be returned as $1\frac{1}{12}$, because that is its age in completed months on January 1.

Column 12. Single, married, widowed, or divorced.—Write "S" for a single or unmarried person of whatever age; "M" for a married person; "Wd" 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 persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace was in a foreign country (see column 19). Enter the year in which the person came to the United States. If he has been in the United States more than once, give the year of his first arrival.

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

For a foreign-born male 21 years of age and over, or a foreign-born unmarried female of that age, write—

"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 under the age 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 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 out 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—5 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 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, Panama 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 may have had a different 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) in which born, as *Alsace-Lorraine, Bohemia, Bavaria, German or Russian Poland, Croatia, Galicia, Finland, Slovakland, 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 birthplace and *Am. cit.*—that is, American citizen. If the person was born at sea, write *At sea*.

Spell out the names of countries, provinces, etc.

Column 20. Mother tongue of person.—The question "What is your mother tongue or native language?" is to 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.¹

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. Thus 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 others born 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.	German.	Persian.
Arabic.	Great Russian.	Polish.
Armenian.	Greek.	Portuguese.
Basque.	Gypsy.	Romansh.
Bohemian (Czech).	Hebrew.	Rumanian.
Breton.	Hindu.	Russian.
Bulgarian.	Icelandic.	Ruthenian.
Chinese.	Irish.	Scotch.
Croatian.	Italian.	Serbian.
Dalmatian.	Japanese.	Slovak.
Danish.	Korean.	Slovene.
Dutch.	Kurdish.	Spanish.
English.	Lappish.	Swedish.
Estonian.	Lithuanian.	Syrian.
Finnish.	Little Russian.	Turkish.
Flemish.	Macedonian.	Ukrainian.
French.	Magyar.	Walloon.
Frisian.	Montenegrin.	Welsh.
Friulian.	Moravian (Czech).	Wendish.
Gaelic.	Norwegian.	White Russian.
Georgian.		Yiddish.

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,¹ do not ask his mother tongue.

Column 23. 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 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,¹ 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 such person who can not 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 persons who on account of old age, permanent invalidism, or otherwise are no longer following an occupation. Such persons may desire to return the occupations formerly followed, which would be incorrect. If living on their own income, or if they are supported by other persons or institutions, the return should be *none*. On the other hand, persons out of employment when visited by the enumerator may state that they have no occupation, when the fact is that they usually have an occupation but merely happen to be idle or unemployed at the time of the visit. In such cases the return should be the occupation followed when the person is employed.

Persons having two occupations.—If a person has two occupations, return only the more important one—that is, the one from which he gets the more money. If you can not learn that, return the one at which he spends the more time. For example: Return a man as *farmer* if he gets 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.

Column 27. 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. 1384.) Never enter in this column such indefinite terms as "mill," "farm," "store," "Jones 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, in column 27, the character of the industry or place in which such work is performed.

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

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*. But a woman working at housework for wages should be returned 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 *private family, hotel, or boarding house*. Or, if a woman, in addition to doing housework in her own home, regularly earns money by some other occupation, whether pursued in her own home or outside, that occupation should be returned in columns 26 and 27. For instance, a woman who regularly takes in washing should be reported as *laundress* or *washerwoman*, followed in column 27 by *at home*.

Women doing farm work.—For a woman who works only occasionally, or only a short time each day at outdoor farm or garden work, or in the dairy, 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 out; laborer—garden; laborer—dairy farm*;

¹ The outlying territories of the United States are Alaska, Hawaii, Porto Rico, Philippine Islands, Guam, American Samoa, Panama Canal Zone, and Virgin Islands of the United States.

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, the entry in column 26 should be *farm laborer* and in column 27 *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. Those, however, who somewhat regularly assist their parents in the performance of work other than household work or chores should be reported as having an occupation.

Keeping boarders.—Keeping boarders or lodgers should be returned as an occupation if the person engaged in it relies upon it as his (or her) principal means of support or principal source of income. In that case the return should be *keeper—boarding house* or *keeper—lodging house*. If, however, a family keeps a few boarders or roomers merely as a means of supplementing or eking out the earnings or income obtained from other occupations or from other sources, no one in the family should be returned as a boarding or lodging house keeper.

Officers, employees, and inmates of institutions or homes.—For an officer or regular employee of an institution or home, such as an asylum, penitentiary, jail, reform school, convict camp, State farm worked by convicts, etc., return the occupation followed in the institution. For an inmate of such institution, if regularly employed, return the occupation pursued in the institution, whether the employment be at productive labor or at other duties, such as cooking, scrubbing, laundry work, etc.; but if an inmate is not regularly employed—that is, has no specific duties or work to perform—write *none* in column 26.

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

Engineers.—Distinguish carefully the different kinds of engineers by stating the full descriptive titles, as *civil engineer, electrical engineer, locomotive engineer, mechanical engineer, mining engineer, stationary engineer, etc.*

Workers attending school.—In the case of a person who is at work and also attends a school or college, enter the occupation followed in columns 26 and 27, and indicate the fact of school or college attendance in column 16.

