

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON



Fourteenth Census of the United States
January 1, 1920

INSTRUCTIONS TO ENUMERATORS

Study these instructions
carefully before beginning
work and carry this book
with you during your work

9-246

WASHINGTON
GOVERNMENT PRINTING OFFICE
1919



DEPARTMENT OF COMMERCE,
BUREAU OF THE CENSUS,
Washington, D. C., November 1, 1919.

For the purpose of taking the Fourteenth Decennial Census of the United States, as provided by the act of Congress approved March 3, 1919, the following general and special instructions are issued for the guidance of the census enumerators.

Those provisions of the act which relate to the duties of enumerators are reproduced in an appendix for your information and use in your work.

You MUST read these instructions from beginning to end as soon as you receive them. Make a note of any instruction you do not understand, and have it explained by your supervisor either orally or by writing him. Read the instructions through again at least once before you begin your work. Carry them with you while doing your work and look up, by using the table of contents, any question that may arise. By doing so for the first two or three days you will thereafter find little difficulty.

Remember that your pay is dependent upon your work being done satisfactorily. You can not do it satisfactorily unless you study these instructions thoroughly.

Sam. D. Rogers

Director of the Census.

CONTENTS.

	Page.
Letter of promulgation.....	2
GENERAL INSTRUCTIONS.	
Oath of office.....	9
Responsibility of enumerator to supervisor.....	9
Rules and instructions.....	9
Receipt of supplies.....	9
Schedules.....	9
Extra copies of schedules.....	10
Use of portfolio.....	10
Care of schedules.....	10
Identification card.....	10
Enumeration district.....	10
Complete canvass required.....	10
Enumerator's rights.....	10
Refusals to answer.....	10
Untruthful replies.....	11
Obligation to secrecy.....	11
Falsification of returns.....	11
What constitutes a day's work.....	11
Canvassing or soliciting not permitted.....	12
Delegation of authority forbidden.....	12
Not to be accompanied or assisted by unauthorized persons.....	12
Daily report cards.....	12
Diligence in enumeration necessary.....	12
Time allowed for enumeration.....	12
Completion of enumeration.....	13
Payment for services.....	13
Use of mails.....	13
Use of telegraph and telephone.....	13
Interpreters.....	14
General method of filling schedules.....	14
Copying schedules.....	15
POPULATION SCHEDULE.	
Entries on the schedule.....	15
Definite answers.....	15
The census day.....	15
Who are to be enumerated in your district.....	15
Usual place of abode.....	15
Residents absent on census day.....	15
Classes not to be enumerated in your district.....	16
When to make exceptions.....	16
Servants.....	17
Boarders and lodgers.....	17
Construction camps.....	17

	Page.
Who are to be enumerated in your district—Continued.	
Students at school or college.....	17
Inmates of medical or surgical hospitals.....	17
Inmates of prisons, asylums, and institutions other than hospitals.....	18
Persons engaged in railway service or traveling.....	18
Soldiers, sailors, marines, and civilian employees of the United States.....	18
Citizens abroad at time of the enumeration.....	19
Crews of foreign vessels.....	19
Necessity of a thorough canvass.....	19
All buildings to be visited.....	19
Individuals out of families.....	19
Method of canvassing a city block.....	19
Families out on first visit.....	20
Individuals out on first visit.....	21
Memorandum to be kept by enumerator.....	21
Subdivisions of districts.....	21
Separate enumeration of subdivisions of your district.....	21
Incorporated cities, towns, villages, or boroughs.....	22
Unincorporated places.....	22
The heading of the schedule.....	22
Numbering sheets.....	22
Enumeration district.....	22
State and county.....	22
Township or other division of county.....	23
Name of incorporated place.....	23
Relation of incorporated place to township in which located.....	23
Ward of city.....	23
Name of institution.....	23
Date.....	24
Place of abode.....	24
Column 1.—Street, avenue, road, etc.....	24
Column 2.—House number or farm, etc.....	24
Column 3.—Number of dwelling house in order of visitation.....	24
Dwelling house defined.....	25
Column 4.—Number of family in order of visitation.....	25
Family defined.....	25
Boarding-house families.....	25
Institutional families.....	26
Persons living alone.....	26
Name and relation.....	26
Column 5.—Name of each person enumerated.....	26
Order of entering names.....	26
How names are to be written.....	26
Column 6.—Relationship to head of family.....	26
Tenure.....	27
Column 7.—Home owned or rented.....	27
Owned homes.....	27
Rented homes.....	27
Column 8.—If owned, whether free or mortgaged.....	27
Personal description.....	27
Column 9.—Sex.....	27
Column 10.—Color or race.....	27

	Page.
Personal description—Continued.	
Column 11.—Age at last birthday.....	28
Age in round numbers.....	28
Ages of children.....	28
Column 12.—Single, married, widowed, or divorced.....	28
Citizenship.....	28
Column 13.—Year of immigration to the United States.....	28
Column 14.—Naturalized or alien.....	29
Column 15.—If naturalized, year of naturalization.....	29
Education.....	29
Column 16.—Attended school any time since September 1, 1919.....	29
Column 17.—Whether able to read.....	29
Column 18.—Whether able to write.....	30
Nativity and mother tongue.....	30
Column 19.—Place of birth of person.....	30
Column 20.—Mother tongue of person.....	30
Principal foreign languages.....	31
Column 21.—Place of birth of father.....	31
Column 22.—Mother tongue of father.....	31
Column 23.—Place of birth of mother.....	32
Column 24.—Mother tongue of mother.....	32
Ability to speak English.....	32
Column 25.—Whether able to speak English.....	32
Occupation.....	32
Column 26.—Trade or profession.....	32
Persons retired or temporarily unemployed.....	32
Persons having two occupations.....	33
Column 27.—Industry.....	33
Farm workers.....	33
Women doing housework.....	33
Women doing farm work.....	34
Children on farms.....	34
Children working for parents.....	34
Keeping boarders.....	34
Officers, employees, and inmates of institutions or homes.....	34
Doctors or physicians.....	35
Engineers.....	35
Workers attending school.....	35
Avoid general or indefinite terms.....	35
Illustrations of how to return occupations.....	35
Column 28.—Employer, salary or wage worker, or working on own account.....	36
Employer.....	36
Salary or wage worker.....	36
Working on own account.....	37
Farm schedule number.....	37
Column 29.—Number of farm schedule.....	37

SUPPLEMENTAL SCHEDULE FOR THE BLIND AND FOR DEAF-MUTES.

When to be used.....	37
----------------------	----

THE CENSUS OF AGRICULTURE.	
	Page.
Objects of the census of agriculture.....	38
Census schedules are confidential.....	38
Schedules to be used.....	38
THE GENERAL FARM SCHEDULE.	
General instructions and definitions.....	38
Enumerator's record.....	38
Source of information.....	39
All questions to be answered in order.....	39
Definition of "farm".....	39
Small farms.....	40
Market gardens, dairies, etc.....	40
Institutional farms.....	40
Farms being collectively developed.....	40
Change in size of farms.....	40
Farm operator.....	41
Change of farm operator.....	41
Farms located in other districts.....	41
When a farm is located in your district but its operator resides in another district.....	42
Two or more schedules for one farm operator.....	42
Distinction between farm and factory operations.....	42
Special rule regarding cane sirup or sugar and sorghum mills.....	42
Special rule regarding canning factories.....	42
Instructions for specific inquiries.....	43
Information concerning farm operator.....	43
Inquiry 2.—Post-office address.....	43
Inquiry 3.—Color or race.....	43
Inquiry 6.—Country of birth.....	43
Inquiry 7.—Time as wage hand.....	43
Inquiry 8.—Time as tenant.....	43
Inquiry 9.—Time as farm owner.....	43
Farm tenure.....	43
Inquiries 11 and 12.—Land owned.....	44
Ranchers using public lands.....	44
Inquiry 13. Section 1.—Rent paid.....	44
Inquiry 13. Section 2.—Work animals furnished.....	44
Farm acreage.....	45
Inquiry 16.—Total farm acreage.....	45
Inquiry 17.—Improved land.....	45
Uses of land.....	45
Inquiry 21.—Pasture land.....	45
Farm values.....	46
Inquiry 22.—Total value of farm on January 1, 1920.....	46
Inquiry 23.—Value of farm buildings.....	46
Inquiry 24.—Value of implements and machinery.....	46
Farm encumbrance.....	46
Inquiry 25.—Amount of farm mortgage.....	46
Interest rate.....	47
Mortgage returns to be made for owned land only.....	47

