

Form 15-100

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON

FIFTEENTH CENSUS

# INSTRUCTIONS TO ENUMERATORS

POPULATION AND AGRICULTURE



**BUREAU OF THE CENSUS  
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## INSTRUCTIONS TO ENUMERATORS

### GENERAL INSTRUCTIONS

1. **Responsibility of enumerator to supervisor.**—All of your duties as a census enumerator are to be performed under the direction of the supervisor.

2. **Rules and instructions.**—You must read carefully and observe 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.

3. **Receipt of supplies.**—The supervisor of your district has furnished you with the necessary schedules, blank 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.

4. **Schedules.**—The schedules to be used by census enumerators include the following:

**POPULATION:**

Population schedule (Form 15-6).

Unemployment schedule (Form 15-93).

Schedule for the blind and for deaf-mutes (Form 15-103).

**AGRICULTURE:**

Farm schedule (Form 15-90).

Schedule for incidental agricultural production and livestock not on farms (Form 15-91 or 15-210).

5. Certain other schedules will be used in limited areas. Enumerators in these areas will be given special instructions with regard to the additional schedules.

6. Illustrative examples of completed population, unemployment, and farm schedules are supplied to show exactly how the entries should be made. (See Forms 15-3b, 15-95, and 15-152.)

7. **Extra copies of schedules.**—If you need additional copies of any schedule or other blank form, notify your supervisor at once, stating the number of copies required.

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 out must be put away in a safe place where they will not be accessible to unauthorized persons. 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. **Certificate of appointment.**—Your certificate of appointment is evidence of your authority to ask the questions required by the census act. This certificate is to be signed by you as indicated and should be exhibited whenever its use will aid you in obtaining the information you seek. It must not leave your possession until after you have finished the enumeration of the district which it covers, when it is to be returned to the supervisor with your completed schedules.

11. **Assignment of territory.**—In a majority of cases each enumerator will be assigned one enumeration district and will receive one portfolio, which will contain all the material he will need in his work. Some enumerators, however, will be assigned a group of two or more smaller districts and will receive a separate appointment and portfolio for each.

12. When two or more districts are assigned to an enumerator, he should ordinarily complete all work on the first district before beginning the second, and so on.

13. **Enumeration district.**—The limits of the district (or of each district) within which you are to take the census are stated on the inside of the portfolio. For most districts a map of the district is pasted on the inside of the back cover of the portfolio. Outside of your district (or districts), as thus described, you have no authority and will have no census duties to perform unless otherwise instructed.

14. If you find in the course of your work that the map furnished you is incorrect in any detail, you should report the fact to your supervisor and indicate the necessary corrections, which he will transmit to the Census Bureau in Washington.

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

16. **Enumerator's rights.**—Your rights as an enumerator are clearly indicated in the census act. (See section 9, first paragraph.) You have the right of admission to every dwelling (including institutions) within your territory for the purpose of obtaining information required by the Bureau of the Census. You have the right to ask every question contained in the census

schedules and to obtain answers to each and all of them. You are cautioned, however, not to mention or emphasize the compulsory feature of the enumeration unless it is necessary.

17. **Refusals to answer.**—In case your authority is disputed, show your appointment certificate, which you must 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.

18. Should any person object to answering any question on 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 provided in section 9 of the census act for refusal to give information requested. Should the person still refuse to give the information, enter in your record book the name and address and the words "Refused to answer," and report the facts to your supervisor.

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

20. **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 sec. 8 of the census act.) Be particularly careful, when enumerating a family, that no member thereof is reading the entries you are making or the entries you have made for other families. You are not permitted to show anyone the schedules which you have filled out or to retain copies of the schedules or of any parts of them.

21. If, at the close of the enumeration, you are asked what is the population of your district or of any smaller area, reply that you are forbidden by law to answer. All such requests, whether from newspapers, local officials, or individuals, are to be referred to your supervisor, who will make a preliminary announcement of the population of each political subdivision of the county

soon after the enumeration is completed (except that in a few large cities these announcements will be made from Washington).

22. 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 8 of the census act.)

23. What constitutes a day's work.—Enumerators are expected to devote at least eight hours every day, beginning April 2, to the diligent canvassing of their districts.

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

25. 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.

26. Delegation of authority forbidden.—You must not delegate your authority to any other person, or employ or permit anyone to do for you any of the work of enumerating your district.

27. 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 the oath of office 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 44 and 56.

28. Daily report cards.—Report cards (Form 15-127) are furnished in sufficient number to cover the period of enumeration in your district. These cards are addressed to your supervisor, and one card is to be mailed each day under ordinary conditions. Where your work is remote from the post office, however, you need not make a special trip for the sake of mailing the cards, but may let them accumulate and mail the cards for two or more days at the first convenient opportunity. A card for each day's work must be filled out at the close of the day, even though it is not mailed until later.

29. The daily report card provides space for reporting ten items. Some of these items refer to inquiries which the enumerator will handle only when he is assigned the work under special instructions. Enumerators who have received no such special instructions will leave these items blank on the report card. The more important items which will be reported by a majority of the enumerators are the following:

1. Number of persons on Population schedule.
2. Number of persons on Unemployment schedule.
3. Number of places reported on schedule for Incidental Agricultural Production and Livestock Not on Farms.
4. Number of Farm schedules filled out.
10. Number of hours worked this day.

30. These items should also be entered day by day on the consolidated time report (Form 15-106). The totals for the items representing work done as they will appear on this consolidated time report will constitute your own record of service rendered and you should keep a copy of these figures for use when you are asked to certify to your voucher upon the completion of your work.

31. 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.

32. Time allowed for enumeration.—In any city or other incorporated place having 2,500 inhabitants or more under the census of 1920 the enumeration must be completed within two weeks from the commencement of the work, and in all other districts within 30 days. If you find it is going to be difficult or not possible to complete the enumeration of the district or districts assigned to you within these limits, you should notify your supervisor at once.

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

- a. To fill out and mail the certificate of the completion of the enumeration (Form 15-128).
- b. To complete the consolidated time report (Form 15-106) and place it with the record book (Form 15-111) and the certificate of appointment for the district in the portfolio with your completed schedules.
- c. To pack your portfolio and schedules and return them to your supervisor.

34. If possible, you should deliver the portfolio with your completed work and the other material to your supervisor in

person. Where you can not do this, return the portfolio by mail in the large manila envelope in which it was received. One of the labels (Form 15-107) bearing the printed address of the supervisor is to be pasted over your address on the envelope, and the gummed label bearing the seal of the Department of Commerce is to be placed over the metal fastener, in order to close the package securely.

35. If you received the agricultural schedules in a separate package, they must be returned in the same way. These schedules should be placed between two pieces of cardboard, carefully wrapped, and securely tied, to prevent damage in transmission through the mail. Another of the labels (Form 15-107) bearing your supervisor's name and address is to be pasted upon the outside of the package. These packages when properly packed, as directed, are to be mailed at your local post office but need not be registered.

36. It is very important that your completed work be returned to the supervisor as directed in paragraphs 33, 34, and 35. No payment can be made for your services until this has been done.

37. In the case of a very small district (one having a population of less than 500), you may hold the completed schedules until another district is completed, so as to make the returns to your supervisor for two districts together, in case this will save you a material amount of time and effort.

38. **Payment for services.**—The rates of compensation to be allowed you for your services as enumerator are stated in the letter notifying you of your appointment. A voucher corresponding to these rates, made out in duplicate on the basis of the schedules you have turned in, will be sent to you by your supervisor for your signature. After you return the voucher to the supervisor and he has announced the population of the area enumerated by you, he will add his certification to your voucher and will forward it to Washington or to a local disbursing office of the Census Bureau, and the amount due will be sent you by mail, in the form of a United States Treasury draft.

39. **Expenses.**—In fixing the rates of compensation it has been assumed that these rates would constitute the enumerator's entire payment for services and for incidental expenses, including transportation. With this end in view, the rates have been made materially higher in thinly settled districts and in other areas where the enumerator is likely to have to incur considerable expenses. It will not be possible, therefore, to make any allowance to the enumerator for expenses or to reimburse him for expenditures which he may make for transportation, for tele-

phone calls, for telegraph messages, or for any other incidental matters.

40. **Use of mails.**—All mail matter of whatever class or weight, relating to the census and addressed to any census official, if indorsed "Official Business, Bureau of the Census," is to be transmitted free of postage (see section 14 of the census act), and an order covering this point has recently been issued by the Postmaster General, a copy of which (Form 15-179) is inclosed in your portfolio. This provision is contained in section 869 of the Postal Laws and Regulations. If a postmaster refuses to receive such mail matter, when properly indorsed, show him your copy of the order of the Postmaster General and ask him to look up section 869 of the Postal Laws and Regulations; in case of further difficulty, report the facts to your supervisor.

41. **Use of telegraph and telephone.**—In communicating with the supervisor of your district, the mails will be found sufficient for all ordinary purposes; but should any emergency arise in which you need immediate counsel or 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 appointment certificate 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.

42. **Where enumerator has telephone.**—If you have a telephone in your residence, with unlimited service, or have access otherwise to telephone service, it will be to your advantage to make free use of it for communication with your supervisor. You should by all means make sure that he has your telephone number, so that he may be able to deliver any message to you in this way without delay.

43. **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.

44. 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.

45. The supervisor for your district, if he is satisfied that it is necessary, will employ an 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. 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.

46. General method of filling out schedules.—Use *black ink*. Take pains to write legibly and to keep your schedules neat and clean. Do not hurry; be sure that you know the proper entry and where it should be made, before making it, so as to avoid erasing and interlining. Write each name on one of the numbered lines of the schedule and *never* crowd an additional name in between the lines, or at the bottom of the sheet, as this makes it difficult to count the names accurately. Never use ditto marks or any other mark to show repetition, except as authorized in the instructions for entering names. (See par. 130.)

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

48. Copying schedules.—Try to make the entries on the schedule with such care that copying will not be required. If schedules are copied, great pains must be taken to see that the copy is exactly like the original. In copying the population schedule, 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 likely to copy entries on the wrong lines.

## POPULATION SCHEDULE

49. Entries on the schedule.—The illustrative example (Form 15-3b, printed on pink paper) shows the manner in which the entries upon the schedule should be made. These entries should be made at the time of the enumeration, and the recopying of schedules should be avoided so far as possible.

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

51. The census day.—All returns on the population schedule (except in column 28) should relate to the census day, April 1, 1930. Thus persons dying after April 1 should be enumerated, but persons born after April 1 should not be enumerated.

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

## WHO ARE TO BE ENUMERATED IN YOUR DISTRICT

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

54. Usual place of abode.—In general, all persons are to be enumerated at their "*usual place of abode*" on April 1, 1930. This means, usually, the place which they would name in reply to the question "Where do you live?" or the place which they regard as their *home*. When a young person has left his parents' home and obtained employment elsewhere, the place where he usually stays while engaged in such employment should be considered his usual place of abode, even though he may still think of his parents' residence as "home."

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

56. Residents absent on census day.—There will be a certain number of persons having their usual place of abode in your district who are absent at the time of the enumeration. These you must include and enumerate, obtaining the facts regarding them from their families, relatives, acquaintances, or other persons able to give this information. A son or daughter permanently located elsewhere, however, or regularly employed elsewhere and not sleeping at home, should not be included with the family. Persons to be counted as members of the family include the following:

- a. Members of the family temporarily absent on the census day, either in foreign countries or elsewhere in the United States on business or visiting.
- b. Members of the family attending schools or colleges located in other districts, except cadets at Annapolis and West Point. (But a student nurse who receives even a nominal salary should be enumerated where she is in training.)
- c. Members of the family who are ill in hospitals or sanitariums.
- d. Servants, laborers, or other employees who live with the family, sleeping on the premises.
- e. Boarders or lodgers who sleep in the house.

