APPENDIXES

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**ABBREVIATIONS TO BE USED**

- Col. 3-Deceased
- Col. 4-Other
- Col. 5-Black
- Col. 6-White
- Col. 7-Spanish
- Col. 8-Other
- Col. 9-Other
- Col. 11-Education
- Col. 12-Religion
- Col. 13-Years of School Completed
- Col. 14-Other

- Other occupations for State or capacity of birth of the mother

- Other occupation (Columns 3, 4, 5, and 6)
## Appendix A — Form of Schedule

Department of Commerce — Bureau of the Census

Fifteenth Census of the United States: 1930

Population Schedule

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Entries are recorded in the original columns as follows:

- Cat. 12: Date of birth
- Cat. 13: Age
- Cat. 14: Ten years
- Cat. 15: Five years
- Cat. 16: Ten years
- Cat. 17: For all persons 10 years of age and over
APPENDIX B—INSTRUCTIONS TO ENUMERATORS

POPULATION SCHEDULE

49. Entries on the schedule.—The illustrative example (Form 15–23, printed on pink paper) 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 as far as possible.

50. Define answers.—Try to get a definite answer to each inquiry according to the instructions herein given. But, if after every effort has been made, you cannot obtain the desired information write “Un.” (for unknown). For questions like that on age or year of immigration, however, enter an approximate figure, if one can be obtained, rather than “Un.” For example, if your informant says that she does not know how old a person is but that he is about 45, enter “45” rather than “Un.”

51. The census day.—All returns on the population schedule (except in column 28) should relate to the census day, April 1, 1890. Thus persons dying after April 1 should be enumerated, but persons born after April 1 should not be enumerated.

52. Persons who move into your district after April 1, for permanent residence, however, should 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

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

54. Usual place of abode.—In general, all persons are to be enumerated at their “usual place of abode” on April 1, 1890. This means, usually, the place which they would name in reply to the question “Where do you live?” or the place which they regard as their home. When a young person has left his parents’ home and obtained employment elsewhere, the place where he usually stays while engaged in such employment should be considered his usual place of abode, even though he may still think of his parents’ residence as “home.”

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

56. 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. A son or daughter permanently located elsewhere, however, or regularly employed elsewhere and not sleeping at home, should not be included with the family.

Persons to be counted as members of the family include the following:

a. Members of the family temporarily absent on the census day, either in foreign countries or elsewhere in the United States on business or visiting.

b. Members of the family attending schools or colleges located in other districts, except cadets at Annapolis and West Point. (But a student nurse who receives even a nominal salary should be enumerated where she is in training.)

c. Members of the family who are ill in hospitals or sanitariums.

d. Servants, laborers, or other employees who live with the family, sleeping on the premises.

e. Boarders or lodgers who sleep in the house.

57. In the great majority of cases it is more than likely that the names of absent members of the family will not be given 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 absent members, as described above, who should be enumerated with the family.

58. Designation for absent persons.—After you have entered the name of such absent member of the family, write after the name in column 5, well toward the right-hand side of the column, the designation, “Ab,” thus, “Smith, Robert B.—Ab.”

59. 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 likely that they will not be enumerated anywhere else. (See par. 61.) As a rule, therefore, you should not enumerate, or include with the members of the family you are enumerating, any of the following classes:

a. Persons visiting with this family;

b. Transient boarders or lodgers who have some other usual or permanent place of abode where they are likely to be enumerated;

c. Persons from abroad temporarily visiting or traveling in the United States. (Persons from abroad who are employed here should be enumerated, even though they do not expect to remain here permanently.)

d. 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;

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

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

9. 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. (See par. 71.)

60. 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.

61. 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 as 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 any other person 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.

62. When you find a whole family temporarily in your district, and the head or other representative states that they are not represented by anyone at their usual place of abode, you should ordinarily enumerate them in the regular way.