Instructions for specific inquiries—Continued.	
	Page.
Drainage.....	47
Definition.....	47
Inquiry 30.—Area drained.....	47
Inquiry 31.—Area needing drainage.....	47
Domestic animals, poultry, and bees on the farm Janu- ary 1, 1920, and animal products in 1919.....	48
Domestic animals on the farm.....	48
Inquiry 39.—Total amount of milk produced.....	48
Inquiry 40.—Disposition of milk.....	48
Inquiry 42.—Wool shorn.....	49
Inquiry 47.—Eggs and chickens.....	49
Inquiry 50.—Pure-bred animals.....	49
Inquiry 51.—Young animals raised on the farm in 1919.....	49
Inquiry 52.—Domestic animals slaughtered on the farm.....	50
Irrigation.....	50
Inquiry 55.—Acreage irrigated.....	50
Inquiry 56.—Irrigation enterprises.....	50
Inquiry 57.—Payments for water.....	50
Crops grown on this farm in 1919.....	51
Unit of measure.....	51
Inquiry 59.—Sirup and sugar crops.....	51
Inquiry 60.—Hay and forage.....	52
Wild, salt or prairie grasses.....	52
Inquiry 61.—Grains and seeds.....	52
Mixed crops.....	52
Corn.....	52
Other grains and seeds.....	52
Inquiries 62 and 63.—Potatoes and sweet potatoes.....	53
Inquiry 64.—Other field crops.....	53
Tobacco.....	53
Velvet beans.....	53
Inquiry 65.—Farm garden.....	53
Inquiry 66.—Vegetables produced in 1919 for sale, not for home use.....	53
Inquiry 68.—Subtropical fruits.....	54
Inquiry 75.—Greenhouse and hothouse establish- ments.....	54

THE SCHEDULE FOR LIVE STOCK NOT ON FARMS OR RANGES.

When to be used.....	54
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APPENDIX.

Extracts from the census act of March 3, 1919.....	55
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INSTRUCTIONS TO ENUMERATORS.

GENERAL INSTRUCTIONS.

1. Oath of office.—A commission has been sent to you, accompanied by a blank form of oath or affirmation. Until this oath or affirmation has been taken and subscribed by you in accordance with the instructions printed thereon and returned to the supervisor by whom you were appointed, you can not enter upon the discharge of your duties as an enumerator. After taking the oath, you can not without justifiable cause neglect or refuse to perform those duties. If you do, you render yourself liable, upon conviction, to a fine not exceeding \$500. (See section 22 of census act.)

2. Responsibility of enumerator to supervisor.—All of your duties are to be performed under the direction and control of the supervisor of census by whom you were appointed, to whom you are immediately responsible, and who has authority to discharge you summarily for neglect of duty, inefficiency, incompetency, or misconduct of any sort.

3. Rules and instructions.—You are hereby directed to observe carefully the rules and instructions which follow. If questions or difficulties arise which are not covered by these instructions, you should apply to your supervisor for further instructions.

4. Receipt of supplies.—The supervisor of your district has furnished you with the necessary schedules, forms, and other supplies for your work. You should promptly acknowledge the receipt of these supplies upon the card which is inclosed with them, checking off the several items in accordance with the directions printed on the card.

5. Schedules.—The schedules to be used by census enumerators are as follows:

POPULATION:

General schedule (Form 9-137).

Supplemental schedule—Blind and deaf-mutes (Form 9-198).

AGRICULTURE:

General farm schedule (Form 9-122).

Live stock not on farms or ranges (Form 9-123).

6. Illustrative examples of the method of making returns on the general population and agricultural schedules are supplied for your guidance. (See Forms 9-275 and 9-130.)

7. Extra copies of schedules.—If the number of copies of any schedule sent to you is not sufficient, notify the supervisor of your district at once how many more copies you will require.

8. Use of portfolio.—The portfolio furnished you is to be used in your daily canvass. It will not be necessary for you to carry in it, on any one day, any more schedules than will be required in that day's work.

9. Care of schedules.—Blank schedules not in use and schedules already filled must be carefully put away where they will not be in danger of destruction or of examination by unauthorized persons, and will be kept clean. The schedules may be doubled over as they are carried in your portfolio, but they should not be sharply folded or creased; and when not in the portfolio they should be kept flat.

10. Identification card.—The identification card furnished you is an evidence, in addition to your commission, of your authority to ask the questions required by the census act. This card is to be *signed* by you in the space provided therefor. It must not leave your possession, and should be exhibited whenever its exhibition will aid you in obtaining the information you seek. At the close of the enumeration the identification card is to be returned with your completed schedules to the supervisor.

11. Enumeration district.—The limits of the district within which you are to take the census are stated in your commission and on the inside of your portfolio. For most city districts a map of the district is pasted in the portfolio. Outside of your district, thus described, you have no authority and will have no census duties to perform unless otherwise instructed.

12. Complete canvass required.—It is your duty *personally* to visit every family and farm within your district; to obtain the information required with reference to them; and to enter the same upon the census schedules.

13. Enumerator's rights.—Your rights as an enumerator are clearly indicated in the census act. You have the right of admission to every dwelling (including institutions) within your district for the purpose of obtaining information required by this office. You have the right to ask every question contained in the census schedules and to obtain answers to each and all of them. (See section 23 of census act.) You are cautioned, however, not to mention or emphasize the compulsory feature of the enumeration unless it is necessary.

14. Refusals to answer.—In case your authority is disputed, show your identification card, and also your commission, which you should carry with you. But it is of the utmost importance that your manner should, under all circumstances, be courteous and conciliatory. In no instance should you lose your temper or indulge in disputes or threats. Much can be done by tact and

persuasion. Many persons will give information after a night's reflection which they refuse to give when first visited.

15. Should any person object to answering any question upon the schedules, you should explain that the information is strictly confidential, that it will not be communicated to any person whatever, and that no use will be made of it which can in any way injuriously affect the interests of individuals. After all other means have failed, call the attention of the person refusing to give information to the penalty in section 23 of the census act. Should the person still refuse to give the information, enter in the proper column or space the words, "Refused to answer," and report the facts to your supervisor.

16. Untruthful replies.—You have a right not only to an answer, but to a truthful answer. Do not accept any statement which you believe to be false. Where you know that the answer given is incorrect, enter upon the schedule the fact as nearly as you can ascertain it.

17. Obligation to secrecy.—You are forbidden to communicate to any person any information obtained by you in the discharge of your official duties. By so doing you will render yourself liable, upon conviction, to a fine not exceeding \$1,000, or to imprisonment not exceeding two years, or to both fine and imprisonment. (See section 22 of census act.) You are not permitted to show your schedules, when filled, or to retain copies of the same, and it is your duty to destroy all imperfect copies not returned to your supervisor. If, at the close of the enumeration, you are asked what is the population of your district or any part thereof, reply that you are forbidden by law to answer. All such requests, whether from newspapers, local officials, or individuals, are to be referred to the Director of the Census.

18. Falsification of returns.—You have not the right to omit any dwelling, farm, or resident in your district. You are also forbidden to enter upon the schedule the name of any fictitious person, or of any person not entitled to be enumerated in your district; or to make any fictitious or untruthful statement concerning any person or farm enumerated. The penalty for willful falsification of the returns is a fine not exceeding \$2,000 or imprisonment not exceeding five years, or both. (See section 22 of census act.)

19. What constitutes a day's work.—Enumerators paid on the basis of the number of persons or farms enumerated are expected to devote at least eight hours every day, beginning January 2, to the diligent canvassing of their districts.

20. Enumerators working at so much per day will be paid the rate specified for each day in which they work eight hours or more.

21. Enumerators working on a per diem rate are entitled to credit, up to the limit of eight hours per day, not only for the time consumed in the ordinary work of enumeration but also for that occupied in hunting up delinquents and absentees or in securing information not obtainable at the first visit.

22. Where you can best obtain the required information in the evening, you are at liberty to do so.

23. Canvassing or soliciting not permitted.—You will not be allowed to combine with your work as enumerator any occupation, such as canvassing for directory publishers, soliciting subscriptions to newspapers or magazines, or the sale or advertisement of any article whatever. Violation of this instruction will subject you to discharge.

24. Delegation of authority forbidden.—You must not delegate your authority to any other person.

25. Not to be accompanied or assisted by unauthorized persons.—You must not permit anyone to accompany or assist you in the performance of your duties except duly appointed officers or employees of the Bureau of the Census, to whom an oath or affirmation has been duly administered. This does not prevent you, however, from receiving the unpaid assistance of individuals, when necessary, in securing information concerning persons speaking languages other than English or concerning absent members of a family, as provided in paragraphs 35 and 47.