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

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

59. Classes not to be enumerated in your district.—There will be, on the other hand, a certain number of persons present and perhaps lodging and sleeping in your district at the time of the enumeration who do not have their usual place of abode there. These you should not enumerate unless it is likely that they will not be enumerated anywhere else. (See par. 61.) As a rule, therefore, you should not enumerate, or include with the members of the family you are enumerating, any of the following classes:

- a. Persons visiting with this family;
- b. Transient boarders or lodgers who have some other usual or permanent place of abode where they are likely to be enumerated;

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

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

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

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

g. Any person who was formerly in this family, but has since become an inmate of an asylum, almshouse, home for the aged, reformatory, prison, or any other institution in which the inmates may remain for long periods of time. (See par. 71.)

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

61. When to make exceptions.—In deciding whether to make an exception to the rule and enumerate in your district a person who is present there but whose usual place of abode is elsewhere, the question to be considered is whether or not that person is represented 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.

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

62a. If, however, you find a family that objects to being enumerated in the population of your district, claiming that their usual place of abode is elsewhere, you should report the fact to your supervisor, using the report card for nonresident family (Form 15-233) for that purpose and stating that the family wish to be enumerated as a part of the population of the place there designated as their usual place of abode. The supervisor will supply you with a special schedule on which to enumerate such family, in accordance with the instructions given on the report card.

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

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

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

66. But transient boarders or lodgers *who have no permanent home* or usual place of abode should be enumerated where they happen to be stopping at the time 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.

67. **Construction camps.**—Persons in railroad, road, or other construction camps, lumber camps, convict camps, State farms worked by convicts, or other places which have shifting populations composed of persons with no fixed places of abode, should be enumerated where found, except in so far as certain individuals in such camps may have some other usual place of abode where they are likely to be reported.

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

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

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

71. **Inmates of prisons, asylums, and institutions other than hospitals.**—If there is within your district a prison, reformatory, or jail, an almshouse, an asylum or hospital for the insane, a home for orphans, or for the blind, deaf, or incurable, an institution for the feeble-minded, a soldiers' home, a home for the aged, or any similar institution in which inmates usually 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.

72. **Persons engaged in railway services or traveling.**—Railroad men, canal men, expressmen, railway mail clerks, 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 April 1, 1930, are not to be enumerated by you unless they claim to have no other regular place of abode within the United States. But if any such persons have their homes in your district, they should be enumerated there, even though absent on April 1, 1930. (See par. 56.)

73. **Soldiers, sailors, marines, and civilian employees of the United States.**—Soldiers, sailors, and marines belonging to the Army or Navy of the United States, and civilian employees of the United States, are treated as 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*. Cadets at Annapolis and West Point are enumerated at those places.

74. 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.

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

76. Special provision is made for the enumeration of the crews of vessels in foreign or intercoastal trade and on the Great Lakes and of the crews of sea-going private vessels of all kinds, except yachts, under the American flag, even though these crews have homes on shore. You should omit such men from your enumeration, therefore, when they are returned as "absent members" by their families. You are to include, however, and report in the regular way, men employed on boats running on the *inland waters* (rivers, canals, etc.) of the United States, other than the Great Lakes.

77. You are also to enumerate, where found, all persons usually employed on board ship who are *out of employment* on the census date. Crews of *foreign* vessels are not to be enumerated.

78. **Citizens abroad at time of enumeration.**—Any citizen of the United States who is a member of a family living in your district, but abroad temporarily at the time of the enumeration, should be enumerated as of your district. It does not matter how long the absence abroad is continued, provided the person intends to return to the United States. These instructions apply only to *citizens* of the United States and not to aliens who have left this country.

#### NECESSITY OF A THOROUGH CANVASS

79. **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.

80. 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 obtain from the manager or the person in charge a list of the tenants, in order to make sure that you omit no one.

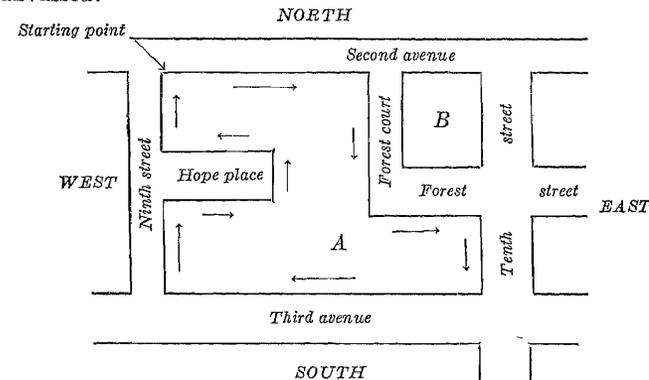
81. If a building appears to be used for business purposes only, do not take it for granted that no one lives in it. Make inquiries. Keep in mind also the fact that many clubhouses have at least a few resident members.

82. **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, shop, or garage, 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, or barge, and having no other place of abode. (See par. 126.)

83. **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 you reach the point of starting. Be sure you have gone around and through the entire block before you leave it.

84. 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.")

85. **Enumerator's record book.**—A record book (Form 15-111) has been provided, in which you are to record each case where you find a family not at home on your first call or where you are not able to secure the required information for all persons of the family. You should also make a record in this book of all buildings in your district in which you find that there are no persons to enumerate. This record book you must send to your supervisor with your completed work.

86. **Vacant block certificate.**—For use in certain cities where the descriptions of the enumeration districts show the individual blocks making up each district, there is provided a vacant block

certificate (Form 15-183) to be used as a record of those blocks, if any, in which there is no population.

**87. Individual census slip.**—The individual census slip (Form 15-12) is a blank form provided with spaces for entering all of the census information with regard to one person. It is to be used in securing information for persons who are absent at the time of your call and for whom the required facts can not be supplied by anyone else, especially for boarders and lodgers. It is to be left with the landlady, or with some member of the family, to be given to the person for whom the information is needed, with the request that it be filled out by him, placed in the envelope provided and sealed, and left until you call for it at a later date. (Instructions for filling it out are printed on the slip.) Before leaving an individual census slip for any person, you should make the proper entries in the heading of the slip (items 1 to 5). As you receive these slips, completed, you are to transfer the information to the census schedules just as if you had obtained the information in the regular way.

**88. 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, servants, or other persons not able to supply the required information about the members of the family, you must return later to enumerate this family. If you have reliable information as to the number of persons in the family, including possible boarders or lodgers, you may leave space for the entries.

**89. Make an entry in your record book,** so that there may be no possibility of your overlooking the need for a return call to secure the information for this family. Include as a part of this entry the number of the sheet and of the line on which the first member of the family would normally have been reported, as "Sheet 7, line 17."

**90. If you have left space for a family, the entries will of course be made in the regular place on the schedule, as if the family had been enumerated on the first call. If you have not left space, the entries for such a family should be made on the last sheet of the schedules for the district in which the family lives or, in case the district is subdivided into blocks or otherwise, on the last sheet of the schedules for the proper subdivision. In making the entry for a family which is thus placed out of its proper order on the schedules, be careful to enter clearly under "Place of abode" (columns 1 to 4) the street, the house number, if any, and the visitation numbers of the dwelling and the family. Enter also, in the margin of the schedule, a reference to the place where the family ought to have been entered, thus: "See Sheet 7, line 17."**

**91. If the family enumerated out of order occupies a dwelling house containing more than one family, some of which 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.**

**92. 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 leave an individual census slip (Form 15-12) requesting that the slip be given to the person for whom information can not be furnished and stating that you will call for it later. It is important that the names of absent persons should be entered at the time of your first visit, wherever possible, or that a blank line be left for each such person, in order that all the members of the family may be listed in one place. If you find later that you have not left enough blank lines, enter the information secured for any additional persons on the last sheet of the schedules for the district or subdivision, as directed in paragraph 90.

**93. Usually you will find the individual census slip ready for you on your second call, with the information required to complete your report for the family; if not, you must either make another attempt to have the slip filled out or arrange to get the information in some other way.**

**94. Be sure to make a note in your record book (Form 15-111) for every person for whom an individual census slip is left, in order that you may not forget to make a return call for the slip. Include in this note the serial number of the family to which such person belongs, as entered in column 4 of the schedule, as well as the number of the sheet on which the other members of the family are recorded, as "Family 167, Sheet 8."**

**95. When the entry which you finally make for such an individual has to be placed on the last schedule for the district or subdivision, make a dash in column 3 (number of dwelling), enter the original family number in column 4, and make a note in the margin referring to the sheet on which the other members of the family are recorded, thus "See Sheet 8." (An individual living alone, and thus constituting a "family" for census purposes, should be handled as directed in paragraphs 90 and 91.)**

**96. Absent families.**—When you find a dwelling in your district which is usually occupied by a family which is tempo-

rarily absent, you should first try to get the required information for this family from some neighbor or other person, in case you find any such person from whom you feel confident that you can obtain accurate information. If you are unable to obtain reliable information with regard to this absent family, you should find out the family's present address and report the same at once to your supervisor, using the report card for "House or apartment closed" (Form 15-221).

97. The supervisor will send to every such family an absent family schedule, asking that the census information be entered on this schedule and returned direct to him. If you are unable to find out where the family is, you should nevertheless report to your supervisor the fact that a family usually living at such a street address is absent, giving whatever information you have been able to secure.

98. **Hotel list.**—The hotel list (Form 15-123) is to be used by the enumerator in obtaining a list of all guests—boarders and lodgers—at each hotel in his district. An individual census slip (Form 15-12) is to be left for each person on the list and called for by the enumerator at a later visit. After the slips have been collected by the enumerator, he is to check them to the hotel list to see if he has a slip for every person on the list. The individual census slip has space in the heading for the "usual place of abode" of the person who is temporarily at the hotel. For temporary residents (or transients) who state (in reply to inquiry 9) that there is someone at their usual place of abode who will report for them to the census enumerator there, the information on the individual census slip should not be transferred to the enumerator's schedules; but all such slips should be turned in to the supervisor, who will forward them to Washington.

#### SUBDIVISIONS OF DISTRICTS

99. **Separate enumeration of subdivisions of district.**—While most enumeration districts are to be handled each as a complete unit, there are cases in which the returns must show separately two or more different parts or subdivisions, such as:

*a.* The several blocks making up an enumeration district in some of the larger cities; these blocks are to be considered distinct subdivisions of the enumeration district when they are shown separately in the description pasted in the front of the portfolio.

*b.* Unincorporated towns or villages having 500 inhabitants or more; many of these places will be mentioned in the description of the district, but other similar places, not mentioned, are also to be considered subdivisions of the district.

100. In all cases where there are subdivisions of the district, you should try to complete the enumeration of one such subdivision before beginning another. You should *begin the entries* for each subdivision *at the top of a new sheet* of the population schedule, and at the end of the entries for that subdivision you should write, "Here ends the enumeration of block ———," (giving the number of the block) or "Here ends the enumeration of ———, which is unincorporated," as the case may be, and leave the remainder of the lines on that sheet blank.

101. **Boundaries of unincorporated places.**—Since unincorporated villages or towns will ordinarily have no legally or definitely established boundaries, you must determine as best you can what families ought to be included in the village and what in the territory outside. In general, you should include as a part of the village population all families which are locally considered to live in the village. Usually the opinion of the family itself, as to whether it is in the village or outside, may be accepted.

102. **Incorporated cities, towns, villages, or boroughs.**—All incorporated places have been made separate enumeration districts.

#### THE HEADING OF THE SCHEDULE

103. 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.

104. **Numbering sheets.**—Number the sheets of the population schedules in the exact order in which you fill them out, as you progress with the enumeration. Each sheet must be numbered the same on the "A" side and the "B" side, thus: 1A and 1B, 2A and 2B, etc.