63a. If, however, you find a family that objects to being enumerated in the population of your district, claiming that their usual place of abode is elsewhere, you should report the fact to your supervisor, using the report card for nonresident family (Form 15–233) for that purpose and stating that the family wish to be enumerated as a part of the population of the place there designated as their usual place of abode. The supervisor will supply you with a special schedule on which to enumerate such family, in accordance with the instructions given on the report card.

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

64. 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 residing or lodging, if they are there permanently or for reasons of a permanent nature—for instance, if that is their usual place of abode while carrying on their regular occupation or business.
APPENDIX B—INSTRUCTIONS TO ENUMERATORS

65. Transient boarders or lodgers, on the other hand, should not be enumerated at their temporary rooming or lodging place unless it is likely that they will not be enumerated elsewhere. This refers to persons rooming or lodging for a short time in a hotel or at boarding or lodging homes, or staying temporarily at farm homes, while temporarily absent from their usual places of abode.

66. 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 the census is taken, in particular to the lodgers in cheap one-night lodging houses, who, for the most part, represent a floating population, having no permanent home.

67. Camps.—Persons in railroad, road, or other construction camps, lumber camps, convict camps, State farms worked by convicts, 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 individuals in such camps may have some other usual place of abode where they are likely to be reported.

68. Students at schools.—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 a regular place of abode in your district. This will include students who live with their parents, permanently and regularly, in your district, together with certain others who have no homes elsewhere. Especially in a university town, it is possible that there will usually be a considerable number of the older students who are not members of any family located elsewhere and who will be omitted from the census unless you enumerate them. You should make every effort to enumerate all such persons.

69. School-teachers.—Teachers in a school or college should be enumerated at the place where they live while engaged in teaching, even though they may spend the summer vacation at their parents' home or elsewhere.

70. Inmates of medical or surgical hospitals.—Most inmates of medical and surgical hospitals are there only for temporary treatment or as patients, and have other regular places of abode. Therefore, you should not enumerate as a resident of the hospital any patient unless it appears that he has no other usual place of abode from which he is likely to be reported. A list of persons living in no permanent homes can usually be obtained from the hospital records.

71. Inmates of prisons, asylums, and institutions other than hospitals.—If there is within your district a prison, reformatory, or jail, an asylum or hospital for insane, a home for orphans, or for the blind, deaf, or incurable, an institution for the feeble-minded, a soldiers' home, a home for the aged, or any similar institution in which inmates usually reside 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 furloughed prisoners they should be enumerated, however, under the form of sentencers.

72. Persons engaged in railway services or traveling.—Railroad men, canal men, expressmen, railway mail clerks, traveling salesmen, and the like, usually have homes or places of abode at intermediate stations constituting their usual place of abode within the meaning of the census act. Therefore, any such persons who may be in your district temporarily on April 1, 1890, are not to be enumerated by you unless they claim to have no other regular place of abode within the United States. But if any such persons have their homes in your district, they should be enumerated there, even though absent on April 1, 1890. (See para. 66.)

73. Soldiers, sailors, marines, and civilian employees of the United States.—Soldiers, sailors, and marines belonging to the Army or Navy of the United States, and civilian employees of the United States, are treated as present 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 at a post of duty or station elsewhere, you should not report him as a member of that family. Cadets at Annapolis and West Point are enumerated at those places.

74. If you know any civilian employee of the United States who 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 that family with which he claims his usual place of abode, even though he may be temporarily absent on an official or other trip.

75. Sailors on merchant vessels.—The officers of merchant vessels under the United States flag should be enumerated on board where they are employed, and their homes at home, where they will be reported by some member of the family.

76. Special provision is made for the enumeration of the crews of vessels in foreign or intercoastal trade and on the Great Lakes and of the crews of sea-going private vessels of all kinds, except yachts, under the American flag, even though these crews have no usual place of abode. In such cases, therefore, when they are returned as "absent members" by their families, you are to include, however, and report in the regular way, men employed on boats running on the inland waters (rivers, lakes, etc.) of the United States, other than the Great Lakes.

77. You are also to enumerate, where found, all persons usually employed on board ships who are out of employment in the commerce of the United States, or who are not to be enumerated.