26. Daily report cards.—Report cards are furnished in sufficient number to cover the period of enumeration in your district. These cards are addressed to your supervisor, and the instructions thereon must be carefully followed. Since the cards will be used in the settlement of your account for services rendered, great pains should be taken to insure accuracy in filling them. You must keep a memorandum of the number of entries made each day on the several schedules, as shown by your daily report card, in order that you may be able to properly certify to your voucher upon the completion of your work. (See par. 31.)

27. Diligence in enumeration necessary.—Be prompt and expeditious in doing your work. Do not lose time or loiter by the way. On entering a house state your business in a few words, ask the necessary questions, make the proper entries, and then leave the premises.

28. Time allowed for enumeration.—In any city having 2,500 inhabitants or more under the census of 1910 the enumeration must be completed within two weeks from the commencement of the enumeration, and in all other districts within thirty days. (See section 20 of census act.) If you find it is going to be difficult or

not possible to complete the enumeration of your district within that time, you should notify your supervisor at once.

29. Completion of enumeration.—As soon as the work in your district is finished you are required:

(a) To fill out and mail the certificate of the completion of the enumeration.

(b) To fill the consolidated time report and place it with your identification card and memorandum (see par. 73) in the portfolio with your completed schedules.

(c) To pack the schedules and your portfolio and return them to your supervisor.

30. Instructions for filling the certificate of completion and the consolidated time report are printed on those blanks, and the instructions for the return of the schedules and portfolio will be found on the inside cover of the portfolio itself; these instructions must be strictly observed.

31. Payment for services.—The compensation of enumerators is ascertained and fixed in accordance with the provisions of section 16 of the act of March 3, 1919. The rates of compensation to be allowed you for your services as enumerator are stated in a communication accompanying your commission and oath. A voucher corresponding to these rates, made out in duplicate from your official returns and consolidated time report, will later be sent to you by your supervisor for your certification. As soon as you return the voucher to the supervisor he will add his certification and will forward it with your portfolio to Washington. If upon examination in the Bureau of the Census it is found to be correct, the amount due you will be sent you by mail, in the form of a United States Treasury draft payable to your order.

32. Use of mails.—The census law (sec. 29) provides that all mail matter (of whatever class or weight) relative to the census is to be transmitted free of postage, when properly indorsed. This provision is embodied in an order of the Postmaster General, a copy of which is inclosed in your portfolio. If a postmaster refuses to receive such mail matter, when properly indorsed, show him the order of the Postmaster General and, in case of further trouble, report the facts to your supervisor.

33. Use of telegraph and telephone.—In communicating with the supervisor of your district, for all ordinary purposes the mails will be found sufficient; but should any emergency arise in which you need immediate counsel and instruction, use the telegraph or telephone. The telegraph companies will accept telegrams signed by you if marked "Official business, charge Bureau of the Census, Washington, D. C., at government rates," without requiring payment in advance. You must, however, show your commission to

the receiving operator as evidence of your right to avail yourself of this privilege. In case of emergency you may telephone to your supervisor, provided the telephone company will collect the charges from the supervisor; any other telephoning must be at your own expense.

34. Interpreters.—The law does not contemplate that interpreters shall be employed to assist enumerators except in extreme cases. If the services of an interpreter seem absolutely necessary for the proper enumeration of a considerable number of families in your district who do not speak English or any language which you can speak, you should report the fact to your supervisor, stating the character and extent of the services of interpreters which you need. In most cases you should know before the enumeration begins whether the services of an interpreter will be required and should make the necessary arrangements with your supervisor in advance.

35. In the case of an occasional family that does not speak English or any language which you speak, you can usually get along without the aid of a paid interpreter. If you can not make the head of the family understand what is wanted, call upon some other member of the family; and if none of the family can understand, then, if possible, obtain the unpaid assistance of some neighbor of the same nationality.

36. The supervisor for your district, if in any case he is satisfied that it is necessary, will provide for the employment of a suitable person as interpreter and will arrange with you as to the most convenient time for his work in your district. The law stipulates that it shall be the duty of an interpreter to accompany the enumerator and faithfully translate his inquiries and the replies thereto, but that an interpreter shall not in any case perform the duties of an enumerator unless commissioned as such. The interpreter will be paid directly through the supervisor and not by the enumerator, and you will have nothing to do with his employment except as arranged through your supervisor.

37. General method of filling schedules.—Use *black* ink. Take pains to write legibly and not to blot the page. Do not hurry, but be sure that you know the proper entry and where it should be made, before making it, so as to avoid erasing and interlining. Never use ditto marks or any other mark to show repetition, except as authorized in the instructions for entering names (see paragraph 108).

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

39. Copying schedules.—Try to make the entries on the schedule with such care that copying will not be required. But if copying is necessary, copy line by line and not by columns. Use a ruler to keep the place, and take great pains to see that the ruler is not displaced. Otherwise you are liable to copy entries on the wrong lines.

POPULATION SCHEDULE.

40. 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. (See paragraph 39.)

41. 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).

42. 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.

43. 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.

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

45. 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*.

46. 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.

47. 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.

48. 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.*

49. **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.

50. 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.

51. **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.

52. **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.

53. **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.

54. *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.

55. 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.

56. **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.

57. **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. (See pars. 47 and 49.)

58. **Inmates of medical or surgical hospitals.**—Most inmates of medical and surgical hospitals are there only for temporary treat-

ment 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.

59. 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.

60. 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. (See par. 49.)

61. 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.

62. 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.

63. 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.

64. 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.

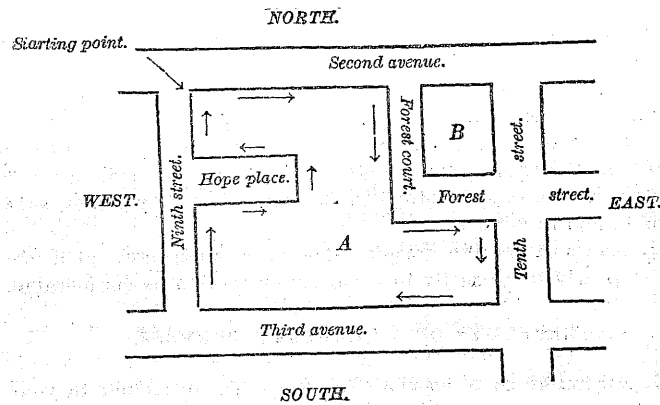
65. All buildings to be visited.—Be careful to include in your canvass every occupied building or other place of abode in your district. Before leaving any building make sure that you have included all persons living in that building. *Inquire specifically whether any members of the family you are enumerating are temporarily absent, and whether there are any boarders or lodgers or servants in that family or any other persons in the same house.* (See paragraphs 47, 52, and 53.) 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.

66. 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.

67. 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. (See paragraph 105.)

68. 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.

69. 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.)

70. 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.

71. 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.

72. 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.

73. 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.

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

- (a) Two or more townships, districts, precincts, beats, wards, hundreds, or other divisions of a county, or parts of such divisions.
- (b) The whole or part of an incorporated city, town, village, or borough, and territory outside such incorporated place.
- (c) Two or more wards of a city, town, village, or borough, or parts thereof.

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

75. 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. (See par. 90.)

76. **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 enumeration 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.

77. 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.

78. **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.

79. 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.

80. **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.

81. **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.

82. **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).

83. **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.

84. 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. (See paragraph 86.)

85. **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.

86. **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 explained in paragraph 84.

87. 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.

88. **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.

89. **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."

90. Date.—If a page of the schedule is not completely filled at the end of a day's work, do not leave it blank (see par. 75) 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.

91. 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.

92. 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.)

93. 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."

94. 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.

95. 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.

96. "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.

97. 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.

98. 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.)

99. 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.

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

101. 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.

102. 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 housekeeping is entirely separate, they should be returned as separate families.

103. 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.

104. 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. (See paragraphs 59 and 60.)

105. 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. (See paragraph 67.)

NAME AND RELATION.

106. 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 paragraphs 101 to 105. (See also paragraphs 47, 48, and 49.)

107. 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.

108. 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.

109. 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.

110. 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."

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

112. In the case of a hotel or boarding or lodging house family (see paragraph 103), the *head* of the family is usually the manager or the person who keeps the hotel or boarding or lodging house.

TENURE.

113. 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.

114. 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.

115. 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.

116. 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.

117. 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.

118. 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.

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

120. 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.

121. 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.

122. 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.

123. 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.

124. 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.

125. 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.

126. 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.

127. Column 13. Year of immigration to the United States.—This question applies to all foreign-born¹ persons, male and female,

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.

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.

128. Column 14. Naturalized or alien.—This question applies to all foreign-born¹ persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace was in a foreign country, as follows:

129. 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.

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

131. A foreign-born¹ 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.

132. 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.

133. 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.

134. Column 17. Whether able to read.—Write "Yes" for a person 10 years of age and over who can read any language,

¹ See footnote on page 28.