105. **Enumeration district.**—Enter at the head of each sheet, and on both sides, the number of the enumeration district and the number of the supervisor's district in which it is located.

106. **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).

107. **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, etc.) to which it belongs. For example: "Center township" ("Center" alone is not enough); "Washington town"; "Austin precinct"; "Precinct 10"; etc. In this matter you should, in general, follow the description of your enumeration district as given on the inside cover of the portfolio.

108. 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" in it to indicate that the omission of the name is not accidental. (See paragraph 110.)

109. Name of incorporated place.—Give both the proper name of the incorporated place and, in addition, state whether it is a city, town, village, or borough. For example: "Mount Pleasant city," "Newton borough," etc.

110. 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" in the space for the name of the township or other division of the county, as explained in paragraph 108.

110a. Name of unincorporated place.—Where an unincorporated place is to be enumerated separately (see par. 99), enter the name of the place in the space provided therefor in the heading of the schedule. The name of the township in which the unincorporated place is located should also be entered in every case.

111. Ward of city, etc.—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. In the case of a block city, enter also the block number.

112. 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."

113. Date.—If a page of the schedule is not completely filled at the end of a day's work, do not leave it blank but draw a line in the left-hand margin of the schedule just under the number of the line for the last person enumerated on that day, and on the following day enter the date in the margin under this line and opposite the name of the first person you enumerate. For instance, if at the close of April 7 you had enumerated 40 persons on a schedule, draw a heavy line in the left-hand margin just

under the line number 40, and on the next morning write "April 8" in the margin opposite 41, showing that you began work at that number.

#### PLACE OF ABODE

114. 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, as shown in the illustrative example.

115. 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.)

116. Column 2. House number.—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."

117. 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, lines 9 and 15.)

118. Dwelling house defined.—A dwelling house, for census purposes, is a place in which, at the time of the census, one or more persons regularly sleep. It need not be a house in the usual sense of the word, but may be a room in a factory, store, or office building, a loft over a garage, a boat, a tent, a freight car, or the like. A building like a tenement or apartment house counts as only one dwelling house, no matter how many persons or families live in it. A building with a solid partition wall through it and a front door for each of the two parts, however, counts as two dwelling houses, as does each house in a block or row of "row" houses. But a 2-apartment house with one apartment over the other and a separate front door for each apartment counts as only one dwelling house.

119. 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.

**120. 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.

**121.** 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.

**122. Families in apartment houses.**—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.

**123. Boarding-house families.**—All the occupants and employees of a boarding house or lodging house, if that is their usual place of abode, make up, for census purposes, a single family.

**124. Families in hotels.**—All of the persons returned from a hotel should likewise be counted as a single "family," *except* that where a family of two or more members (as a husband and wife, or a mother and daughter) occupies permanent quarters in a hotel (or an apartment hotel), it should be returned separately, leaving the "hotel family" made up principally of individuals having no other family relations. The distinction between an apartment house and an apartment hotel, and in turn between an apartment hotel and a hotel devoted mainly to transients, will often be difficult to establish.

**125. 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.

**126. Persons living alone.**—The census family may likewise consist of a single person. Thus, an employee in a store who regularly sleeps there is to be returned as a family and the store as his dwelling place. (See par. 82.)

#### NAME AND RELATION

**127. Column 5. Name of each person enumerated.**—Enter the name of every person whose usual place of abode on April 1, 1930, was with the family or in the dwelling place for which the enumeration is being made.

**128. Order of entering names.**—Enter the members of each family in the following order: (1) The head of the family; (2) his wife; (3) the children (whether sons or daughters) in the order of their ages, beginning with oldest; and (4) all other persons living with the family, whether relatives, boarders, lodgers, or servants.

**129. How names are to be written.**—Enter first the last name or surname, then the given name in full, and the initial of the middle name, if any, except that where a person usually writes his first initial and his middle name, as "J. Henry Brown," you should write "Brown, J. Henry," rather than "Brown, John H."

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

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

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

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

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

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

#### HOME DATA

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

137. 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. The whole dwelling may be owned by one family and a part rented by the other family, or both may rent.

138. **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.

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

140. Where the owner of a house occupies a room or floor, but rents out the major portion of the house, including the first floor, the person hiring the house is to be entered as "*head*," the home as "*rented*," and the owner as a "*lodger*"; or if the owner's living arrangements are entirely separate, he (or she) should be reported as a separate family with "*owned*" home.

141. Column 8. **Value of home, if owned, or monthly rental, if rented.**—If the house or apartment is owned, as indicated by the entry "O" in column 7, give in column 8, on the line for the head of the family, the current market value of the home as nearly as it can be ascertained. Unless the house has been recently purchased it will be necessary to estimate its value.

The estimate should represent the amount for which the home, including such land as belongs to it, would sell under normal conditions—not at forced sale. The assessor's value, on which taxation is based, is not generally a safe guide, being usually below the market value. Make it clear to your informant that the values returned on the census schedule are not to be used in any way in connection with taxation and are not open to public inspection.

142. If the home is rented, as indicated by the entry "R" in column 7, give in column 8 the amount paid *each month* as rent, or one-twelfth of the annual rental, in case payment is not made monthly.

143. If no actual rental is paid, as where a workman receives the use of a house as a part of his wages, give in column 8 the estimated monthly rental value of the house. This estimate may be based on the amount of rent paid for similar houses in the neighborhood.

144. For a farm family (indicated by the entry "Yes" in column 10) make no entry in column 8. The value of the farm home is given on the farm schedule.

145. Column 9. **Radio set.**—If the family, or any member of the family, has a radio set, write "R" opposite the name of the head of the family. If the family has no radio set, leave this column blank.

146. Column 10. **Does this family live on a farm?**—This question is to be answered, "Yes" or "No," for every family, except that in a thickly settled city district a statement may be made on the first schedule to the effect that there are no farms in the district, and the column may then be left blank.

147. If the family lives on a farm, that is, a place for which a farm schedule is made out *and which is also locally regarded as a farm*, the answer should be "Yes," even though no member of the family works on the farm. It is a question here of residence, not of occupation.

148. Occasionally there will be a place for which a farm schedule is required, but which is not commonly regarded as a farm. A greenhouse establishment located in a city or village and having little land attached would be an example. For such a place the entry in column 10 should be "No." Likewise for a one-time farm on which no farming is now being done, the place being occupied as a residence only, the entry in column 10 should be "No," even though the place is still called a farm. Where the farmer and his family do not live on the farm, the entry should, of course, be "No."

## PERSONAL DESCRIPTION

149. Column 11. Sex.—Write "M" for male and "F" for female, as indicated in the notes at the bottom of the schedule.

150. Column 12. Color or race.—Write "W" for white; "Neg" for Negro; "Mex" for Mexican; "In" for Indian; "Ch" for Chinese; "Jp" for Japanese; "Fil" for Filipino; "Hin" for Hindu; and "Kor" for Korean. For a person of any other race, write the race in full.

151. Negroes.—A person of mixed white and Negro blood should be returned as a Negro, no matter how small the percentage of Negro blood. Both black and mulatto persons are to be returned as Negroes, without distinction. A person of mixed Indian and Negro blood should be returned a Negro, unless the Indian blood predominates and the status as an Indian is generally accepted in the community.

152. Indians.—A person of mixed white and Indian blood should be returned as Indian, except where the percentage of Indian blood is very small, or where he is regarded as a white person by those in the community where he lives. (See par. 151 for mixed Indian and Negro.)

153. For a person reported as Indian in column 12, report is to be made in column 19 as to whether "full blood" or "mixed blood," and in column 20 the name of the tribe is to be reported. For Indians, columns 19 and 20 are thus to be used to indicate the degree of Indian blood and the tribe, instead of the birthplace of father and mother.

154. Mexicans.—Practically all Mexican laborers are of a racial mixture difficult to classify, though usually well recognized in the localities where they are found. In order to obtain separate figures for this racial group, it has been decided that all persons born in Mexico, or having parents born in Mexico, who are not definitely white, Negro, Indian, Chinese, or Japanese, should be returned as Mexican ("Mex").

155. Other mixed races.—Any mixture of white and nonwhite should be reported according to the nonwhite parent. Mixtures of colored races should be reported according to the race of the father, except Negro-Indian (see par. 151).

156. Column 13. 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 April 1, 1930. Thus a person whose exact age on April 1, the census day, is 17 years, 11 months, and 25 days should be returned simply as 17, because that is his age at

his last birthday prior to April 1, even though at the time of your visit he may have completed 18 years.

157. 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 inquire 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.

158. Ages of children.—Take particular pains to get the exact ages of children. In the case of a child less than 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 April 1. For instance, a child who is just a year old on the 5th of April, 1930, should nevertheless be returned as  $1\frac{1}{12}$ , because that is its age in completed months on April 1.

159. Enumerators must make a special effort to obtain returns for all infants and young children. Children under 1 year of age, in particular, have frequently been omitted from the enumeration in past censuses.

160. Column 14. Marital condition.—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.

161. Column 15. Age at first marriage.—This question applies only to married persons; that is, those for whom the entry in column 14 is "M." Where the marriage is evidently a first marriage, it may be good policy to ask for "age at marriage," rather than "age at first marriage," or to ask the question in this form and then make certain that the parties have not been married before.

## EDUCATION

162. Column 16. Attended school or college any time since September 1, 1929.—Write "Yes" for a person who attended school, college, or any educational institution at any time since September 1, 1929, and "No" for any person who has not attended school since that date. Include attendance at night school.

163. Column 17. Whether able to read and write.—Write "Yes" for a person 10 years of age or over who can read and write in any language, whether English or some other, and "No" for such person who can not both read and write in some language. Do not return any person as able to read and write simply because he can write his own name. For persons under 10 years of age, leave the column blank.

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

#### PLACE OF BIRTH

165. Column 18. 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 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. For a person born in Washington, D. C., write District of Columbia. Do not abbreviate the names of States or Territories.

166. If the person was born in a foreign country, enter the name of the country only, as *Belgium, Czechoslovakia, France, Italy, Yugoslavia, Norway, Poland, China, etc.*, as the case may be, *except as noted in the following paragraphs.*

167. Since it is essential that each foreign-born person be credited to the country in which his birthplace is *now* located, special attention must be given to the six countries which lost a part of their territory in the readjustments following the World War. These six countries are as follows:

Austria, which lost territory to Czechoslovakia, Italy, Yugoslavia, Poland, and Rumania.

Hungary, which lost territory to Austria, Czechoslovakia, Italy, Poland, Rumania, and Yugoslavia.

Bulgaria, which lost territory to Greece and Yugoslavia.

Germany, which lost territory to Belgium, Czechoslovakia, Danzig, Denmark, France, Lithuania, and Poland.

Russia, which lost territory to Estonia, Finland, Latvia, Lithuania, Poland, and Turkey.

Turkey, which lost territory to Greece, and Italy, and from which the following areas became independent: Iraq (Mesopotamia); Palestine (including Transjordan), Syria (including the Lebanon); and various States and Kingdoms in Arabia (Asir, Hejaz, and Yemen).

168. If the person reports one of these six countries as his place of birth or that of his parents, ask specifically whether the

birthplace is located within the present area of the country; and if not, find out to what country it has been transferred. If a person was born in the Province of Bohemia, for example, which was formerly in Austria but is now a part of Czechoslovakia, the proper return for country of birth is *Czechoslovakia*. If you can not ascertain with certainty the present location of the birthplace, where this group of countries is involved, enter *in addition to the name of the country*, the name of the province or state in which the person was born, as *Alsace-Lorraine, Bohemia, Croatia, Galicia, Moravia, Slovakia, etc.*, or the city, as *Warsaw, Prague, Strasbourg, etc.*

169. Do not return a person as born in Great Britain but indicate the particular country, as *England, Scotland, Wales, etc.* Distinction must be made between *Northern Ireland* and *Irish Free State*. It is not sufficient to report that a person was born in Ireland.