78. 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. These instructions apply only to citizens of the United States and not to aliens who have left this country.

PLACE OF ABODE

114. Column 1. Street, avenue, road, etc.—This column applies to all and applies to all and includes the names of streets or roads, and the names of streets on which the buildings are situated. (See illustrative example, line 8.)

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

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

118. 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.

119. 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 garage, 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 solid partition wall through it and a front door for each of the two parts, however, counts as two dwelling houses, as does each house in a block or row of "row houses" having a 2-apartment one above the other and a separate front door for each apartment counts as only one dwelling house.

120. 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 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.

121. Family defined.—The word "family," for census purposes, has a somewhat different application from what it has in personal 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, and, although they may be 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 whom he lodges; but a person who boards in one place and lodges in another should be returned as a member of the family at the place where he lodges or rooms.

122. Families in apartment houses.—In an apartment or tenement house, there will be as many families as there are...
128. Order of entering names.—Enter the members of each family in order: (1) the head of the family; (2) his wife; (3) the children (whether sons or daughters) in the order of their ages, beginning with oldest; and (4) all other persons living with the family, whether relatives, boarders, lodgers, or servants.

129. 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, except that where a person usually writes his middle name first, write it in the middle name space. "J. Henry Brown," you should write "Brown, J. Henry," rather than "Brown, John H."

130. Where the surname is the same as that of the person on the preceding line do not repeat the name, but draw a horizontal line (—) under the name above.

131. 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 that relates to the head of the family.

132. Home-maker.—Column 6 is to be used also to indicate which member of the family is the "home-maker," that is, which one is responsible for the care of the home and family. After the word "wife," "mother," or other term showing the relationship of such person to the head of the family, add the letter "H," thus: "Wife—H.

133. Occasionals 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." Pupils who live at the school only during the school term are not usually to be enumerated at the school. (See par. 68.)

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

135. In the case of a hotel or boarding or lodging house family (see pars. 123 and 124), the head of the family is usually the manager or the person who keeps the hotel or boarding or lodging house.

136. Column 7. Home owned or rented.—This question is to be answered only opposite the name of the head of each family relating 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.

137. If a dwelling is occupied by more than one family it is the home of each of them, and the name entered is that of the head of the one whose name is generally seen with reference to each family in the dwelling. The whole dwelling may be owned by one family and a part rented by the other family, or both may rent.
APPENDIX B—INSTRUCTIONS TO ENUMERATORS

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person by those in the community where he lives. (See par. 151 for mixed Indian and Negro.)

153. For a person reported as Indian in column 12, report it to be made in column 10 as "Mixed血."

154. Mexicans.—Practically all Mexican laborers are of a racial mixture difficult to classify, though usually well recognized in the localities where they are found. In order to obtain sufficient figures for this racial group, the following six countries are to be used: (See par. 151.)

155. Age.—The age of each person is to be given in completed years at last birthday. Remember, however, that the age at the time of death, which is also the age at which the person was born, as far as known, should be entered. (See par. 151.)

156. Names.—The name of each person is to be given in full. (See par. 151.)

157. Place of birth.—The place of birth is to be given in full. (See par. 151.)

158. Mother tongue.—The mother tongue of each person is to be given in full. (See par. 151.)

159. Occupation.—The occupation of each person is to be given in full. (See par. 151.)

160. Place of residence.—The place of residence of each person is to be given in full. (See par. 151.)

161. Education.—The education of each person is to be given in full. (See par. 151.)

162. Religion.—The religion of each person is to be given in full. (See par. 151.)

163. Marital condition.—The marital condition of each person is to be given in full. (See par. 151.)

164. Whether able to read and write.—The ability of each person to read and write is to be given in full. (See par. 151.)

165. Place of birth.—The place of birth of each person is to be given in full. (See par. 151.)
176. Do not neglect to report the mother tongue simply because it is the same as the language of the country to which the person was born. "If a person reports that he was born in France and that his mother tongue is French, it is quite essential to enter the mother tongue as well as the country of birth. On the other hand, do not report that the father spoke Danish if the person reports that he was born in Denmark, even though Danish is the native tongue of the country of birth.