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.

135. 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.

136. 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.

137. 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.

138. 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.

139. 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.

140. 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.

141. 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.

142. 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*.

143. Spell out the names of countries, provinces, etc.

144. 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 ques-

tion does not apply to persons born in the United States or any of its outlying territories.¹

145. 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.

146. 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.
Arabian.	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.
Esthonian.	Lettish.	Syrian.
Finnish.	Lithuanian.	Turkish.
Flemish.	Little Russian.	Ukrainian.
French.	Macedonian.	Walloon.
Frisian.	Magyar.	Welsh.
Friulan.	Montenegrin.	Wendish.
Gaelic.	Moravian (Czech).	White Russian.
Georgian.	Norwegian.	Yiddish.

147. 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 (see pars. 138 to 143). 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."

148. Column 22. Mother tongue of father.—If the father of the person you are enumerating was born in a foreign country,

¹The 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.

ask for his mother tongue and enter it in column 22, following the instructions given in reporting the mother tongue of persons (see pars. 144 to 146). If the father was born in the United States or any of its outlying territories,¹ do not ask his mother tongue.

149. 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 (see pars. 138 to 143). 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."

150. 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 (see pars. 144 to 146). 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.

151. 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.

152. 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.

153. 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

¹The 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.

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.

154. 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.

155. 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. 36.) Never enter in this column such indefinite terms as "mill," "farm," "store," "Jones and Company," etc.

156. 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.

157. 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*.

158. 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*.

159. 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*; *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.”

160. 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*.

161. 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.

162. 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.

163. 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.

164. 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.

165. 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.

166. 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.

167. 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.

168. 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.

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

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

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

172. 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.

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

174. 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.

175. Illustrations of how to return occupations.—The following illustrations, in addition to those given in the illustrative ex-

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

176. 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 "OA" (for own account). For all persons returned as having no occupation, leave the column blank.

177. 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, none of them does so in transacting his *own* business.

178. 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.

179. 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.

180. 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.

181. 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.

182. 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.

THE CENSUS OF AGRICULTURE.

183. Objects of the census of agriculture.—The Census of Agriculture was authorized for the purpose of obtaining (1) accurate statistics relative to farm land, live stock, and other farm property on January 1, 1920; (2) statistics for the year 1919 concerning crops, live-stock products, farm expenses, etc.; and (3) an inventory of live stock elsewhere than on farms on January 1, 1920.

184. Census schedules are confidential.—The information reported on the Census schedules will be treated as *strictly confidential* under all circumstances. In particular, this information will not be used as a basis for taxation, nor will it be communicated to any tax assessor. The enumerator should make these points clear, especially in dealing with persons who seem to be unwilling to give the information requested.

185. Schedules to be used.—Two schedules are to be used by the enumerators in taking the 1920 Census of Agriculture: (1) The general farm schedule, and (2) the schedule for live stock not on farms or ranges.

186. The general farm schedule (Form 9-122) will be used in the enumeration of all farms.

187. The schedule for live stock not on farms (Form 9-123) will be used for reporting domestic animals kept in cities and villages or elsewhere in places not covered by farm schedules.

THE GENERAL FARM SCHEDULE.

188. In order that they may be readily consulted, certain especially important instructions and definitions have been printed as a part of the schedule. You should study carefully both the schedule and the instructions given in this pamphlet before you try to fill out the first farm schedule. If there is any part of the schedule which the instructions do not make clear, ask the supervisor for your district to explain it to you.

GENERAL INSTRUCTIONS AND DEFINITIONS.

189. Enumerator's record.—Fill out carefully the blank spaces for the enumerator's record on each schedule. Number the farms,

as you visit them, beginning with number 1, and continuing in order through the enumeration district; and enter the number of each farm in the space provided at the top of the schedule. Then enter in the proper spaces the number of the population sheet and the number of the line on that sheet where the name of the farm operator is written. These figures are necessary for identification purposes and must never be omitted. The date on which the farm was enumerated and your signature complete the entries in the first section of the enumerator's record.

190. The entries in the second section should show the place where the farm operator resides, in detail, as given on the population schedule.

191. The names of the county and state should be written in full in the proper space on each schedule. Abbreviations will not be permitted, but a rubber stamp may be used if convenient. The number of the supervisor's district and the number of the enumeration district must appear in their proper places, and the figures must be legible and reasonably large.

192. Source of information.—Obtain information with regard to a farm from the farm operator (see par. 202) in every case where this is possible. If it is necessary to accept the statements of a member of his family, or of some other person, be sure that this person is able to give you reliable information.

193. All questions to be answered in order.—Give the information asked for on the schedule in the order of the inquiries for every crop produced and every kind of animal on the farm. Inability to obtain exact data does not justify failure to answer a question. The most accurate returns that the circumstances permit must be obtained. If farm records or accounts are kept, take figures from these. If such records are not available, careful estimates should in all cases be obtained or made. Where there are no crops or animals corresponding to names listed in schedule, leave the spaces opposite such names blank. Make no entries in spaces marked thus: "X X X."

194. Definition of "farm."—A farm, for census purposes, is all the land which is directly farmed by one person conducting agricultural operations either by his own labor or with the assistance of members of his household or hired employees. The term "agricultural operations" is used as a general term referring to the work of growing crops, producing other agricultural products, and raising domestic animals, poultry, or bees.

195. A "farm" as thus defined may consist of a single tract of land, or of a number of separate and distinct tracts, and these several tracts may be held under different tenures, as when one tract is owned by the farmer and another is rented by him.

Thus if a man who owns 100 acres rents an additional 10 acres from some one else and operates both the 100 acres and the 10 acres, then his "farm" includes the 110 acres.

196. When a landowner has one or more tenants, renters, croppers, or managers, the land operated by each of these is considered a "farm." Thus, on a plantation, the land operated by each cropper or tenant should be reported as a separate farm, and the land operated by the owner or manager by means of wage hands should likewise be reported as a separate farm. Or, to take an example of a different kind, if a man owning 120 acres of land rents 40 acres to a tenant and farms the remaining 80 acres himself, his "farm" is the 80 acres which he operates, not the 120 acres which he owns, while the 40 acres rented comprise a separate farm to be reported in the name of the tenant.

197. Small farms.—Do not report as a "farm" any tract of land less than three acres, unless agricultural products to the value of \$250 or more were produced on such tract in 1919, or unless it required for its agricultural operations the continuous services of at least one person.

198. Market gardens, dairies, etc.—All market, truck, and fruit gardens, nurseries, greenhouses, poultry yards, places for keeping bees, and all dairies in or near cities, villages, and incorporated towns, even though little land is employed, are, for census purposes, farms, provided they produced in 1919 agricultural products to the value of at least \$250, or required the continuous services of at least one person.

199. Institutional farms.—The lands utilized by public institutions, such as almshouses, insane hospitals, etc., for growing vegetables or fruit, or carrying on other agricultural operations, are, for census purposes, farms. Such farms include only the land used for agricultural purposes, and their value is the value of that land, together with the value of such buildings only as are used mainly for agricultural purposes.

200. Farms being collectively developed.—In some localities individuals, firms, or corporations purchase considerable tracts of agricultural land, set out fruit trees, construct irrigation works, or make other improvements thereon and then sell the land in small parcels on the installment plan to nonresident investors, contracting at the time of sale to cultivate the land for a certain length of time. Even where a large part of the land has been sold in this way, however, the tract is usually operated essentially as a unit, and should be returned as one farm in the name of the person managing it.

201. Change in size of farms.—If a tract of land which in 1919 was divided and cultivated by two or more persons is culti-

vated by one person on January 1, 1920, report it as one farm; or, vice versa, if that which in 1919 was one farm is operated on January 1, 1920, as two or more distinct farms, report as many farms as there are separate owners, managers, or tenants.

202. Farm operator.—The term "farm operator" is employed by the Census Bureau to designate the person who directly works a farm, as owner, hired manager, tenant, or cropper, conducting agricultural operations either by his own labor alone or with the assistance of members of his household or of hired employees. Note especially that a farm should be returned in the name of such farm operator—that is, the person actually conducting the agricultural operations—even though he may be subject to incidental supervision. Thus when land is rented, the tenant, not the owner, is the farm operator, even though the owner may exercise some supervision over the farming operations.

203. Change of farm operator.—Do not omit the report of the crops or other products of a farm for 1919 because it has changed operators between the close of the crop year 1919, and January 1, 1920. Such a farm should be reported *in the name of the person operating it on January 1, 1920*, and not in the name of the former operator. Obtain from the present operator the statistics of live stock, implements, machinery, and farm values on January 1, 1920, as for any other farm. If the previous occupant can be reached, secure from him the returns for the crops of 1919; otherwise secure estimates of these crops from the present operator, or from any other reliable source. In the case of farms operated by tenants, this information can generally be best obtained from the owners or their agents, if they are accessible.