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

The term "laborer" should be avoided if any more precise statement of the occupation can be secured. Employees in factories and mills, for example, usually have some definite designation, as *weaver, roller, puddler, etc.* Where the term "laborer" is used, be careful to state accurately the industry in column 27.

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

Distinguish carefully the different kinds of "agents" by stating in column 27 the line of business followed, as *real estate, insurance, etc.*

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

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

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

You need not give a person's occupation just as he expresses it. Always find out exactly the *kind of work* he does and the *industry, business, or place* in which he works, and so state it. For instance, if a person says that he is "in business," find out what branch of business and kind of work he does or what position he holds.

Illustrations of how to return occupations.—The following illustrations, in addition to those given in the illustrative example, will indicate the method of returning some of the common occupations and industries; they will also suggest to you distinctions which you should make in other cases.

Column 26.	Column 27.	Column 26.	Column 27.
<i>farm laborer</i>	<i>working out</i>	<i>commercial traveler</i>	<i>dry goods</i>
<i>farm laborer</i>	<i>home farm</i>	<i>salesman</i>	<i>department store</i>
<i>laborer</i>	<i>shipyard</i>	<i>bookkeeper</i>	<i>department store</i>
<i>laborer</i>	<i>street work</i>	<i>cash girl</i>	<i>department store</i>
<i>laborer</i>	<i>garden</i>	<i>cashier</i>	<i>department store</i>
<i>laborer</i>	<i>nursery</i>	<i>cashier</i>	<i>bank</i>
<i>laborer</i>	<i>steam railroad</i>	<i>conductor</i>	<i>steam railroad</i>
<i>brakeman</i>	<i>railroad</i>	<i>conductor</i>	<i>street car</i>
<i>weaver</i>	<i>cotton mill</i>	<i>farmer</i>	<i>general farm</i>
<i>laborer</i>	<i>cotton mill</i>	<i>farmer</i>	<i>truck farm</i>
<i>doer</i>	<i>cotton mill</i>	<i>gardener</i>	<i>private estate</i>
<i>engineer</i>	<i>locomotive</i>	<i>lawyer</i>	<i>general practice</i>
<i>stationary engineer</i>	<i>lumber mill</i>	<i>manager</i>	<i>general farm</i>
<i>fireman</i>	<i>lumber mill</i>	<i>overseer</i>	<i>truck form</i>
<i>fireman</i>	<i>fire department</i>	<i>president</i>	<i>life-insurance co.</i>
<i>civil engineer</i>	<i>general practice</i>	<i>president</i>	<i>bank</i>
<i>electrical engineer</i>	<i>street railway</i>	<i>superintendent</i>	<i>steel works</i>
<i>carpenter</i>	<i>car factory</i>	<i>foreman</i>	<i>cotton mill</i>
<i>carpenter</i>	<i>shipyard</i>	<i>newsboy</i>	<i>street</i>
<i>carpenter</i>	<i>house</i>	<i>newsdealer</i>	<i>store</i>
<i>blacksmith</i>	<i>carriage factory</i>	<i>wagon driver</i>	<i>groceries</i>
<i>blacksmith</i>	<i>own shop</i>	<i>wagon driver</i>	<i>express</i>
<i>agent</i>	<i>real estate</i>	<i>chauffeur</i>	<i>express wagon</i>
<i>agent</i>	<i>insurance</i>	<i>chauffeur</i>	<i>private family</i>
<i>cook</i>	<i>hotel</i>	<i>miner</i>	<i>coal mine</i>
<i>servant</i>	<i>private family</i>	<i>laborer</i>	<i>coal mine</i>
<i>retail merchant</i>	<i>groceries</i>	<i>quarryman</i>	<i>marble</i>
<i>wholesale merchant</i>	<i>leather</i>	<i>janitor</i>	<i>apartment house</i>

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 "Em." 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 "O.A." (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 as employees, for, while any one of these may employ persons, one 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.

FARM SCHEDULE NUMBER.

Column 29. Number of farm schedule.—If the head or any member of the family operates a farm, enter in this column the number of the agricultural schedule filled out for that farm. Make this entry opposite the name of the member of the family operating the farm.

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 totally deaf. If so, enter the name, post-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.

SPECIAL INSTRUCTIONS TO ENUMERATORS IN CITIES.¹

You have been furnished, in the general book of instructions (Form 9-246), with full directions concerning the work in your district. Definite 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 method of canvassing your district and the manner of procedure where 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 two 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.¹

The purpose of the street book, which takes the place of the memorandum referred to in paragraph 73 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 a public building, church, business building, shop, or manufacturing establishment, whether consecutively numbered or not, for which there are no residents to be reported;
- (3) to account for 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 living within the boundaries of your enumeration district. (See illustrative example.)