The principal language of present-day Austria is German, and of Hungary, Magyar. Therefore make specific inquiry as to the language spoken. Do not accept "Scandinavian" as another tongue, but specify whether Danish, Norwegian, or Swedish; similarly, do not report "Slavic" but specify whether Croatian, Serbian, Slovene, etc.

177. Principal foreign languages.—Following is a list of the principal languages which are likely to be reported as the mother tongue or native language of foreign-born persons:

- Albanian
- Arabic
- Arumakho
- Bengal
- Breton
- Bulgarian
- Chinese
- Czech
- Dalmatian
- Danish
- Dutch
- Egyptian
- Eritrean
- Finnish
- Flemish
- Greek
- Hungarian
- Italian
- Japanese
- Korean
- Persian
- Polish
- Portuguese
- Russian
- Serbo-Croatian
- Spanish
- Syrian
- Turkish
- Ukrainian
- Welsh
- Yiddish

178. Column 22. 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. Enter the year in which the person came to the United States. If he has come into the United States more than once, give the year of each entry.

179. Column 23. Naturalization.—This question applies to all foreign-born persons, male and female, of whatever age. Prior to September 23, 1892, a foreign-born woman became a citizen when her husband was naturalized. Since that date, she must take out papers in her own name, and if she does not do this she remains an alien even though her husband becomes naturalized. The question should be answered, therefore, for every person whose birthplace was in a foreign country, in order to have his naturalization entered in the census. (See par. 178.)

For a foreign-born man 21 years of age and over write "Na" (for "naturalized") if he has either (1) taken out second or final naturalization papers, or (2) become naturalized while under the age of 21, or (3) if he became naturalized prior to 1892 by the naturalization of his husband. (See par. 178.)

For a foreign-born person under 21 years of age write "Na" if either parent has been naturalized. This applies to infants and young children as well as to older persons under 21.

For all foreign-born persons who have not been naturalized but have taken out first papers write "Pa" (for "papers"). Note that a person must be at least 18 years of age in order to take out first papers. Minor children should not be returned "Pa" merely because their parents have taken out first papers.

For all foreign-born persons neither naturalized nor having first papers, write "AI" (for "alien").

185. Column 24. Whether able to speak English.—Write "Yes" for a person 10 years of age and over who can speak English, and "No" for such a person who cannot speak English. For persons under 10 years of age leave the column blank.

186. Column 25. Occupation.—An entry should be made in this column for every person enumerated. The entry should be the name of the occupation, that is, the business, general practice or independent, or, for some laborers, odd jobs. The supervisor has been instructed not to certify your voucher for payment if he does not find the entry in both of these columns for every person gainfully employed.

A woman doing housework.—In the case of a woman doing housework in her own home and having no other employment, the entry in column 25 should be "Housewife." If her own housework for wages should be returned in column 25 as "housekeeper, servant, cook, or chambermaid, as the case may be;" and the entry in column 26 should state the kind of place where she worked, or if "private family" or "board, room, or lodging only" in column 26 by hand.

Where a woman not only looks after her own home but also has employment outside or does work at home for which she receives payment, the outside work or gainful employment should be entered in column 25, and the business for which she works should be entered in column 26 as "laundress or washerwoman, followed in column 26 by hand.

1 Foreign-born persons include all those born outside of the United States and its outlying territories: namely, Alaska, Hawaii, Philadelphia, Guam, American Samoa, Panama Canal Zone, and Virgin Islands of the United States.

CITIZENSHIP, ETC.

187. Occasionally there will be doubt as to whether an occupation should be returned for a person who works only a small amount of the time at the occupation. It may be generally followed that, unless the person spends at least the equivalent of one day per week at the occupation, he or she should not be returned as a gainful worker—that is, the entry in column 25 should be blank.