204. Farms located in other districts.—Prepare a schedule for the farm of every farm operator who *lives in your enumeration district*, whether his farm lies wholly in your district, partly in your district and partly in another, or wholly in another. Where the operator's farm lies wholly outside of your district write across the schedule in large letters "FARM NOT IN THIS DISTRICT." If you have received a "Nonresident farmer's slip" from your supervisor relating to this farm, attach it to the schedule. Should no slip have been received, attach a memorandum stating the name of the minor civil division, as township, borough, or precinct, in which the farm is located, together with the number of the enumeration district or the name of the enumerator, if known to you.

205. If, for any reason, you find that no schedule should be made for a "Nonresident farmer's slip" sent to you, you should return the slip to your supervisor with a memorandum on the back stating why no schedule is returned.

206. When a farm is located in your district but its operator resides in another district.—Whenever you learn of a farm located in your enumeration district, but operated by an individual residing in another enumeration district, do not try to obtain a schedule for such farm, but fill out in duplicate a "Nonresident farmer's slip" (Form 9-138), and forward both copies to your supervisor, as directed on that slip. This will assist in securing a schedule for every farm.

207. Two or more schedules for one farm operator.—As a rule one (and only one) general farm schedule should be returned for each farm operator. But to this rule there is one general exception. If a farm operator operates two separate tracts of land as hired manager for two different owners, or one tract as owner, part owner, or tenant, and another as manager, a separate schedule should be returned for each, as each represents a separate enterprise. (See par. 200, relative to farms being collectively developed.)

208. Distinction between farm and factory operations.—The manufacture of butter, cheese, cider, vinegar, or other products may be carried on in buildings and plants operated either (1) in connection with farms or (2) as independent manufacturing enterprises. In the latter case such buildings or plants are to be regarded as factories, to be covered by the Census of Manufactures and not to be included in the Census of Agriculture. But unless it is clear that such a building or plant is operated as a manufacturing enterprise independent of a farm, you should include its value as a part of the value of the farm on which it is located. You should include with the products of the farm, however, only the butter, cheese, cider, or other products made in such establishments from milk produced or crops (apples, grapes, etc.) grown on the farm. Where raw materials other than those produced on the farm on which the plant is located are used, state that fact on the margin of the schedule or on a slip attached.

209. Special rule regarding cane sirup or sugar and sorghum mills.—Where mills exist on farms for the manufacture of cane sirup or sugar, or sorghum sirup, the value of such mills must be included in the farm report if they confine their operations to the treatment of cane or sorghum grown on the farm on which they are located. If, however, a mill located on a farm crushes cane grown on farms other than the one on which it is located, its value should not be included in the general farm schedule.

210. Special rule regarding canning factories.—Factories canning fruits and vegetables for sale, even though located on a farm and using only the fruits and vegetables grown on such farm are not to be reported on the general farm schedule. In re-

porting the value of fruits, vegetables, etc., grown on the farm and canned in such factories, give their value when delivered to the factory, and not their value after canning.

INSTRUCTIONS FOR SPECIFIC INQUIRIES.

211. The following paragraphs relate to specific inquiries on the schedule. Inquiries with regard to which no instructions are given are assumed to be self-explanatory.

INFORMATION CONCERNING FARM OPERATOR.

212. Inquiry 2. Post-office address.—The correct post-office address of the person whose name is given in inquiry 1 should always be obtained by direct inquiry. Do not assume, because the farm operator resides near some town or village, that he receives his mail through the post office located there.

213. Inquiry 3. Color or race.—Write "W" for white; "B" for black; "Mu" for mulatto; "In" for Indian; "Ch" for Chinese; and "Jp" for Japanese. In all other cases give the race, as Filipino, Malay, etc.

214. Inquiry 6. Country of birth.—If the farm operator was born in the United States, simply write "U. S." If he is foreign born, give the name of the State or Province, or of the city or town, as well as the country in which he was born.

215. Inquiry 7. Time as wage hand.—Give the number of years the farm operator has worked on a farm for wages, whether recently or at any time in the past.

216. Inquiry 8. Time as tenant.—Give the whole number of years the farm operator has operated any farm as a tenant. Be sure to ask this question, not only of tenant farmers but also of those who now own their farms.

217. Inquiry 9. Time as farm owner.—Give the number of years the farm operator has operated any farm as an owner. Ask this question of tenant farmers as well as of those who are now owners. The object of these three questions (inquiries 7, 8, and 9) is to show in a general way what farm experience the farm operator has had in earlier years.

FARM TENURE.

218. You must address to the operator inquiries 11, 12, 13, and 14 in the order and in the exact form in which they are printed, and write the replies "Yes" or "No" as they are given. If, in answer to inquiry 11, the reply is "Yes," the enumerator must make sure that the question was understood by the operator and that the same answer is not given to inquiries 12, 13, or 14.

Only one of the questions 11, 12, 13, or 14 may properly be answered "Yes" under any possible condition of tenure.

219. Inquiries 11 and 12. Land owned.—Farm land is regarded as "owned" not only where the operator holds direct title to it, but also where it is owned by his wife, where the operator is an heir or one of the heirs to it, where he is trustee or guardian for such heirs, where he has bought the land on a contract for a deed, or where he has purchased a farm sold for debt and holds it subject to redemption by the original owner.

220. Ranchers using public lands.—Public land used by a rancher without rental is not a part of the operator's farm, and where a rancher owns or leases no land but grazes animals entirely on public domain, write opposite inquiries 11 and 16 "*No land owned or leased.*"

221. Inquiry 13. Section 1. Rent paid.—If the answer to inquiry 13 is "Yes," the question in section 1 under inquiry 13 must be asked and answered in accordance with explanations *a, b, c,* and *d.* Give only such information as is requested in these explanations. For example, in case of a share tenant, there should be written on the blank line the words " $\frac{1}{3}$ cotton," " $\frac{1}{3}$ corn," or such other designation as the circumstances require. If rent is paid in cash, the annual rental in dollars per acre is desired, as "*\$5 an acre.*"

222. If a definite quantity of the crop is paid as rent, the quantity should be stated as it appears in the terms of the agreement under which the operator rents the farm. If the rent to be paid is stated as a certain quantity per acre, then it should be entered on the schedule in that manner; if as so many bushels of grain, bales of cotton, pounds of tobacco, or definite quantities of other products, it should be so reported.

223. It is very important that this question relating to the rent paid should be answered carefully and accurately. In particular it is important to know whether the tenant pays *cash* rent, a *share* of the crops, or a *stated amount* of farm products. Be sure that your answer indicates clearly *which form of rent is paid*, even if you have to estimate the amount.

224. Inquiry 13. Section 2. Work animals furnished.—All farm operators who have answered "Yes" to inquiry 13 must also answer the question in section 2 under this inquiry. Work animals, in the sense in which the term is used here, are those used in putting in, cultivating, and harvesting a crop. If the landlord furnishes sufficient work animals to carry on the farm, the answer to this question should be "Yes," even though animals belonging to the tenant may be occasionally used for farm work.

FARM ACREAGE.

225. Inquiry 16. Total farm acreage.—The acreage reported in answer to this inquiry must include all the land on which the person named in answer to inquiry 1 conducts farming operations of any kind, whether such land is actually tilled, is lying idle or fallow, is used for pasture, or is in woodland or other unimproved land. Thus there may be included land which is detached from that on which the major portion of the farming operations are conducted and which may not be adapted to profitable farming; but if the land is a part of the farm as originally purchased by the owner, or if it is under the control of the tenant or manager, or is used by him in any way, it should be included in the total acreage of the farm. Such distinct tracts should not be shown separately, but in all divisions of the schedule they should be regarded as a part of the farm and should be treated in the same manner as if all the land were in a single continuous tract.

226. The total acreage of the farm, as given in answer to inquiry 16, should equal the sum of the numbers of acres reported in answer to inquiries 17, 18, and 19. Fractions of an acre should not be entered in answering these inquiries. If the farm consists of less than 1 acre (see "Small farms," paragraph 197) it must be reported as 1 acre. If more than 1 acre but less than 2 acres, or more than 2 acres but less than 3 acres, and so on, the nearest whole number of acres should be reported.

227. Inquiry 17. Improved land.—The definition given in the note under this inquiry on the schedule will make it clear in most instances what land is to be classed as improved land. Questions may arise occasionally with regard to land now in permanent pasture which was formerly cultivated. Such land should not be included as improved land, of course, if it is now grown up to brush or trees, but only if it is still clear and in such condition that it might be plowed and put into crops.