170. French Canadians should be distinguished from other Canadians. For a French-speaking person born in Canada, enter "*Canada—French*"; for all other persons born in Canada, enter "*Canada—English*" (even though they may not actually speak English).

171. If a person was born in Cuba or Porto Rico, so state, and do not write West Indies.

172. If a person was born abroad, but of American parents, write in column 18 both the birthplace and "*Am. cit.*"—that is, American citizen. For a person born at sea, write "*At sea.*"

173. Spell out the names of countries, provinces, etc., and do not abbreviate in any case.

174. Columns 19 and 20. Place of birth of parents.—Enter in columns 19 and 20, respectively, the State or country in which were born the father and the mother of the person whose own birthplace was entered in column 18. In designating the birthplace of the parents, follow the same instructions as for the person himself. (See pars. 165–173.) In case, however, a person does not know the State or Territory of birth of his father (or mother), but knows that he (or she) was born in the United States, write "*United States*" rather than "*unknown.*"

174a. For the Indian population, which is practically all of native parentage, these columns are to be used for a different purpose. In column 19 is to be entered, in place of the country of birth of the father, the degree of Indian blood, as, "full blood" or "mixed blood." In column 20 is to be entered, in place of the country of birth of the mother, the tribe to which the Indian belongs.

## MOTHER TONGUE

175. Column 21. **Mother tongue of foreign born.**—The question, "What is his (or her) mother tongue or native language" is to be asked with regard to every person who was born in any foreign country. By mother tongue is meant the language usually spoken in the home before the person came to the United States. Where persons have come to the United States by way of some other country, what is wanted is the native language of the person, or the language which he spoke in his native country. Do not abbreviate the language, and do not ask for the mother tongue of persons born in the United States.

176. Do not neglect to report the mother tongue simply because 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 France and that his mother tongue is French, it is quite essential to enter the mother tongue as well as the country of birth. On the other hand, do not assume that the mother tongue is the same as the country of birth. For instance, do not report persons born in Austria as of Austrian mother tongue, or persons born in Hungary as of Hungarian mother tongue, especially since "Austrian" and "Hungarian" are not languages. The principal language of present-day Austria is German, and of Hungary, Magyar. Therefore make specific inquiry as to the language spoken. Do not accept "Scandinavian" as a mother tongue but specify whether *Danish*, *Norwegian*, or *Swedish*; similarly, do not report "Slavic" but specify whether *Croatian*, *Serbian*, *Slovak*, *Slovenian*, etc.

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

Albanian.	Flamish.	Korean.	Ruthenian.
Arabic.	French.	Kurdish.	Scotch.
Armenian.	Frisian.	Lappish.	Serbian.
Basque.	Friulian.	Lettish.	Slovak.
Breton.	Gaelic.	Lithuanian.	Slovenian.
Bulgarian.	Georgian.	Little Russian.	Spanish.
Czech.	German.	Macedonian.	Swedish.
Chinese.	Great Russian.	Magyar.	Syrian.
Croatian.	Greek.	Montenegrin.	Turkish.
Dalmatian.	Gypsy.	Norwegian.	Ukrainian.
Danish.	Hebrew.	Persian.	Walloon.
Dutch.	Hindu.	Polish.	Welsh.
Egyptian.	Icelandic.	Portuguese.	Wendish.
English.	Irish.	Romanish.	White Russian.
Estonian.	Italian.	Rumanian.	Yiddish.
Finnish.	Japanese.	Russian.	

## CITIZENSHIP, ETC.

178. Column 22. **Year of immigration to the United States.**—This question applies to all foreign-born<sup>1</sup> persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace was in a foreign country. Enter the year in which the person came to the United States. If he has come into the United States more than once, give the year of his first arrival.

179. Column 23. **Naturalization.**—This question applies to all foreign-born persons, male and female, of whatever age. Prior to September 22, 1922, a foreign-born woman became a citizen when her husband was naturalized. Since that date, she must take out papers in her own name, and if she does not do this she remains an alien even though her husband becomes naturalized. The question should be answered, therefore, for every person whose birthplace was in a foreign country, as follows:

180. For a foreign-born male 21 years of age and over write "Na" (for "naturalized") if he has either (1) taken out second or final naturalization papers, or (2) become naturalized while under the age of 21 by the naturalization of either parent.

181. For a foreign-born female 21 years of age and over write "Na" if she has either (1) taken out final papers, or (2) become naturalized through the naturalization of either parent while she was under the age of 21, or (3) if she became naturalized prior to 1922 by the naturalization of her husband. (See par. 179.)

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

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

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

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

<sup>1</sup> Foreign-born persons include all those born outside of the United States and its outlying territories; namely, Alaska, Hawaii, Porto Rico, Philippine Islands, Guam, American Samoa, Panama Canal Zone, and Virgin Islands of the United States.

## OCCUPATION AND INDUSTRY

186. **Column 25. Occupation.**—An entry should be made in this column for every person enumerated. The entry should be either (1) the gainful occupation pursued—that is, the word or words which most accurately indicate the particular kind of gainful work done, as *physician, carpenter, dressmaker, salesman, newsboy*; or (2) *none* (that is, no gainful occupation). The entry *none* should be made in the case of persons who follow no gainful occupation. A "gainful occupation" in census usage is an occupation by which the person who pursues it earns money or a money equivalent, or in which he assists in the production of marketable goods. The term "gainful worker," as interpreted for census purposes, does not include women doing housework in their own homes, without wages, and having no other employment (see par. 194), nor children working at home, merely on general household work, on chores, or at odd times on other work.

187. Occasionally there will be doubt as to whether an occupation should be returned for a person who works only a small part of the time at the occupation. In such cases the rule may generally be followed that, unless the person spends at least the equivalent of one day per week at the occupation, he or she should not be returned as a gainful worker—that is, the entry in column 25 should be *none*.

188. **Persons retired or incapacitated.**—Care should be taken in making the return for persons who on account of old age, permanent invalidism, or other reasons are no longer following any occupation. Such persons may desire to return the occupations formerly followed, which would be incorrect. If living on their own income, or if they are supported by other persons or institutions, or if they work only occasionally or only a short time each day, the return should be *none*.

189. **Occupation of persons unemployed.**—On the other hand, persons out of employment when visited by the enumerator may state that they have no occupation, when the fact is that they usually have an occupation but 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 or the occupation in which last regularly employed, and the fact that the person was not at work should be recorded in column 28. (See par. 225.)

190. **Persons having two occupations.**—If a person has two occupations, return only the more important one; that is, the one from which he gets the more money. If you can not learn

that, return the one at which he spends the more time. For example: Return a man as a *farmer* if he gets more of his income from farming, although he may also follow the occupation of a clergyman or preacher; but return him as a *clergyman* if he gets more of his income from that occupation.

191. **Column 26. Industry.**—Make an entry in this column in all cases where an occupation is reported in column 25. But when the entry in column 25 is "none," leave column 26 blank. The entry in column 26, when made, should be the name of the industry, or the business, or the place in which this person works, as *cotton mill, coal mine, dry-goods store, insurance office, bank, etc.* (See also illustrations on p. 37.)

192. Never use the word "Company" in column 26. An "oil company," for example, may operate oil wells, or a pipe line, or an oil refinery, or a cottonseed oil mill, or it may be engaged in selling oil. Never enter in column 26 such indefinite terms as "factory," "mill," "shop," or "store," without stating the kind of factory, etc., as *soap factory, cotton mill, blacksmith shop, grocery store*. Likewise, never enter a firm name in column 26, as "Jones & Co.," but state the industry or business in which the person works, as *coal mine, real estate, etc.* Avoid entering the word "Contractor" in column 26. Enter, instead, the name of the industry in which the person works, as *building construction, street construction, etc.*

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

194. **Women doing housework.**—In the case of a woman doing housework in her own home and having no other employment, the entry in column 25 should be *none*. But a woman doing housework for *wages* should be returned in column 25 as *housekeeper, servant, cook, or chambermaid*, as the case may be; and the entry in column 26 should state the kind of place where she works, as *private family, hotel, or boarding house*.

195. Where a woman not only looks after her own home but also has employment outside or does work at home for which she receives payment, the outside work or gainful employment should ordinarily be reported as her occupation, unless this takes only a very small fraction of the woman's time. For

instance, a woman who regularly takes in washing should be reported as *laundress* or *washerwoman*, followed in column 26 by *at home*.

**196. 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*. A man who directs farm labor under the supervision of the owner or of a manager should be reported as a *farm foreman* or a *farm overseer*; and a person who works on a farm for some one else, but not as a manager or foreman should be reported as a *farm laborer*.

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

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

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

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

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

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

**203. Officers, employees, and inmates of institutions or homes.**—For an *officer* or *regular employee* of an institution or home, such as an asylum, penitentiary, jail, reform school, or convict camp, 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 25. Do not return the occupation pursued prior to commitment to the institution.

**204.** Do not report any inmates of institutions on the Unemployment Schedule. Where the entry “No” has been made in column 28 for such an inmate, write in column 29 “Inst” to indicate the reason for not making the usual entries on the Unemployment Schedule.

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

**206. Doctors or physicians.**—In the case of a doctor or physician, enter in column 26 the class to which he belongs, as *medical*, *osteopathic*, *chiropractic*, etc.

**207. 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.

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

**209. Cooks and general houseworkers.**—Distinguish carefully between cooks and general houseworkers. Return a person who does general housework as a *servant* and not as a *cook*.

210. Workers attending school.—In the case of a person who is at work and also attends a school or college, enter the occupation followed in columns 25 and 26, and indicate the fact of school or college attendance in column 16.

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

212. The term "laborer" should be avoided if any more precise statement of the occupation can be secured. 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 or business in column 26.

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

214. Distinguish carefully the different kinds of "agents" by stating in column 26 the line of business followed, as *real estate, insurance, etc.*

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

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

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

218. 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 what kind of work he does or what position he holds.

219. Illustrations of occupation returns.—The following illustrations, in addition to those given in the illustrative example, will indicate the method of returning some of the common occupations and industries. They will also suggest to you distinctions which you should make in other cases:

Column 25	Column 26	Column 25	Column 26
Farm laborer.....	Farm.	Commercial traveler.	Dry goods.
Clergyman.....	Baptist church.	Salesman.....	Department store.
Laborer.....	Shipyard.	Bookkeeper.....	Department store.
Laborer.....	Street construction.	Assembler.....	Automobile factory.
Laborer.....	Garden.	Cashier.....	Department store.
Laborer.....	Odd jobs.	Cashier.....	Bank.
Laborer.....	Steam railroad.	Conductor.....	Steam railroad.
Brakeman.....	Steam railroad.	Conductor.....	Street car.
Weaver.....	Cotton mill.	Farmer.....	General farm.
Laborer.....	Cotton mill.	Author.....	Independent.
Doffer.....	Cotton mill.	Gardener.....	Private estate.
Locomotive engineer.	Steam railroad.	Lawyer.....	General practice.
Stationary engineer.	Lumber mill.	Manager.....	General farm.
Fireman.....	Lumber mill.	Overseer.....	Truck farm.
Fireman.....	Fire department.	President.....	Life-insurance co.
Civil engineer.....	General practice.	President.....	Bank.
Electrical engineer.	Street railway.	Superintendent.....	Steel works.
Carpenter.....	Car factory.	Florist.....	Flower shop.
Carpenter.....	Shipyard.	Florist.....	Flower garden.
Carpenter.....	House.	Foreman.....	Cotton mill.
Teacher.....	Public school.	Newsboy.....	Street.
Machinist.....	Steel mill.	Newsdealer.....	News stand.
Agent.....	Real estate.	Deliveryman.....	Grocery store.
Agent.....	Insurance.	Teamster.....	Express co.
Cook.....	Hotel.	Chauffeur.....	Taxicab co.
Servant.....	Private family.	Chauffeur.....	Private family.
Retail merchant.....	Groceries.	Miner.....	Coal mine.
Wholesale merchant.	Leather.	Laborer.....	Coal mine.
Janitor.....	Apartment house.	Quarryman.....	Marble.
		Trained nurse.....	Hospital.