188. Persons retired or incapacitated.—Care should be taken in making the return for persons who on account of old age, permanent invalidism, or other reasons are not following any 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, or if they work only occasionally or only a short time each day, the return should be made accordingly.

189. Occupation of persons unemployed.—On the other hand, persons out of employment when visited by the enumerator may state that they have no occupation, while the fact is that they possibly have an occupation but have been unable to be fully employed at the time of the visit. In such cases the return should be the occupation followed when the person is employed or the occupation in which last regularly employed, and the fact that the person was not at work should be recorded in column 26. (See par. 225.)

190. 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 cannot learn that, return the one at which he spends the more time. For example: Return a man as a farmer if he gets more of his income from farming, although he may also follow the occupation of a clergyman or prossector; but return him as a clergyman if he gets more of his income from that occupation.

191. Column 26. Industry.—Make an entry in this column in all cases where an occupation is reported in column 25. But when the entry in column 25 is "none," leave column 26 blank. The entry in column 26, when made, shall be the name of the industry, or the business, or the place in which this person works, as cotton mill, coal mine, dry-goods store, insurance office, bank, etc.

192. Never use the word "Company" in column 26. An "oil company" for example, may operate oil wells, or a pipe-line, or an oil refinery, and may employ labor not engaged in oiling. Never enter in column 26 such indefinite terms as "factory," "mill," "shop," or "store," without stating the kind of factory, etc., as soap factory, cotton mill, blacksmith shop, hardware store, like. Always use the same word in columns 25 and 26, as "Jones & Co.," but state the industry or business in which the person works, as coal mine, real estate, etc. Avoid entering the word "Contractor" in column 26. Enter, instead, the name of the industry in which the person works, as building construction, street construction, etc.

193. The purpose of columns 25 and 26 is to bring out the specific occupation or work performed and the industry, business, or place in which such work is performed. In rare cases, especially with professions, you may use in column 26 the expression general practice or independent, or, for some laborers, odd jobs. The supervisor has been instructed not to certify your voucher for payment if he does not find the entry in both of these columns for every person gainfully employed.

194. Women doing housework.—In the case of a woman doing housework in her own home and having no other employment, the entry in column 25 should be "Housewife." If her own housework for wages should be returned in column 25 as "housekeeper, servant, cook, or chambermaid, as the case may be;" and the entry in column 26 should state the kind of place where she worked, or if "private family" or "board, room, or lodging only" in column 26 by hand.

195. Where a woman not only looks after her own home but also has employment outside or does work at home for which she receives payment, the outside work or gainful employment should be entered in column 25, and the business for which she works should be entered in column 26 as "laundress or washerwoman, followed in column 26 by hand."
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196. Farmer 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 salary should be reported as a farm manager. A man who directs farm labor under the supervision of a foreman or of a manager should be reported as a farm foreman or a farm overseer; and a person who works on a farm for some one else, but not as a manager or foreman should be reported as a farm laborer.

197. Women doing farm work.—A woman who works only occasionally, or only a short time each day at outdoor farm or garden work, or caring for the dairy, or in caring for livestock, should not be returned as a farm laborer; but for a woman who works regularly and most of the time at such work, the return in column 25 should be farm laborer. 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.

198. Unusual occupations for women.—There are many occupations, such as basket and blacksmith, which women usually do not follow. Therefore, if you are told that a woman follows an occupation which is very peculiar or unusual for a woman, verify the statement.

199. Children on farms—in the case of children, who work regularly for their own parents on a farm, in an orchard, on a farm, etc., the entry in column 25 should be farm laborer, orchard laborer, or garden laborer, as the case may be.

200. Children working for parents.—Children who work for their parents at home merely on general household work, at chores, or at odd times on other work, should be reported as having no occupation. Those, however, who some or all of whose parents assist their parents, in the performance of work other than household work or chores should be reported as having the occupation represented by this work.