USES OF LAND.

228. Inquiry 21. Pasture land.—In answer to this inquiry, especially sections 2 and 3, include only land which was used exclusively for pasture during the year 1919. Do not include land that was pastured after the crop was harvested, nor grain fields which were pastured for a time in the spring but which later produced a crop.

FARM VALUES.

229. Inquiry 22. Total value of farm on January 1, 1920.—Give the value of the land reported in answer to inquiry 16, whether such land is owned, rented, or managed by the farm operator, and the value of all buildings and improvements attached to the land. The value of implements and machinery should not be included. The farm operator's valuation must be accepted unless you have reason to believe that such valuation is below the actual value of the farm or is grossly exaggerated. In such cases give, as nearly as you can determine, the amount for which the farm, including buildings and improvements, would sell under normal conditions (not at forced sale). The appraiser's valuation, on which taxation of the farm is based, is not generally a safe guide, and it should be used only when it appears to be fair and reasonable. Make it clear to the farm operator that the values returned on the census schedule are not to be used for purposes of taxation and are not open at any time to public inspection.

230. Inquiry 23. Value of farm buildings.—A fair estimate of the present value of the farm buildings is desired, not a replacement value. Do not include, either here or under inquiry 22, the value of buildings, such as creameries, canning factories, or sirup mills, which, though situated on the farm, are used for manufacturing rather than for farm purposes. (See paragraphs 208, 209, and 210.)

231. Inquiry 24. Value of implements and machinery.—Report the value of all implements, machinery, etc., used on the farm and permanently (or usually) kept there, whether they belong to the farm operator or not. Machinery owned cooperatively by a group of farmers should be reported on the schedule for the farm where it is usually kept; or if no "usual" place is provided, then on the schedule for the farm where it happens to be on January 1, 1920.

FARM ENCUMBRANCE.

232. Inquiry 25. Amount of farm mortgage.—This question must be asked of all farm operators who have answered "Yes" to inquiries 11 or 12—that is, of all farm owners, including those who rent additional land. The debts which should be reported include not only all debts secured by instruments locally called "mortgages," but also all debts represented by judgment notes, confessions of judgment, deeds of trust, deeds with vendor or lien clause, bonds or contracts for title, or any other legal instruments that partake of the nature of mortgages upon real estate. Do *not* in-

clude any debts represented by crop liens or mechanics' liens, nor any debts on live stock or on implements and machinery. Where the mortgage on a farm covers buildings and land together (as it usually does), give the whole amount of the mortgage outstanding, in answer to the second part of the question. Do not try to separate that part which is secured on the land only.

233. Interest rate.—Only one line is provided on which to report the rate of interest. If there are two or more debts at different rates of interest, report each debt separately, with the rate of interest on the same. For example, "\$1,000 at 5 per cent and \$1,500 at 6 per cent." Do not include as interest any commission or other extra charges.

234. Mortgage returns to be made for owned land only.—The questions of this inquiry, addressed to an operator who has answered "Yes" to inquiry 12, apply only to that part of the land which the operator owns.

DRAINAGE.

235. Definition.—For census purposes drainage has been defined as follows: "Drainage of agricultural lands is the act or process of drawing off an excess of water by underground conduits, pipes, or tiles, or by open or covered trenches in the surface of the ground for the purpose of improving the condition of the soil and crops."

236. Inquiry 30. Area drained.—Report the acreage which is actually benefited or made of more value for agricultural purposes by artificial drainage. This will often be less than the total area from which water flows to the drains. Do not include land on which only temporary work has been done, such as "bedding" the fields or laying out "dead furrows" to hasten the surface flow.

237. Inquiry 31. Area needing drainage.—Under inquiry 31 report the area of land in the farm not now suitable for crops which could be made available for cultivation by drainage. Report under section 1, "By drainage only," the acreage which needs no clearing or which is merely covered with grass, weeds, or other annual growth, and under section 2, as needing both "drainage and clearing," the acreage which is covered with trees, stumps, or perennial woody shrubs.

238. The purpose of inquiries 32 and 33 is to establish a complete list of drainage and flood-protection enterprises, such as drainage districts, levee districts, county drains, irrigation districts doing drainage work, and development companies, and to determine the number of farms in each drainage enterprise.

**DOMESTIC ANIMALS, POULTRY, AND BEES ON THIS FARM
JANUARY 1, 1920, AND ANIMAL PRODUCTS IN 1919.**

239. Domestic animals on the farm.—Report all domestic animals on the farm on January 1, 1920, whether they belong to the farm operator or not. The phrase *on the farm* (in the case of all farms other than those using the public domain) means regularly *kept on the farm*. If a farmer hires his neighbor's team for a short time, this team is not to be regarded as "on the farm" for census purposes and should not be included in that farm schedule, even though it may happen to be at work on the farm January 1, 1920. But horses or other animals belonging to the hired man or to others, which are boarded or cared for on the farm should be included. Breeding animals owned jointly by two or more farmers and kept in turn on the various farms should be reported on the farm where they happen to be on January 1, 1920. In the case of ranchmen using the public domain, animals *on the farm* should be understood to mean all animals belonging to or under the care of the ranchman for whom the schedule is prepared.

240. Where the owner of a large number of hives of bees distributes them among the farmers of the region, who keep them on their farms, the bees so distributed must be reported on the schedules for the farms where they are found. Care should be taken that the owner of such bees does not also report them. Similarly, where the owner of cattle gives them out to be taken care of on other ranches or farms, such cattle must be reported on the schedules for the individual farms where they are kept.

241. Inquiry 39. Total amount of milk produced.—In the column headed "Quantity" should be entered the total number of gallons of milk produced on the farm in 1919, including milk used on the farm in any way, as well as milk sold. You must not use an "average" production in making estimates of milk produced, but must obtain from the farm operator either figures based on records or the closest possible estimate of the actual production. When the amount of milk produced is reported in pounds it must be reduced to gallons before it is entered on the schedule. To make the reduction, multiply the number of pounds by 0.116 (or multiply by 11.6 and divide by 100). Report only the whole number of gallons, omitting decimals.

242. Inquiry 40. Disposition of milk.—Report under section 1, as milk sold, only such milk as is sold whole or unskimmed. Sales of skimmed milk or buttermilk should be separately reported on some unused line of inquiry 40. For example, if no cheese is made on the farm, cross out the word "cheese" and write in the words "skimmed milk" or "buttermilk."

243. Under section 2 report only cream sold by the quart or gallon or on some basis other than the butterfat content. Milk or cream sold on the basis of the butterfat contained should be reported as butterfat sold and not as milk or cream sold. To put it another way, if the farmer *receives payment* for a given number of *pounds of butterfat*, it will usually be correct to report the product as butterfat sold.

244. If the manufacture of butter or cheese on the farm has assumed the proportions of a factory operation requiring the use of power and machinery and the employment of labor exclusively for the operation of the plant, the butter and cheese manufactured should not be reported on this schedule, but only the milk or cream produced on the farm and used as material for their manufacture. (See par. 208.)

245. Inquiry 42. Wool shorn.—In certain sections of the country sheep are shorn twice during the year. In such instances report the number of sheep shorn during the year, not the number of fleeces cut, and write the words "shorn twice" on the margin of the schedule.

246. Inquiry 47. Eggs and chickens.—Note that this inquiry relates to chicken eggs and chickens only, and do not report here any other kinds of eggs or poultry.

247. Under section 3 report the total number of chickens which were raised on the farm in 1919. Do not include those hatched and sold as "baby chicks," but do include "baby chicks" purchased and raised, as well as all other chickens hatched and raised, whether consumed, sold as broilers or otherwise, or now on hand.

248. Under section 4 report the number and value of chickens sold, whether sold alive or dressed, again excluding those sold as "baby chicks."

249. Inquiry 50. Pure-bred animals.—Report on the proper line of this inquiry all *registered* stock on the farm, of the kinds listed, giving the name of the breed and the number of animals of each breed. Animals reported here must also be reported in the proper classes under inquiries 34, 37, 38, 41, or 45.

250. Inquiry 51. Young animals raised on the farm in 1919.—You should report all calves, lambs, and pigs born in 1919 and *retained on the farm* (except such as died during the year), whether such animals were sold or slaughtered for food in 1919 or were on the farm on January 1, 1920. Animals purchased are not to be reported.

251. Inquiry 52. Domestic animals slaughtered on the farm.—This inquiry is designed primarily to obtain the facts with regard to animals slaughtered for home use. You should report such operations for all farms, unless it is entirely clear that the slaughterhouse operations constitute a separate and distinct business.

IRRIGATION.