220. Column 27. Class of worker.—For an employer—that is, one who employs helpers other than domestic servants in transacting his *own* business—write in column 27 "E"; for a wage or salary worker write "W"; for a person working on his own account write "O"; for an unpaid family worker—that is, a member of the family employed without pay on work which contributes to the family income—write "NP". For all persons returned as having no gainful occupation, leave column 27 blank.

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

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

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

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

#### EMPLOYMENT

225. **Column 28. Whether actually at work yesterday ("Yes" or "No").**—This question is to be asked with regard to all persons for whom an occupation has been entered in column 25. It will ordinarily refer to the day preceding the enumerator's call, and can be asked in the simple form "Was he at work yesterday?" In case "yesterday" was a holiday or the worker's "day off" or "rest day," the question should apply to his last regular working-day.

226. In certain occupations the employees have "rest days" in rotation. Some street car men, for example, begin their week's work on Tuesday and finish on Sunday, having a "rest day" on Monday. If you are enumerating such a man on Tuesday, you should find out whether or not he was at work Sunday, which would be his last regular working-day. Rail-

way men may make runs on alternate days, working Monday, Wednesday, and Friday, for example, and "resting" on the intervening days. In every such case the question "Whether actually at work," must apply to the last regular working-day of the person enumerated.

227. Some men, such as longshoremen, coal miners, and laborers, have very irregular hours of work. In a case of this kind find out whether the man actually worked on the last working-day on which he might have been occupied. This will usually be literally "yesterday," unless "yesterday" was Sunday or a holiday.

228. **Persons at work.**—Write "Yes" if the person enumerated worked any part of the day to which the question applies. In the case of wage earners the question will offer no difficulty. In the case of men who run a business of their own it may not always be easy to determine whether the man is actually at work. In general, such men should be returned as "at work" if the business operates continuously under their orders, even though they may have been temporarily absent on the last regular working-day. The same return should be made for the professional or business man who is the active manager of an office, store, or factory, although he may be absent or not occupied with matters for which he receives pay on the day in question. For example, a man operating a cobbler's shop or an automobile repair and service station should be returned as at work on a given day if he spends any part of that day at the shop, even though he may not make any sales or do any work for which he receives payment. Similarly doctors, lawyers, dentists, and other professional men, and proprietors and managers of retail stores, who put in time at their place of business should be returned as "at work."

229. Farmers and farm laborers, including the members of the farmer's family who usually work on the farm, are to be considered at work if they are doing anything whatever in connection with the farm or with any farming activities or supplemental occupations.

230. Teachers in schools and college professors and instructors, if they hold positions, will be regarded as "at work," even though the enumeration date falls within the Easter or spring vacation. Highly skilled workmen, salesmen, foremen, superintendents, and managers whose pay is on a monthly or annual basis are to be returned as "at work" if they receive full pay and their working time is definitely engaged, even though they have days of partial or complete idleness now and then.

231. Persons who normally work only part time and who do not wish a full time job are to be returned as "at work," unless such part-time employment itself fails. For example, the waitress who works three hours daily during the lunch period is to be returned as at work if she was employed for this period "yesterday"; and the seamstress or laundress who regularly works one or more days a week, either at her own home or elsewhere, is to be returned as at work if she worked on her last regular working-day preceding the enumerator's visit.

232. Persons not at work.—Write "No" in case the person enumerated worked no part of the last regular working day. Men and women temporarily absent because of sickness, accidents, voluntary lay-offs, and all personal reasons are to be regarded as not at work, even though they continue to hold their positions.

233. Men locked out or on strike are "not at work," although in receipt of trade-union strike benefits or occupied in the conduct of the strike. Men who customarily work "by the job" are not at work if they have no job in process, even though actively seeking new contracts. Retail dealers are not at work if their last business has been permanently closed, although they may be planning a new enterprise. You will find, every now and then, a man who has been operating a small grocery or other retail store which has failed and who is, at the time of the enumeration, doing nothing at all which yields an income, but spending his time seeking new opportunities. Return such a man as not at work.

234. A woman reported as regularly pursuing some gainful occupation, in her own home or outside, in addition to doing her own housework, is to be returned as "not at work" if, for any reason, this gainful occupation fails, although she may continue to perform her household duties. Thus a woman who usually works as a laundress two days a week, in addition to her housework, is to be returned as "not at work" when the work as a laundress fails, even though she is quite fully occupied at home. Similarly the saleswoman in a store working daily in the rush hours, or on days of special sales, or on week-ends, is to be returned as not at work when this employment fails, although she may be busy at home duties.

235. Men who busy themselves with repair jobs, gardening, and home duties in the intervals of their regular occupation are to be returned as "not at work." Coal miners and longshoremen are to be returned as "not at work" if they are idle on the day to which the question applies, even though they get in as much time

weekly as is usual at the mines or wharves where they are accustomed to labor. In general the list of those "not at work" should include all who did not labor at their gainful occupation on their last regular working day preceding the enumerator's visit.

236. Column 29. Line number on unemployment schedule.—Every gainful worker for whom the answer "No" is entered in column 28 is to be reported on the unemployment schedule. Enter in column 29 the number of the line on that schedule where this report appears. If you use more than one sheet of the unemployment schedule in a given enumeration district, enter in this column for the second and subsequent sheets both the sheet number and the line number, as "2-17" or "3-46."

#### VETERANS

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

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

World War.....	WW
Spanish-American War.....	Sp
Civil War.....	Civ
Philippine insurrection.....	Phil
Boxer rebellion.....	Box
Mexican expedition.....	Mex

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

240. Persons are not veterans of an expedition, however, unless they actually took part in the expedition. For example, veterans of the Mexican expedition must have been in Mexico

or Mexican waters at the time of the expedition; veterans of the Boxer rebellion, in China or Chinese waters at the time of the rebellion, etc.

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

#### FARM SCHEDULE NUMBER

242. Column 32. Number of farm schedule.—If the head or any member of the family operates a farm or any other place for which you have filled out a farm schedule, enter in this column the number of the farm schedule filled out for that place. Make this entry opposite the name of the member of the family operating the farm. If the place is one that is not locally regarded as a farm (see pars. 147, 148), write "N" after the schedule number. Thus, if your twenty-fourth farm schedule covers a greenhouse establishment in a city, you should enter the farm schedule number "24-N," the "N" indicating that the family living on this place is not to be counted as a farm family. Likewise if the farm operator *does not live on the farm*, but lives in a near-by village or elsewhere, write "A" after the farm schedule number, thus, "65-A."

#### UNEMPLOYMENT SCHEDULE

243. Persons to be reported.—An entry is to be made on the unemployment schedule for every gainful worker who was *not at work* on the day preceding the visit of the enumerator (or on the last previous work day in case that day was not a regular working day for the person enumerated). These are the persons for whom the entry "No" is made in column 28 on the population schedule. In other words, whenever you write "No" for any person in reply to the question "Whether actually at work yesterday" on the population schedule you must also report that person on the unemployment schedule.

244. Method of filling out the schedule.—The illustrative example of the unemployment schedule (Form 15-95) shows in general how the schedule should be filled out. The entries for a given person should ordinarily be made immediately after you have completed the entries for that person on the population schedule; that is, you should ask the necessary additional questions for the person not at work and make the entries on the unemployment schedule before you enumerate the remaining members of the family on the population schedule. If it seems better in special cases to complete the entries on the population schedule and then come back to the unemployment items, this

may be done. Be sure, however, that you do not neglect making the unemployment entries for any person who has the entry "No" in column 28 on the population schedule.

245. The heading of the schedule.—Fill out the heading of the unemployment schedule in exactly the same way as the heading of the population schedule for the same district, entering State, county, township, etc., as may be needed.

246. Column 1. Date of enumeration.—Enter on line 1 the date of the first entry on the Unemployment Schedule. On each succeeding day enter the date for the first entry on that day.

247. Columns 2 and 3. Sheet and line number on population schedule.—Enter in column 2 the number of the population sheet on which the person not at work was enumerated, and in column 3 the number of the line on which his name appears.

248. Column 4. Name.—Enter the names exactly as on the Population Schedule, except where it may be necessary to spell out a surname represented on that schedule by a dash.

249. Column 5. Does this person usually work at a gainful occupation?—Write "Yes" if the person is usually employed at any occupation yielding an income of any amount. This applies to part-time workers even though they work only a few hours a day or only a day or two a week. For example, for a woman employed one day a week as a laundress, in addition to doing her housework at home, the answer should be "Yes"; and a home worker regularly making garments or artificial flowers in the intervals of home or school duties, and getting in the equivalent of a day's work or more each week, should also be recorded as usually working at a gainful occupation. For workers whose occupation is very irregular and uncertain, such as common laborers and longshoremen, the answer should be "Yes," even though they have been idle for a long time and have no immediate prospects of finding a job.

250. Persons will be found who have been long unemployed because of change in industry, the introduction of machines, or the decline of production in certain lines. If able and willing to do work of any kind, these persons should be returned as usually working at a gainful occupation, without regard to the length of the period of idleness, provided they still expect to find employment and resume work.

251. Write "No" for any person who could not say that he "usually" worked, including young persons who have not yet begun to work, old persons who have retired from active service, persons living on their incomes or on accumulated funds, and those who for any reason decline to work or choose not to work.

For housewives not usually employed outside the home, but accepting small jobs to be done at home or occasionally accepting a temporary position; for school boys and girls and for college students who may accept jobs if, and when, the pay is especially tempting, the answer should be "No." For the aged, or those unable to work except occasionally because of sickness, the answer should be "No." In all cases where "No" is entered, no further answers should be given on the unemployment schedule. Further, you should at once turn back and cancel the occupation returns in columns 25-29 on the population schedule, since a person who does not usually work at a gainful occupation, as defined above, should have no occupation returned, but rather the entry "None" in column 25.

252. Column 6. Does this person have a job of any kind?—Write "Yes" if the person found idle expects to return to his former job. It is not necessary that there be a contract, written or oral. Thus, building-trades workers, carpenters, bricklayers, plasterers, etc., who are regularly attached to certain employers or contractors are to be returned as possessed of jobs if their customary employer has work in sight. And men temporarily laid off at a factory, mill, or mine, are to be so returned if they expect to be taken on again in their former places. Difficulties will arise because of the length of the period of idleness. Endeavor to ascertain whether there is reason to expect the closed plant to reopen, and if so, return the individual as possessed of a job.

253. Write "No" in column 6 when the person has no job nor any promise or understanding that he will be employed. Workers who have no reasonable expectation of returning to their former jobs; those actively seeking new employment in their old occupations; those found idle who are planning to change their occupation; and those formerly attached to plants so long closed that it is improbable that they will reopen, should be reported as not having a job.

*If this person has a job:*

254. Column 7. How many weeks since he has worked on that job?—In answering this question, write "0" for periods less than the individual worker's regular full-time week and omit all fractions of a week. For example, if the worker has been idle two weeks and four days, write "2." For men and women found idle but definitely engaged to begin work in new engagements, the proper entry in column 7 is "0."