201. Unusual occupations for children.—It is very unusual for a child to be a farmer or other proprietor of any kind; to be an official, a manager, or a foreman; to follow a professional pursuit; or to pursue any of the skilled trades, such as blacksmith, carpenter, cigar maker, etc. Therefore, you are told that a child is following an occupation usually followed only by adults, ask whether the child is not merely a helper or an apprentice in the occupation, and make the entry accordingly.

202. 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 boarding house keeper or lodging house keeper. If, however, a family keeps a few boarders or roomers merely as a means of supplementing 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.

203. Officers, employees, and inmates of institutions or homes.—Employees of an officer or regular employees of an institution or home, such as a hospital, penitentiary, jail, reform school, or convict camp, return the occupation followed in the institution. For an inmate of such an institution, if regularly employed, return the occupation described in the institution, whether he is regularly employed or not 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 "inmate" in column 25. Do not return the occupation pursued prior to commitment to the institution.

204. Do not report any inmates of institutions on the Unemployment Schedule. Where the entry "No" has been made in column 25 for such an inmate, write in column 25 "Inmate" to indicate the reason for not making the usual entries on the Unemployment Schedule.

205. Builders and contractors.—Only persons engaged principally in securing and supervising the carrying out of building or other construction contracts should be returned as builders or contractors. Craftsmen who usually work with their tools should be returned as carpenters, plumbers, etc., and not as contractors.

206. Doctors or physicians.—In the case of a doctor or physician, enter in column 26 the class to which he belongs, as general, obstetric, gynecologic, etc.

207. Engineers.—Differentiate the different kinds of engineers by stating the full descriptive titles, as civil engineer, electrical engineer, locomotive engineer, mechanical engineer, mining or prospector, etc.

208. Nurses.—In the case of a nurse, always specify whether she is a trained nurse, a practical nurse, or a child's nurse.

209. Cooks and general householders.—Distinguish carefully between cooks and general householders. A cook is a person who does general household work as a servant and not as a cook.

210. 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 25 and 26, and indicate the fact of school attendance in column 26.

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

212. The term "laborer" should be avoided if any more precise statement of the occupation can be secured. Employ- ees in factories and mills, for example, under some definite designation, as weaver, roller, puddler, etc. Where the term "laborer" is used, be careful to state accurately the industry or business in which the work is done.

213. Avoid the use of the word "mechanic" whenever a more specific occupation can be given, such as carpenter, painter, electrician, etc.

214. Distinguish carefully between retail and wholesale merchants, as retail merchants—dry goods; wholesale merchants—dry goods.

215. Avoid the use of the word "clerk" wherever a more definite occupation can be named. Thus, an employee in a store who is wholly or principally engaged in selling goods should be called a "salesman" and not a "clerk." A typist, accountant, bookkeeper, or cashier, etc., should be reported as such, and not as a "clerk." Do not return them as "clerks." If you are in doubt, mark "clerk" and ask the interview about the character of work he does.

216. Distinguish a traveling salesmen from a salesman in a store; the former should be reported as a "traveling salesman," and the latter should be reported as a "commercial traveler.

217. Illustrations of occupation returns.—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:

<table>
<thead>
<tr>
<th>Column 25</th>
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<tbody>
<tr>
<td>Farm laborer</td>
<td>Farm</td>
<td>Cutter</td>
<td>Department store.</td>
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<td>Clergyman</td>
<td>Baptist church.</td>
<td>Bookkeeper</td>
<td>Department store.</td>
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<td>Laborer</td>
<td>Street constr.</td>
<td>Assembler</td>
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<td>Guard.</td>
<td>Carpenter</td>
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220. Column 27.—Class of worker.—For an employer—that is, one who employs helpers other than domestic servants in transacting his own business—write in column 27 "E"; for a wage or salary worker—write "W"; for a person working on his own account—write "G"; for a household that is, a member of the family employed without pay on work which contributes to the family income—write "NP." For all persons returning having no occupation, leave column 27 blank.

221. Employer ("E")—An employer is one who employs helpers, other than domestic servants, in transacting his own business. The term "employer" does not include the superintending 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 wage or salary workers.
for, while any one of these may employ persons, none of them does so in transacting his own business. In short, no person who himself works for wages or a salary is to be returned as an employer.