252. Inquiry 55. Acreage irrigated.—Report the number of acres in the farm enumerated which were irrigated in 1919. The following definition of irrigated land has been adopted for census purposes: "Land should be classed as irrigated which has water supplied to it for agricultural purposes by artificial means or by seepage from canals, reservoirs, or other irrigated lands; but land which has natural ground water sufficiently near the surface to grow crops should not be classed as irrigated unless water is actually applied. Land which is flooded during high water should be classed as irrigated, if water is caused to flow over the land by dams, canals, or otherwise, but should not be classed as irrigated, if the overflow is due to natural causes alone."

253. In this connection, you should observe the note at the head of the section on "Crops grown on this farm in 1919," which requires that a cross (X) be placed before the *name of each crop irrigated*.

254. Inquiry 56. Irrigation enterprises.—If the water used was supplied by a company, a corporation, or any other organization, you should enter the name of such organization or enterprise on the blank line. If water was supplied by a canal or other works belonging to the owner of the farm, the word "*Private*" should be written on this line.

255. The note under this inquiry calling for the securing of an irrigation schedule in certain cases applies only in the arid and semiarid regions of the West, and enumerators in other sections should ignore this note unless instructed otherwise by the supervisor.

256. Inquiry 57. Payments for water.—The total amount of payments for water for the season of 1919 should be given in answering this inquiry. This amount should not include any part of the purchase price for equipment or water rights. If the payment for the use of the land included the cost of water to the farm operator, the cost of the water alone should be estimated and reported. For individual enterprises there should be reported the cost of pumping, maintenance, cleaning main ditches, and all other items which could reasonably be charged as a part of the cost of bringing water to the land.

CROPS GROWN ON THIS FARM IN 1919.

257. Frequently farmers will be found who are renting additional land on January 1, 1920, which they did not rent in 1919, or who changed farms in 1919, after a part or all of the crops were harvested. All crops should be reported *on the schedule of the farmer who is operating the land on January 1, 1920*, no matter whether they were raised by this farmer or by another. This distinction must be carefully noted in order to avoid a duplication of reports.

258. You should study carefully the list of crops printed on the schedule, in order that you may be sufficiently familiar with them to avoid omitting any of them or duplicating them in writing. If crops other than those listed were raised on the farm, write in the names of such crops, crossing out names not used, if necessary, and report as usual.

259. Every reasonable effort should be made to obtain figures based on records, or if no records were kept, reliable estimates made by persons directly concerned with the growing of the crops. You should be well informed, however, with regard to the usual production per acre of various crops in your district, and with other factors which will enable you to assist the farmer in making estimates, where this is necessary. Do not offer any assistance, however, unless it is clearly needed.

260. Unit of measure.—Report all quantities in the unit of measure printed on the schedule. Where quantities are reported to you in other units, reduce the unit reported to the one specified on the schedule. Be careful to show acreage and quantity in the proper column, and to indicate the unit of measure for any unusual crop, or for any crop (for example, the vegetables in inquiry 66) for which it is not specified on the schedule.

261. Inquiry 59. Sirup and sugar crops.—Report on the proper lines those crops which are grown solely for the purpose of making sirup and sugar.

262. Note that similar crops raised and used as feed for live stock must be reported under inquiry 60. If a part of the crop is used for sirup or sugar, and a part for forage, the acreage and production must be divided and each part reported in its proper place.

263. Report in sections 2 and 6 the number of gallons of sirup made on the farm or in small neighborhood mills, either for home consumption or for sale. Be careful to report the *total* number of gallons produced from sorghum or cane grown by the farm operator, and not merely his share of the sirup, if the sirup was made "on shares."

264. Inquiry 60. Hay and forage.—This inquiry is intended to cover all crops of hay, forage, silage, etc., which were raised in 1919 for use as feed for animals. Crops grown for seed and grain must be reported under inquiry 61. Where both hay and seed were taken from the same acreage, for example, clover hay and clover seed, you must report the total acreage in connection with each product.

265. Wild, salt, or prairie grasses.—Under section 8 report all wild, salt, or prairie grasses *cut on the farm*. Grass cut on salt marshes, tide lands, and open prairie, which are not a part of the farm, and the acreage of which is not included in the acreage reported in answer to inquiry 16, must not be reported here.

266. Inquiry 61. Grains and seeds.—Only grains and seeds which are ripened on the stalk or vine should be reported under this inquiry. This distinction is imperative, and you must make an effort, in all cases where both stalk (or vine) and seeds are harvested, to separate the production and classify each according to its final use. Stalks or vines which are used for hay or dry forage and from which the grain or seed has been separated by threshing or otherwise, must be reported under inquiry 60. The separated grain or seed must be reported under inquiry 61. The total acreage should be reported in both cases, regardless of the resulting duplication.

267. Mixed crops.—Report under section 1 only those mixed crops which are allowed to ripen before harvesting. Where mixed crops were cut green they must be reported under the proper section of inquiry 60.

268. Corn.—Under section 2 report all corn which was harvested as ripened grain (except sweet corn and pop corn, which must be reported under inquiry 66). The quantity harvested must be given in bushels. If the information is given to you in any other unit of measure you must reduce the quantity reported to bushels of shelled corn. A bushel of shelled corn weighs 56 pounds and is equivalent to 70 pounds of dry corn in the ear or 2 bushel baskets level full, or $1\frac{1}{2}$ bushel baskets heaped of husked ear corn, or 6 level or 4 heaped bushel baskets of unhusked corn.

269. Other grains and seeds.—The blank line under section 20 is provided for the report of any grain or seed not specifically mentioned in the preceding sections. You should always inquire if grains or seeds other than those named were raised, and if such are found report them under section 20. Velvet beans, however, should be reported under section 6 of inquiry 64 and cotton seed should not be reported at all.

270. Inquiries 62 and 63. Potatoes and sweet potatoes.—Report in these two sections the acreage and production of potatoes and sweet potatoes (including those raised for home use) and also the quantity that has been sold or is to be sold. Give all quantities in bushels, as specified on the schedule. If the farm unit of measure is pounds or barrels, reduce to bushels the quantities reported to you in these units.

271. Inquiry 64. Other field crops.—Report under section 1 the number of acres of cotton grown and the number of bales produced. If the cotton has not yet been ginned, obtain as accurate an estimate as possible of the number of bales produced. Cotton must not be reported in any other manner. Cotton seed, as already stated, need not be reported.

272. Tobacco.—Report under section 3 the number of acres cut and the number of pounds of tobacco produced on the farm. On the dotted line following the word "tobacco," write the name of the type; for example, "*burley*," "*Havana seed*," etc.

273. Velvet beans.—Under section 6 report the total acreage harvested, whether the velvet beans were grown alone or were mixed with another crop and harvested with it. Report the acreage of velvet beans mixed with another crop, even though the "mixed crop" has already been reported under inquiry 61.

274. Inquiry 65. Farm garden.—Give the total value of all vegetables, including potatoes and sweet potatoes, which were grown in the home garden or elsewhere on the farm *for home use*. This amount should include the value of vegetables canned, pickled, or dried for home use, whether such vegetables have actually been used or not.

275. Inquiry 66. Vegetables produced in 1919 for sale, not for home use.—Report any of the vegetables listed which were grown for sale, on the farm enumerated. If any vegetables other than those named were grown, write in the names of these vegetables, using the dotted line following the word "other" under section 12, and crossing out one or more of the names not used, to provide additional lines where necessary. Pop corn must be reported in this section of the schedule. In the first column following the list of vegetables should be given the number of acres devoted to each vegetable. If less than one acre of any kind of vegetables was grown for sale, the fraction of an acre, as $\frac{1}{4}$, $\frac{1}{8}$, etc., should be given, the area being estimated, if possible, in all cases where the exact acreage is unknown. Under "Quantity harvested" should be given the number of pounds, crates, boxes, barrels, etc., harvested, and in the following column the name of the unit of measure, as pounds, crates, boxes, etc., which is adapted to the crop reported. In the last column should be

given, for each vegetable, the total value of the crop in dollars. Fractions of a dollar should not be given and no ciphers should be added after the whole number. For example, a value of \$10 should be written "10," and not "10.00." As a rule, the products of a truck farm—the vegetables, at least—should be reported under this inquiry. An exception should be made in the case of white and sweet potatoes, which should be reported under inquiries 62 and 63, respectively.

276. Inquiry 68. Subtropical fruits.—For *citrus fruits* the figures given under "Quantity harvested in 1919" should represent the quantity harvested during the crop season 1918-19—the last completed crop season—which will cover approximately the months of October, November, and December, 1918, and January, February, and March, 1919.

277. Inquiry 75. Greenhouse and hothouse establishments.—The total number of square feet under glass in greenhouses, hothouses, or similar commercial establishments should be entered under section 1. A private establishment which does not sell any part of its product should not be reported under this inquiry.