255. Column 8. Why was he not at work yesterday?—Enter the exact reason for absence from work. Make every effort to

discover the correct reason. Avoid general statements and be specific. Thus, in case the individual is detained from work because of illness, you should differentiate between the sickness of the person enumerated and that of members of the family, other relatives, or friends. Write "Ill" or "Sick" if the person enumerated is idle because he is sick; write "Sickness in family," in case the person is not at work because aiding others who are ill.

256. Distinguish carefully between voluntary and involuntary lay-offs. Write "Vol. lay-off" in case the individual has taken days off on his or her own accord or for personal reasons. In the case of workers laid off at the orders of the employers, discover and enter wherever possible the cause of the lay-off, as "Plant burned," "Mine closed," "Job completed," etc.

257. Be similarly explicit in other cases. Do not confuse accidents which injure the wage earner with those which force the closing of plants or stoppage of some workmen. Write "Injured by accident" for the former and "Machinery broke down," "Wreck," or some similar expression for the latter.

258. Other causes will include lack of materials, supplies, equipment, or cars; weather conditions; and strikes or lockouts. (Make clear whether the worker enumerated is himself on strike or is idle because of strike by other workmen.) You will find many workers idle because the winter occupations are slackening and the summer occupations are not yet in full force. This will be true of bituminous coal mining and the clothing factories. Write "Off season" in such cases, but remember that certain types of men may use this statement as an excuse for idleness.

259. Avoid general expressions such as "slack work"; "no work"; etc.

260. Column 9. Does he lose a day's pay by not being at work?—Write "Yes" in all cases where the enumerated person fails to receive the day's pay from his employer. Disregard supplementary income from tips, overtime, or bonus payments, which may be lost even though the regular wages or the basic salary may be paid for the time in question. And write "Yes" even though the loss is made up in whole or in part by income from workmen's compensation, from insurance, from trade union benefit funds, or from mutual benefit funds. When the worker does not know whether he will receive his pay or not, write "Yes."

261. Write "No" for those who report that they will not lose any pay. This group will be made up mainly of workers on monthly or annual contracts and of those who have somewhat

irregular working days and are allowed to take some time off on account of extra work rendered at other times.

262. Column 10. How many days did he work last week?—Write the number of days (or nights) on which the person actually worked. Include all short-time, makeshift, or supplementary jobs.

263. Column 11. How many days in a full-time week?—State the length of the worker's full-time week in days. Count work on a night shift as equivalent to a day although the shift may be shorter. For persons regularly and voluntarily working fewer days than a full-time week, return the number of days usually worked. Thus a woman spending the rest of her time at work in her own home may be employed as a laundress two days a week. The proper entry in such a case is "2." A railroad worker may make a run on alternate days, getting in four days one week and three the next. In such a case the proper entry is "3½." Some workers will be found working short days as well as short weeks. Thus a waitress or sales person may work in the noontime rush hours from Monday to Friday and a longer period on Saturday. For such a case the proper entry is "6."

*If this person has no job of any kind:*

264. Column 12. Is he able to work?—In deciding whether a person is able to work it is necessary to remember that there are many kinds of jobs and that many of them require little physical or mental effort. Write "Yes" if the individual is neither too young nor too old to be capable of some kind of regular employment and has no mental or physical disability which makes it impossible for him to work. It is not necessary that he be capable of heavy labor or that he be able to continue in his regular trade or occupation.

265. Write "No" for those of advanced age, for the mentally weak, for those unable to work because of ill health, and for those temporarily or permanently disabled by accidents.

266. Column 13. Is he looking for a job?—Write "Yes" if the person is actively engaged in seeking employment, is listed by a public or private employment agency, is being represented by a trade union, or is being actively aided by parents, relatives, or friends in finding a job.

267. Write "No" for those voluntarily without a job, whether for a short time or indefinitely. Men who are resting at the end of a season's work; men who are living on the income from investments, etc.; men who are constitutionally disinclined to work; and men who have thrown up jobs to go on vacations, to enter school or college, or to undertake a business, should not

be counted as seeking employment. For such persons write "No" in column 13.

268. Column 14.—For how many weeks has he been without a job?—Give the length of time in weeks that the individual has been without regular employment. Disregard short-time, make-shift, pick-up, or odd jobs of less than a day's duration. Unpaid labor at the person's own home or work which merely covers the person's own maintenance, as when a farm laborer (not a member of the family) does chores for his board and lodging, is not to be regarded as "a job" in answering this question.

269. Column 15. Reason for being out of a job.—In giving the reason for being unemployed it is desirable to separate those who voluntarily left employment from those discharged or displaced by changes in industry. Endeavor to find out and state the exact reason for being out of a job. Reasons frequently given by those who left of their own accord will include: "Seeking better pay," "Desire to enter other industry," "Dissatisfied with work or conditions," "Moved," etc.

270. Reasons frequently given by those discharged or displaced will include: "Closing of plants (write "Mine closed," "Factory closed," etc.); completion of jobs; discontinuance of production of certain fabrics, materials, or commodities; introduction of machines; reduction of force because of slack or off seasons (write "Off season"); lockout; worker too old; etc.

271. Signature.—The date of completing enumeration of the sheet and your signature should be entered in the proper space after you fill the last line. You should regard your signature as a certification that the work is correct and complete. Sign no sheet until you have made it as nearly perfect as you can.

#### SCHEDULE FOR THE BLIND AND FOR DEAF-MUTES

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

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

## CENSUS OF AGRICULTURE

274. **Objects of the census of agriculture.**—The census of agriculture was authorized for the purpose of obtaining (1) accurate statistics relative to farm land, livestock, and other farm property on April 1, 1930; (2) statistics for the year 1929 concerning crops, livestock products, farm expenses, etc.; (3) statistics of incidental agricultural production and livestock, poultry, and bees elsewhere than on farms or public ranges on April 1, 1930; and (4) statistics of irrigation and drainage of farm land.

275. **Census schedules are confidential.**—The information reported on the census schedules will be treated as *strictly confidential* under all circumstances, and will not be seen by any person except the sworn employees of the Census Bureau. In particular, this information will not be used as a basis for taxation, nor will it be communicated to any tax official. The enumerator should make these points clear, especially in dealing with persons who seem to be unwilling to give the information requested.

276. **Schedules to be used.**—Eight schedules are to be used in taking the 1930 census of agriculture, of which each enumerator will use two or more. The schedules are entitled:

- (1) The General Farm Schedule (Form 15-90), which is to be used in the enumeration of farms in all States.
- (2) The Supplemental Schedule for Special Fruits and Nuts grown in California and other western States (Form 15-145-1), designated "A," which is to be used only by enumerators in the counties listed on the schedule.
- (3) The Supplemental Schedule for Special Fruits and Nuts grown in Florida and other southern States (Form 15-145-2), designated "B," which is to be used only by enumerators in the counties listed on the schedule.
- (4) The Schedule for Incidental Agricultural Production and Livestock, Poultry, and Bees not on Farms or Ranges (Form 15-91), designated "1," which is to be used by enumerators in approximately nine-tenths of the counties of the United States. (See pars. 452 to 454.)
- (5) The Schedule for Incidental Agricultural Production and Livestock, Poultry, and Bees not on Farms or Ranges (Form 15-210), designated "2," which is to be used by enumerators in approximately one-tenth of the counties of the United States. (See pars. 452 to 454.)

(6) The Irrigation Schedule No. 1 (Form 15-230), on which enumerators in the 19 States listed in paragraph 408 are to report all irrigation enterprises which serve individual farms or groups of farms numbering not more than 4.

(7) The Irrigation Schedule No. 2 (Form 15-147), on which are to be reported irrigation enterprises serving 5 or more farms in the 19 States listed in paragraph 408. This schedule will be prepared by enumerators in only rare instances, as specially directed by the supervisor of census.

(8) The Drainage Schedule (Form 15-148), on which are to be reported enterprises which drain farm land. The enumerators will not prepare this schedule.

277. The enumerator should be thoroughly familiar with the census definition of a farm, so that he may readily decide when to use the General Farm Schedule and when to use the schedule for Incidental Agricultural Production and Livestock, Poultry, and Bees not on Farms or Ranges. Read carefully the definition of a "farm," paragraph 295.

### THE GENERAL FARM SCHEDULE

278. **The General Farm Schedule.**—In order that they may be readily consulted, certain especially important instructions and definitions have been printed as a part of this schedule. You should study carefully both the schedule and the instructions given in this pamphlet before you try to fill out your 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

279. **Illustrative schedule.**—In addition to this book of instructions, which you should study carefully, you have been provided with an illustrative example of the proper method of filling out the General Farm Schedule. This example, although filled out on an earlier form of the schedule which differs from the final form in some particulars, will show you how the schedule is to be filled out for the farm described in the accompanying narrative. If any questions arise in your mind after you have studied carefully both this book of instructions and the illustrative example, you should apply to your supervisor for further instructions. (See par. 451.)

280. **Code numbers on schedule.**—Pay no attention to the figures in the columns headed "Code." Be sure that no figure or writing of any kind is placed in any of these code columns or blocks.

281. **General method of filling out schedules.**—Use *black* ink, take pains to write legibly and, in particular, to make figures so that they can be read at a glance. Be sure that you know the proper entry and where it should be made before making it, so as to avoid erasures. By thoroughly mastering the schedules and instructions *before starting your canvass*, you will avoid having *incomplete or carelessly prepared schedules returned to you for correction*. Where values are called for, you are instructed to *omit cents*; do *not* insert a decimal point followed by ciphers or other figures. Where no entries are required, leave the space blank; do not insert dashes, ciphers, or check marks.

282. **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 *each enumeration district* with number 1, and continuing in order through the enumeration district; and enter the number of each farm in the space provided for that purpose. Where you add an "N" or an "A" to the farm schedule number recorded on the Population Schedule, in accordance with paragraph 242, above, write the same letter after the number on the farm 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, except where the farm operator does not reside in your enumeration district; in that case write "Nonresident" above "Sheet No." The occupation of the farm operator as reported on the Population Schedule must be entered on every farm schedule. The date on which the farm was enumerated and your signature complete the entries in the first section of the enumerator's record.

283. The entries in the second section should show, in detail, as called for, the place where the farm is located.

284. The names of the State and county should be *written in full* in the proper space on each schedule. The number of the supervisor's district and the number of the enumeration district *must be entered* in their proper places, and the figures must be legible and reasonably large. The name of the township or other division of the county must be entered on each schedule. The name of the "incorporated place" is, of course, required *only* when the farm is *inside* the limits of an incorporated city, village, town, or borough. Abbreviations will not be permitted, but a rubber stamp may be used if convenient.

285. **A farm located in two or more counties or townships.**—Occasionally a very large farm will be found where the land is

located in two or more counties or townships. In such a case the entire farm is to be enumerated in the place where the operator's farm home is located; but note on the left-hand margin of the schedule, Question 6, the approximate number of acres located in each township or county, naming each specifically. The sum of these entries must equal the total under Question 6. The word "township," as used above is intended to cover the minor civil divisions locally called townships, precincts, etc., as called for in the "Enumerator's Record."

286. **Source of information.**—Obtain information with regard to a farm from the farm operator in every case where this is possible. A farmer, or farm operator, is a person who operates a farm, either performing the labor himself or directly supervising it. 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.

287. When you find a farm whose operator lives outside your district, or who with his family is outside the district at the time of enumeration, so that it is not possible for you to see him or his family personally, secure the information for this farm as best you may from a neighbor or from any other reliable source that may be available, and note at the top of the schedule that it was so obtained. It is essential that you turn in a completed schedule for *every farm in your district*.

288. Obtain the information for a farm from the operator who is living on or operating that farm at the time of your visit, even though this man may have recently moved onto the farm and may not have operated it during the preceding season. He will be able to give you the inventory items, of course, without any difficulty, and he can give you at least approximate figures for the previous year's crops and other products. Do not permit a man who has recently taken possession of his present farm to report the crops that he raised in 1929 *on some other farm*. (See par. 316.)