222. Wage or salary worker ("W").—Any person who works for wages or salary, at piece rates, or on commission, and is subject to the control and direction of an employer, is to be considered a wage or salary worker. This classification will include the president of the bank or the manager of the factory as well as the clerks and the laborers who may be also employed by the bank or the factory.

223. Working on own account ("O").—A person who has a gainful occupation and is neither an employer, nor a wage or salary worker, nor an unpaid family 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.

224. Unpaid family worker ("NF").—A wife, son, daughter, or other relative of the head of the family who works regularly and without wages or salary on the family's farm, in a shop or store from which the family obtains its support, or on other work that contributes to the family's income (not including housework or incidental chores) is to be returned as an unpaid family worker. Examples are: A son working regularly and without wages on his father's farm; a wife working regularly without salary in her husband's store or office; a girl assisting her mother regularly without wages on sewing done in the home for a clothing factory.

EMPLOYMENT

225. Column 28. Whether actually at work yesterday ("Yes" or "No").—This question is to be asked with regard to all persons for whom an occupation has been entered in column 28. It will ordinarily refer to the day preceding the enumerator's call, and can be asked in the simple form "Was he at work yesterday?" In case "yesterday" was a holiday or the worker's "day off" or "rest day," the question should apply to his last regular working-day.

226. Column 29. Line number on unemployment schedule.—Every gainful worker for whom the answer "No" is entered in column 28 is to be reported on the unemployment schedule. Enter in column 29 the number of the line on that schedule where this report appears.

The Unemployment Schedule and instructions for filling it are presented as Appendixes in the General Report on Unemployment, Vol. II.

VETERANS

237. Column 30. Veterans.—Write "Yes" for a man who is an ex-service veteran of the United States forces (Army, Navy, or Marine Corps) mobilized for any war or expedition, and "No" for a man who is not an ex-service veteran. No entry is to be made in this column for males under 21 years of age nor for females of any age whatever.

238. Column 31. What war or expedition.—Where the answer in column 30 is "Yes," give the name of the war or expedition in which the man served. The principal military activities in which service will be reported, together with a convenient abbreviation for each which you may use in this column, are listed below:

- World War
- Spanish-American War
- Civil War
- Philippine Insurrection
- Boxer Rebellion
- Mexican expedition

239. Those men are to be counted as "veterans" who were in the Army, Navy, or Marine Corps of the United States during the period of any United States war, even though they may not have gone beyond the training camp. A World War veteran would have been in the service between 1917 and 1921; a Spanish-American War veteran, between 1898 and 1902; a Civil War veteran, between 1861 and 1866.

240. Persons are not veterans of an expedition, however, unless they actually took part in the expedition. For example, veterans of the Mexican expedition must have been in Mexico or Mexican waters at the time of the expedition; veterans of the Boxer rebellion, in China or Chinese waters at the time of the rebellion, etc.

241. Persons in the military or naval service of the United States during peace times only are not to be listed as veterans.

FARM SCHEDULE NUMBER

242. Column 32. Number of farm schedule.—If the head or any member of the family operates a farm or any other place for which you have filled out a farm schedule, enter in this column the number of the farm schedule filled out for that place. Make this entry opposite the name of the member of the family operating the farm. If the place is one that is not locally regarded as a farm (see pars. 147, 148), write "N" after the schedule number. Thus, if your twenty-fourth farm schedule covers a greenhouse establishment in a city, you should enter the farm schedule number "24-N," the "N" indicating that the family living on this place is not to be counted as a farm family. Likewise if the farm operator does not live on the farm, but lives in a near-by village or elsewhere, write "A" after the farm schedule number, thus, "25-A."

SCHEDULE FOR THE BLIND AND FOR DEAF-MUTES

272. The purpose of this schedule is to obtain the names and addresses of all persons found by the enumerators to be blind or deaf-mutes, together with certain additional information.

273. 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 a deaf-mute. 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.