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

This 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 in 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 case stated, the examples given have reference to parts of two days' 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., 2d Conn., or R. I.; 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. The different 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 on the premises. He therefore proceeds to enter, in column 1, lengthwise, 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, in concise form, the reason why no entry is made on the population schedule for that house number. (See, also, similar entries for buildings of like character at lines 5, 6, 7, 9, 15, 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 (920), and writing the words "Vacant lot."

At 934 Second avenue the enumerator is unable to secure full information concerning a man who lodges with the family living there, and under his instructions in paragraph 9 he leaves an individual census slip (Form 9-301). A record of its delivery is then made in the street book, at line 4, in connection with the usual entries of the street and house number, by writing the words "Lodger 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 251 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 20 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 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.²

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 details can not be supplied by others.

The individual census slip is inclosed 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 its use is considered practicable and helpful, leave the slip thus enclosed with the landlady or lady of the house in which the person resides and make the proper entry in the street book (see lines 4 and 12 of illustrative example). 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, resealed and SEALED, and is to be called for by you at a later visit. The entries thus secured on the individual census slip are then to be transferred by you to the regular population schedule, as provided in the general instructions (see paragraph 72) relating to "Individuals out on first visit."

The use of 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 bound together in a separate pamphlet which was supplied to the enumerators in 63 large cities. The Enumerator's Street Book consisted of 48 pages ruled and headed as shown by the Illustrative Example.

² The individual census slip was supplied the enumerators in 300 cities.

ILLUSTRATIVE EXAMPLE OF MANNER

S. D. (See instructions.) E. D. 345

Name of street.	House No.	Flat or room No.	Description.
1	2	3	4
1 Second avenue.	906		Laundry
	914		House closed ¹
	920		Vacant lot
	934		Lodger out
2 Tenth street.	908		Barber shop
	911		Store
	918		Stable
	919		
	to 928		Machine shop
	931		
	to 937	2	Apartment closed ¹
	946		Lodger out
	951		Vacant house
	941		
3 Third avenue.	to 939		Church
	927		Offices
	919		Store
	913		Schoolhouse
	909	9	Vacant apartment
	to 907	16	Family out

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

OF FILLING STREET BOOK.

City (See instructions.)

Date of visit.	Remarks.	Schedule.	
5	6	Shoot.	Line.
7			
Jan.— 2	No residents		
3	William Smith, 46 State ¹		
2			
2	James Jackson (Slip left)	1	28
2	No residents		
2	No residents		
2	No residents		
2	No residents		
2	No residents		
2	No residents		
2	Martin Hurley, 369 Madison ¹		
2	Francis Hughes (Slip left)	1	90
3	Vacant since December 1		
3	No residents		
3	No residents		
3	No residents.		
3	No residents		
3	Vacant since December 16		
3	John Golden	2	10-15

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

9-301

INDIVIDUAL CENSUS SLIP.

DEPARTMENT OF COMMERCE,

BUREAU OF THE CENSUS,

WASHINGTON, D. C., Jan. 1, 1920.

Your absence during the day, or the nature of your duties, prevents the census enumerator from obtaining from you PERSONALLY the information required by the act of Congress approved March 3, 1919, which provides for taking the

FOURTEENTH CENSUS OF THE UNITED STATES.

You are requested, therefore, to answer the inquiries on the second and third pages of this slip, and to inclose it, WHEN FILLED OUT, in the accompanying envelope, which should be SEALED by you. It will be called for by the census enumerator, who will transfer the entries to the regular schedules used in his work.

As the enumerator is required by law to obtain this information within a specified time, your prompt compliance with this request will be appreciated, and you will thus aid in securing a complete and accurate census of all the inhabitants of your city within the period required for the completion of the enumeration.

Very respectfully,

SAM. L. ROGERS,

Director of the Census.

INDIVIDUAL CENSUS SLIP.

1. S. D. 2. E. D. No.

3. City.

4. Street and No.

5. Name in full.

6. Relationship to head of family with which you live.

(Boarder, lodger, or servant, or wife, son, daughter, or whatever word describes the relationship. If you are the head, write head.)

If you are the head of the family living in this home, state:

7. Is the home owned by you or rented?

8. If owned by you, is it mortgaged?

9. Sex.

10. Color 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 0/12, 5/12, 1-4/12, 4-9/12, etc.)

12. Marital condition.

(Single, married, widowed, or divorced, at the present time.)

If of foreign birth:

13. Give year of immigration to the United States.

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, 1919? (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?

(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; as, spinner, salesman, laborer, stenographer, clerk, etc.)

27. In what industry or business are you engaged?

(Indicate the general character of the industry or business in which you are employed or with which you are connected; as, cotton mill, dry-goods store, on farm, insurance, in a bank, or whatever may be appropriate.)

28. Are you an employer, or 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 business and are not working for a salary yourself, write employer; if working for wages or a salary, write worker; 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. Is this person blind (both eyes)?

(If a person can not see to read with the aid of glasses, write "Yes"; otherwise write "No.")