289. **Change in size of farm.**—If two or more tracts of land, which in 1929 were operated as separate farms have been combined under the operation of one person on April 1, 1930, only *one* schedule should be secured; if a tract of land which in 1929 was operated as one farm is found to be under the operation of two or more persons each operating a part of it as a separate farm on April 1, 1930, *two or more* schedules should be prepared, one for each operator. In either case care should be taken to secure the information as called for in paragraphs 286 and 317.

290. Abandoned and idle farms.—No schedules are to be secured for abandoned farms; that is, for farms which were not operated in 1929 and which do not seem likely to be operated in 1930. Farm land is considered as being "operated" not only when cultivated crops are raised on it, but also when it is used to any significant extent for pasture or for cutting hay.

291. While no schedules are to be secured for abandoned farms, you should keep a record of the number of such farms that come to your attention, so that you can report this number to your supervisor when you have finished the district.

292. Do not secure schedules for idle farms on which no crops were grown or livestock products produced in 1929, and which do not seem likely to be operated in 1930, *although people may be living on such farms* at the time of your visit and may have actually cultivated a small farm garden in 1929.

293. You will find occasionally a farm which was left idle during 1929 for some reason and which will be operated again in 1930. For such a farm you should secure a schedule showing information concerning the farm operator and the acreage, value, and other inventory items, and answers to Questions 181 to 183, writing across the crop section "Not operated in 1929, but will be operated in 1930."

294. All questions to be asked in order.—Give the information asked for on the schedule in the order of the respective inquiries. 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."

295. 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, and bees.

296. 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 from another person. Thus, if a man who owns 120 acres rents

an additional 20 acres from another person and operates both the 120 acres owned and the 20 acres rented, then his "farm" consists of the 140 acres.

297. 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. (See par. 302.) Or, to take an example of a different kind, if a man owning 160 acres of land rents 60 acres to a tenant and farms the remaining 100 acres himself, his "farm" is the 100 acres which he operates, *not* the 160 acres which he owns, while the 60 acres rented constitute a separate farm to be reported in the name of the tenant.

298. Small farms.—Do not report as a "farm" any tract of land of less than 3 acres, unless agricultural products to the value of \$250 or more were produced on such tract in 1929. A village place, used primarily as a place of residence, should not ordinarily be reported as a farm even though the occupant may keep a cow or some chickens, or cut a small quantity of hay, and sell a part of the products, unless the products amount to \$250 or more in value. When grass is cut from lawns or other grounds of a place used only as a country home, for the purpose of beautifying the grounds and no other agricultural activities are carried on and no livestock kept on the place, this is not to be considered as a farm and no report should be taken. Under certain conditions, however, places of less than 3 acres are to be reported on Form 15-91 or 15-210. (See pars. 452 to 454.)

299. Market gardens, dairies, etc.—All market and truck gardens, fruit orchards, 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 1929 agricultural products to the value of at least \$250.

300. Institutional farms.—The lands utilized by institutions, such as schools, almshouses, insane hospitals, etc., for growing vegetables or fruits, or carrying on other agricultural operations, are, for census purposes, farms. Reports for such farms should 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. Do not include the value of any buildings used exclusively for the

care of inmates, or for housing or instruction of students in schools.

301. The name of the executive officer of the institution or of the manager of the farm is to be written in answer to Question 1; he is to be reported as a manager in answer to Question 21, and the name of the institution is to be reported as the owner in answer to Question 22.

302. **Enumeration of plantations.**—In the South plantations of various sizes will be found, some of which contain hundreds of acres. Usually a part of the land will be operated by the owner or manager and the rest of it will be divided into small farms, operated by tenants or "croppers." (Hereafter croppers are included under the word tenants.) Even though the plantation owner or manager may exercise considerable supervision over the farms of these tenants, often furnishing all the livestock, farming implements, fertilizer, etc., each tenant, or cropper, should be reported as a farm operator, and a separate schedule should be prepared for the land which he operates. Except under unusual circumstances you should complete all the tenant schedules for a given plantation before enumerating any other farm, so as to keep the serial numbers for the plantation consecutive. In the enumeration of such plantations proceed as follows:

303. *First.*—When you approach the owner or manager of a plantation to secure a report covering the operation of his plantation, you should inform him that it is your desire to secure a complete report of the operations of the plantation, and request his assistance, so far as possible, in preparing separate farm schedules for *each* tenant or cropper who is "farming" land on the plantation, and to secure another schedule covering the operation of the remainder of the acreage, which for census purposes is designated the "home farm;" (you should mark the words "home farm of plantation" on it) that is, that part of the plantation which remains directly under his own operation, *exclusive* of the land operated by the individual tenants. You should request the manager to furnish you the name of each tenant or cropper and the number of acres of land assigned or rented to each individual; together with the value of such land and buildings used by him, and the acreage and production of each crop, and all other items of which he has knowledge. Impress on him that you desire to secure *all information* which it is possible for him to furnish concerning the separate operations of each tenant; such as the items of farm expenses for fertilizer, feed, etc., actually used on the land or for feeding livestock of

the tenant, although such items may have been purchased by the management and charged against the plantation as a whole. If, for instance, the cost of fertilizer has not been charged against the tenants, a careful estimate should be made so as to distribute the cost against each tenant according to the fertilized acreage operated by him.

304. *Second.*—After you have secured all information possible for each tenant, you should inform the manager that you would like to secure the report for the home farm, consisting of all land in the plantation, *not included in the individual tenant schedules*. In other words, for a plantation composed of 1,000 acres, for which you have secured individual tenant schedules accounting for 600 acres, the schedule for the home farm should report the operations on the remaining 400 acres (which must be reported under Question 6), and must not include any of the items reported on the 600 acres previously secured on individual tenant schedules. You should include on the home farm schedule the 600 acres rented to tenants under Question 230 and the value of this land under Question 231; *but no other item carried on the tenant schedules should be included in the report for the home farm.*

305. *Third.*—See that the combined acreage and value reported by the landlord for the "home" and tenant farms equal the total farm acreage and value of the plantation. It is essential that you do this before visiting the tenant farms.

306. *Fourth.*—Interview each tenant, and find out if any crops, domestic animals, poultry, or other items have been omitted from his schedule. A full and complete report must be obtained for each tenant on the plantation.

307. *Fifth.*—Examine the schedules and see that no information reported for the tenant farms is included on the home farm schedule with the exception of Questions 230 and 231.

307a. *Sixth.*—Be sure that the name and address of the landlord are written in the same way (Question 22) on the schedule of each of his tenants or croppers. If convenient put a string or rubber band around all the schedules belonging to the given plantation.

308. **Indian reservations and allotted Indian land.**—Where land has been allotted to Indians an individual schedule is to be secured for each Indian whose use of his land brings it under the classification of a farm. The word "allotted" is to be construed as covering allotment in fee, allotment in trust, and the simple designation of a certain acreage as the place of residence or

agricultural activity of an individual Indian. An Indian having no allotment but having livestock pastured on unallotted land of the reservation or in a national forest or on the public domain is to be classed as a farmer if his livestock products in 1929 were valued at \$250 or more. The schedule, in the latter case, should show "No land owned or leased" (see par. 311), just as in the case of any other person who runs stock on the public domain. Arrangements have been made with the Department of the Interior to secure these schedules through the Indian agencies. Any acreage belonging to an Indian reservation that has not been allotted to Indians, that is not assigned to an unallotted Indian for his own use, and that is not leased to corporations or individuals, if used for agricultural purposes constitutes a single farm for which a schedule is to be secured from an Indian agent. The name of the Indian agent is to be written in answer to Question 1 as the farm operator, he is to be reported as a manager in answer to Question 21, and the name of the reservation is to be reported as owner in answer to Question 22. The reservation schedule should report only such acreage as is usually devoted to crops, improved pasture, farm buildings, etc., with the value of such acreage and farm buildings. The vast acreage of wild land over which livestock may graze is to be treated as public range and is not to be reported as a part of the farm. All livestock belonging to the reservation must be reported on the reservation schedule whether grazed on the improved acreage or on the wild land that is excluded in reporting the acreage under Question 6.

**309. Farms being collectively developed.**—In some localities individuals, firms, or corporations purchase considerable tracts of agricultural land, set out fruit or nut 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, if the tract is operated essentially as a unit, it should be returned as one farm in the name of the person managing it.

**310. Ranches.**—The census definition of a farm is intended to include the so-called ranches, where stock raising is the principal activity. Ranches may be operated on owned land, leased land, or on open range neither owned nor leased by the operator.

**311. Livestock on range.**—A flock of sheep or a herd of cattle being pastured on the public range or in a national forest by a person who does not own or rent any of the land used for that

purpose should be reported on a farm schedule, and in answer to Question 6, calling for the total number of acres in the farm, the enumerator must write "No land owned or leased." In some States the number of cattle and sheep on the range is very important, and every effort should be made to get returns for all of this stock without duplication. Unless you receive special instructions to the contrary from your supervisor you should proceed to obtain a schedule for each flock of sheep which you find in your district. If you find several flocks under one management, prepare one schedule for all of the sheep. Enumerators for certain sections of the range country will receive special instructions relative to the enumeration of nomadic flocks of sheep.

**312. Feed lots.**—On many farms considerable numbers of animals will be found in inclosures or feed lots where they are being fed in preparation for the market or to keep them through the winter until the time when they can be returned to the range. This livestock will, of course, be reported on the schedule for such farms. Similar feed lots or inclosures will also be found where there are no other farming operations. Such feed lots should be reported as farms, since the feeding of animals under these conditions is strictly an agricultural operation. This would not, of course, include animals in stockyards or shipping pens where they are kept simply to await a convenient time for shipment, but only those animals which are being fed in order to increase their weight or otherwise improve their condition for the market.

**313. Nurseries and greenhouses.**—Nursery and greenhouse establishments are to be counted as farms and reported on the farm schedule. It is important that we have a report of the acreage and value of such establishments and of the amount received from the sale of products. The acreage used for growing nursery and greenhouse products should be included with the acreage of other crops, if any, under Question 7 and should also be included under Question 6. The number of young trees and vines included in the nursery stock should not be reported.

**314. Farmers living in town.**—There will be cases where a farmer lives in a town and operates a farm outside, perhaps several miles away (actually operates it himself, without having on it either a tenant or a manager), going out to the farm day by day as necessary. If such a farmer keeps livestock used for purposes of his farming operations at his place in the city or town and carries on some farming operations (not a mere home garden there, the residence is a part of the farm. In a case of this kind, where the residence is in one township or county

and the farm in another, the farm should be enumerated in the township where it is located, regardless of the fact that the farmer lives in another township. If practicable, the enumerator should visit the owner and secure from him the information for the schedule.

**315. 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. (See pars. 286 to 289.)

**316. Change of farm operator.**—Do not omit the report of the crops or other products of a farm for 1929 because it has changed operators between the close of the crop year 1929 and April 1, 1930. Such a farm should be reported *in the name of the person operating it on April 1, 1930*, and not in the name of the former operator. Obtain from the present operator the statistics of livestock, implements, machinery, and farm values on April 1, 1930, as for any other farm. If the previous occupant can be reached, secure from him the returns for the crops of 1929; 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 obtained from the owners or their agents, if they are accessible. (See pars. 286 and 289.)

**317. Two or more general farm 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. 309, relative to farms being collectively developed.)

**318. 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 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*. In general, such plants should be included with the farm equipment when they are operated as a part of the farm business and are considered simply as a means of disposing of the raw materials produced on the farm or of putting them into a marketable form.