278. Under section 2 should be given the amount received from the sale of flowers and flowering plants raised *either under glass or in the open ground*.

279. Under section 3 report the amount received in 1919 from the sale of vegetables and vegetable plants raised under glass.

THE SCHEDULE FOR LIVE STOCK NOT ON FARMS OR RANGES.

280. When to be used.—This schedule (Form 9-123) is to be used in reporting all horses, mules, asses, sheep, goats, and swine *not kept on farms or ranges*, and is to be filled out in accordance with the instructions printed on the schedule itself.

APPENDIX.

EXTRACTS FROM THE CENSUS ACT OF MARCH 3, 1919.

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Sec. 12. That each enumerator shall be charged with the collection in his subdivision of the facts and statistics required by the population and agricultural schedules and such other schedules as the Director of the Census may determine shall be used by him in connection with the census, as provided in section eight of this act. It shall be the duty of each enumerator to visit personally each dwelling house in his subdivision, and each family therein, and each individual living out of a family in any place of abode, and by inquiry made of the head of each family, or of the member thereof deemed most competent and trustworthy, or of such individual living out of a family, to obtain each and every item of information and all particulars required by this act, as of date January first of the year in which the enumeration shall be made; and in case no person shall be found at the usual place of abode of such family, or individual living out of a family, competent to answer the inquiries made in compliance with the requirements of this act, then it shall be lawful for the enumerator to obtain the required information as nearly as may be practicable from the family or families or person or persons living nearest to such place of abode who may be competent to answer such inquiries. It shall be the duty also of each enumerator to forward the original schedules, properly filled out and duly certified, to the supervisor of his district as his returns under the provisions of this act; and in the event of discrepancies or deficiencies being discovered in these schedules he shall use all diligence in correcting or supplying the same. In case an enumeration district embraces all or any part of any incorporated borough, village, town, or city, and also other territory not included within the limits of such incorporated borough, village, town, or city, it shall be the duty of the enumerator to clearly and plainly distinguish and separate, upon the population schedules, the inhabitants of such borough, village, town, or city from the inhabitants of the territory not included therein. No enumerator shall be deemed qualified to enter upon his duties until he has received from the supervisor of the district to which he belongs a commission, signed by the supervisor, authorizing him to perform the duties of enumerator, and setting forth the boundaries of the subdivision within which such duties are to be performed.

Sec. 13. That the territory assigned to each supervisor shall be divided into as many enumeration districts as may be necessary to carry out the purposes of this act, and, in the discretion of the Director of the Census, two or more enumeration districts may be given to one enumerator, and the boundaries of all the enumera-

tion districts shall be clearly described by civil divisions, rivers, roads, public surveys, or other easily distinguishable lines: *Provided*, That enumerators may be assigned for the special enumeration of institutions, when desirable, without reference to the number of inmates.

SEC. 14. That any supervisor of census may, with the approval of the Director of the Census, remove any enumerator in his district and fill the vacancy thus caused or otherwise occurring. Whenever it shall appear that any portion of the census provided for in this act has been negligently or improperly taken, and is by reason thereof incomplete or erroneous, the Director of the Census may cause such incomplete and unsatisfactory enumeration and census to be amended or made anew.

* * * * *
SEC. 19. That every supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other employee shall take and subscribe to an oath or affirmation, to be prescribed by the Director of the Census. All appointees and employees provided for in this act shall be appointed or employed and examined, if examination is required by this act, solely with reference to their fitness to perform the duties required of them by the provisions of this act and without reference to their political party affiliations.

SEC. 20. That the enumeration of the population required by section one of this act shall be taken as of the first day of January, and it shall be the duty of each enumerator to commence the enumeration of his district on the day following unless the Director of the Census in his discretion shall defer the enumeration in said district by reason of climatic or other conditions which would materially interfere with the proper conduct of the work; but in any event it shall be the duty of each enumerator to prepare the returns hereinbefore required to be made and to forward the same to the supervisor of his district within thirty days from the commencement of the enumeration of his district: *Provided*, That in any city having two thousand five hundred inhabitants or more under the preceding census the enumeration of the population shall be completed within two weeks from the commencement thereof.

SEC. 21. That if any person shall receive or secure to himself any fee, reward, or compensation as a consideration for the appointment or employment of any person as supervisor, enumerator, or clerk, or other employee, or shall in any way receive or secure to himself any part of the compensation paid to any supervisor, enumerator, clerk, or other employee, he shall be deemed guilty of a felony, and upon conviction thereof shall be fined not more than \$3,000 and be imprisoned not more than five years.

SEC. 22. That any supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other employee who, having taken and subscribed the oath of office required by this act, shall, without justifiable cause, neglect or refuse to perform the duties enjoined on him by this act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not exceeding \$500; or if he shall, without the authority of the Director of the Census, publish or communicate any information coming into his possession by reason of his employment under the provisions of this act, or the act to provide for a permanent Census Office or acts

amendatory thereof or supplemental thereto, he shall be guilty of a felony and shall upon conviction thereof be fined not to exceed \$1,000 or be imprisoned not to exceed two years, or both so fined and imprisoned in the discretion of the court; or if he shall willfully and knowingly swear or affirm falsely as to the truth of any statement required to be made or subscribed by him under oath by or under authority of this act or of the act to provide for a permanent Census Office or acts amendatory thereof or supplemental thereto, he shall be deemed guilty of perjury, and upon conviction thereof shall be fined not exceeding \$2,000 or imprisoned not exceeding five years, or both; or if he shall willfully and knowingly make a false certificate or a fictitious return he shall be guilty of a felony, and upon conviction of either of the last-named offenses he shall be fined not exceeding \$2,000 or be imprisoned not exceeding five years, or both; or if any person who is or has been an enumerator shall knowingly or willfully furnish or cause to be furnished, directly or indirectly, to the Director of the Census or to any supervisor of the census any false statement or false information with reference to any inquiry for which he was authorized and required to collect information he shall be guilty of a felony, and upon conviction thereof shall be fined not exceeding \$2,000 or be imprisoned not exceeding five years, or both.

SEC. 23. That it shall be the duty of all persons over eighteen years of age when requested by the Director of the Census, or by any supervisor, enumerator, or special agent, or other employee of the Census Office, acting under the instructions of the said director, to answer correctly, to the best of their knowledge, all questions on the census schedules applying to themselves and to the families to which they belong or are related, and to the farm or farms of which they or their families are the occupants; and any person over eighteen years of age who, under the conditions hereinbefore stated, shall refuse or willfully neglect to answer any of these questions, or shall willfully give answers that are false, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding \$100.

And it is hereby made unlawful for any individual, committee, or other organization of any kind whatsoever, to offer or render to any supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other officer or employee of the Census Office engaged in making an enumeration of population, either directly or indirectly, any suggestion, advice, or assistance of any kind, with the intent or purpose of causing an inaccurate enumeration of population to be made, either as to the number of persons resident in any district or community, or in any other respect; and any individual, or any officer or member of any committee or other organization of any kind whatsoever, who directly or indirectly offers or renders any such suggestion, advice, information, or assistance, with such unlawful intent or purpose, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding \$5,000.

And it shall be the duty of every owner, proprietor, manager, superintendent, or agent of a hotel, apartment house, boarding or lodging house, tenement, or other building, when requested by the Director of the Census, or by any supervisor, enumerator, special agent, or other employee of the Census Office, acting under the instructions of the said director, to furnish the names

of the occupants of said hotel, apartment house, boarding or lodging house, tenement, or other building, and to give thereto free ingress and egress to any duly accredited representative of the Census Office, so as to permit of the collection of statistics for census purposes, including the proper and correct enumeration of all persons having their usual place of abode in said hotel, apartment house, boarding or lodging house, tenement, or other building; and any owner, proprietor, manager, superintendent, or agent of a hotel, apartment house, boarding or lodging house, tenement, or other building who shall refuse or willfully neglect to give such information or assistance under the conditions hereinbefore stated shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding \$500.

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SEC. 26. That all fines and penalties imposed by this act may be enforced by indictment or information in any court of competent jurisdiction.

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SEC. 29. That all mail matter, of whatever class or weight, relating to the census and addressed to the Census Office, or to any official thereof, and indorsed "Official business, Census Office," shall be transmitted free of postage, and by registered mail if necessary, and so marked: *Provided*, That if any person shall make use of such indorsement to avoid the payment of postage or registry fee on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of \$300, to be prosecuted in any court of competent jurisdiction.

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[The following text is extremely faint and largely illegible due to fading and bleed-through from the reverse side of the page. It appears to contain additional sections of the act, possibly including SEC. 30 and SEC. 31.]