**319. Special rule regarding cane sirup and sorghum mills.**—Where mills exist on farms for the manufacture of cane sirup 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.

**320. 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 reporting 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

**321.** 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.

#### FARM OPERATOR

**322. Section I.**—Questions 1 to 5, inclusive, must be answered on every schedule.

**323. Question 1. Name of person.**—The name of the *person* operating the farm must be reported under this inquiry, not that of a firm, institution, school, Indian reservation, etc., which may own the land. When a farm is operated by a tenant or hired manager, the name of the owner should be reported under Question 22, only. (See par. 315.)

324. Question 2. Post-office address.—The correct post-office address of the *person* whose name is entered after Question 1 should be obtained by direct inquiry. Do *not assume* because the farm may be located near some town or village that the operator receives his mail through a post office located there.

325. Question 3. Color or race.—Write "White" for white; "Neg" for Negro, including both black and mulatto; "Mex" for Mexican; "In" for Indian; "Ch" for Chinese; and "Jp" for Japanese. In all other cases give the race, as Filipino, Malay, etc.

326. Question 4. Age.—Report the age of the farm operator at his last birthday.

#### FARM ACREAGE

327. Section II.—Question 6 must be answered on every schedule, either with acreage figures or the statement "No land owned or leased which applies only to grazing on open ranges." In almost every case acreage will be reported under Question 7, and usually there will be entries under several other questions in this section.

328. Question 6. Total number of acres in this farm.—The acreage reported in answer to this question must include all the land (except free public range) on which the person named in answer to Question 1 conducts farming operations of any kind, whether such land is owned, rented from others, or managed for another, and 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, even though it is used only for pasture or to supply wood or timber, and may not be adapted to profitable farming. 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. Timber land or other non-agricultural land held by a farmer as a *separate business*, however, and not used for pasturage or any other farm purpose, should *not* be included.

329. Uses of land.—The sum of the acreages under Questions 7 to 14, inclusive, *must add exactly* to the total acreage under Question 6 on every schedule. Fractions of an acre should *not* be entered in answering these questions. If the farm consists of less than 1 acre (see "Small farms," par. 298) it must be reported as 1 acre.

330. Where acres are shown under Questions 19 and 20, the sum of these two figures should equal the total acreage shown under Question 6. Where Question 19 alone, or Question 20 alone, is answered, the answer should agree with the answer to Question 6. If a farm is operated by a hired manager, the acreage must not appear under either Question 19 or Question 20.

331. Question 7. Land from which crops were harvested in 1929.—Do *not* include here land from which the crops were not harvested by reason of crop failure or any land used exclusively for pasture. Do include, however, any land on which a crop of corn, cowpeas, velvet beans, or other crop was raised to maturity and hogged or grazed off, the acreage of which is to be reported under Questions 128, and 150 to 155, and for crops not listed by name under Question 172. In such cases write "Hogged off" or "Grazed off" next to the answers to those questions.

332. The number of acres to be reported under Question 7 is the total number of acres from which crops were harvested on this farm in 1929, including the number of acres contained in orchards, vineyards, gardens, and nurseries and greenhouses. If there is a duplication of acreage, for example, where the acreage of clover or alfalfa is cut for hay and later harvested for seed, or where any two different crops were grown at different times during the crop season of 1929, the acreage should be counted but once in computing the total area of land in crops harvested as reported under Question 7.

333. Question 8. Land from which no crop was harvested in 1929 because of crop failure or destruction.—Report here only land from which practically no crops were harvested in 1929. In addition to reporting all acreage on which the crop may have been destroyed by hail, fire, frost, flood, etc., you should report all acreage as a failure from which crops were *not* harvested on account of prices not justifying employment of labor (such as potatoes not being dug), or of the farmer not being able to secure the labor necessary to harvest the crops.

334. Question 9. Crop land lying idle or fallow.—Report here all *crop* land which was neither in crops nor used for pasture in 1929.

335. Questions 10, 11, and 12. Pasture land.—Report here only land which was used *exclusively* for pasture during the year 1929. Do not include land which was pastured after a crop was harvested, nor grain fields which were pastured for a time in the winter or spring but which later produced a crop of grain.

336. Questions 11 and 13. Woodland.—All land occupied by trees or young growth, other than orchards or nursery stock,

which has or will have value as wood or timber should be classified as woodland. Report such land under Question 11 if it was used for pasture or under Question 13 if it was *not* used for pasture.

#### ROTATION PASTURE, TERRACING, AND DRAINAGE

337. Section III. Questions 17 and 18.—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."

338. Question 17. 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.

339. The acreage reported under Question 17 should never exceed the total acreage of the farm, as reported under Question 6.

340. Question 18. Name of drainage enterprise.—Under Question 18 report the exact name and address of the enterprise furnishing drainage or protection against overflow for any acreage in the farm.

#### FARM TENURE

341. Section IV.—The questions with regard to farm tenure on the General Farm Schedule for 1930 have been made very simple. They form one of the most essential parts of the schedule, however, and you should always secure complete information on this subject.

342. You should note carefully that all questions under tenure, relating to land owned or rented, refer to the land which constitutes the farm which the farmer operates at the time you visit him in 1930. He should not give answers relating to some *other* land which he may have farmed in 1929. (See par. 316.)

343. Question 19. Acres owned.—If the farm operator does not *own* any of the land reported under Question 6, but operates the farm as a tenant or hired manager, leave Question 19 blank. Report here only that part of the acreage reported under Ques-

tion 6 which is actually *owned* by the operator. Where the operator owns the entire acreage reported under Question 6, Question 20 should be left blank, and the answers to Questions 19 and 6 should agree. If the operator is a part owner, the acres *rented* should appear under Question 20, and the sum of Questions 19 and 20 should equal the answer to Question 6.

344. 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 holds possession as an heir or one of the heirs to an undivided estate, 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.

345. Land on which the farmer has settled under the homestead law, but has not yet proved up, or that which is more or less permanently occupied by a squatter, should be reported as owned land.

346. The first step in obtaining this information is to ask the farm operator the questions, "How many acres in this farm do you own?" and "How many acres do you rent from others?" If he replies that he owns the whole number of acres already reported under Question 6, and does not rent any land from others, then no further question need be asked in the farm tenure section of the schedule. You should then write "No" in answer to Question 21.

347. Question 20. Acres rented.—This question should be answered for all part owners and for all tenants but should *not* be answered for hired managers. If the operator is a part owner, the acres *rented* should be reported under Question 20, and the sum of the answers to Questions 19 and 20 should equal the answer to Question 6. If the farm is operated by a tenant, the answers to Questions 20 and 6 should agree.

348. Question 21. Do you operate this farm for others as a hired manager?—If the farmer who is reported under Question 1, operates this farm as a manager (hired by the owner whose name is to be reported under Question 22), write "Yes" in answer to Question 21. In such cases no acreage is to be reported under Questions 19 or 20. *Never* answer this inquiry with "Yes" for owner-operated or rented farms, although the operator does manage his own farm, but *not* in accordance with the Census definition of a managed farm. Do *not* report a farm in charge of a *caretaker* as a managed farm, but as an owned farm in the *name of the owner*. Be very careful to differentiate between a caretaker and an actual farm manager. Usually a farm

owner does not employ a hired manager unless the returns received from the farm justify such employment.

349. Questions 23, 24, and 25. Tenants.—These questions should be answered for tenants only, and *not* for owners, part owners, or hired managers.

350. Question 23. Rent paid.—This question is very important and should be answered without fail for every farmer *renting his entire farm from others*. You should see, therefore, that this question is answered on every schedule on which acres are reported under Question 20 and *not* under Question 19.

351. Question 23 must be answered in accordance with the explanatory notes *a, b, c, and d*, given under this question. For example, in case of a share tenant, there should be written on the blank line the words " $\frac{1}{4}$  cotton," " $\frac{1}{2}$  corn," or such other designation as the circumstances require. If *part or all* of the rent is paid in cash, *the total amount in dollars paid as rental* should be reported, as called for under headings *b* and *c*. *Do not show the amount paid per acre.*

352. It is especially important that the answer to this question should show whether the tenant pays *cash* rent, or a *share* of the crops, or a *stated amount* of farm products for the use of the land. The answer should indicate clearly *which form* of rent is paid, even though it is necessary to estimate the amount, or to express it in a form not exactly like any of the four types indicated.

353. A man who rents a farm can pay his rent in at least four different ways:

*a.* He may give a share or a part of the crops which he raises, as one-half of all crops, one-third of the corn, one-half of the hay, etc.

*b.* He may pay all cash, as \$500 for the entire farm.

*c.* He may give both a share of the crops raised and a certain amount of money, as one-half of the corn, or one-fourth of the cotton, and in addition a cash payment, as \$200 for all the land rented.

*d.* He may give a certain number of bushels, bales, etc., as 250 bushels of corn or 2 bales of cotton, without any regard for the amount he may actually produce that year on the land which he rents.

354. The Census Bureau *must* have information which will enable it to put every farm which is rented in one of these four classes. If Question 23 is left blank on the schedule for a tenant farmer, you will probably be required to obtain this information at a later date.

355. Question 24. Work animals furnished by landlord.—If question 23 is answered, Question 24 must be answered either "Yes" or "No." 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 work, the answer to this question should be "Yes," even though animals belonging to the tenant may be occasionally used for farm work.

356. Question 25. Relationship to landlord.—If Question 23 is answered, this question should be answered either "Yes" or "No."

#### FARM VALUES

357. Section V. Question 26. Total value of farm on April 1, 1930.—This question is of fundamental importance and should be answered on every schedule. Report here the value of the entire farm, consisting of all the land reported under Question 6, whether such land is *owned, rented, or managed* by the farm operator, and of all *farm buildings and improvements* attached to the land. *Do not include under Question 26 the value of farm implements and machinery, or livestock.* (See par. 364.) The valuation given by the farm operator or the person reporting must be accepted unless you have reason to believe that such valuation is decidedly below the actual value of the farm or is decidedly exaggerated. In such cases give, as nearly as you can determine, the amount for which the farm, *including farm buildings and improvements*, would sell under normal conditions, not at forced sale.

358. A part owner should report the value of *all* the land which he operates, including that which he rents as well as that which he owns.

359. The enumerator should assure the farm operator that the values returned on the census schedules will not be seen by any persons except the sworn employees of the Census Bureau. They will not be used for purposes of taxation and will not in any case be communicated to tax officials. In many sections property is uniformly assessed for taxation at a figure considerably below its true value. This fact is generally recognized, and it is expected that a farmer listing his property for taxation will report values somewhat less than the actual values in accordance with the current custom. This being the case, a farmer should not hesitate to report to the census enumerator the full value of his property even though he may have reported a lower value to the tax assessor.

360. Questions 27 and 28. Value of farm buildings.—Question 27 calls for the value of *all* farm buildings, *which value has already been included under Question 26.* This value of course

should be less than the value of *land and buildings* reported under Question 26. The difference between these amounts should be sufficient to provide for a fair average value per acre for the land alone.

361. Question 28 calls for the value of the dwelling house in which the farmer and his family reside. This value is, of course, included in the values reported under Questions 26 and 27. (See pars. 300 and 314.)

362. The value of buildings will ordinarily be an estimated value and should represent a reasonable fraction of the total value reported under Question 26. No attempt should be made to find out the original cost of the buildings nor the amount it would cost to replace them new, as this amount will frequently be much more than the present value of the buildings, and in some cases even more than the total value of the farm, including the buildings.

363. The schedule for an institutional farm should show the value of the *farm* buildings only. Do not include, under Question 27 or Question 26, the value of such buildings as factories producing butter, cheese, or condensed and evaporated milk, canning factories, or sugar mills, which, though situated on the farm, are used for *manufacturing* rather than for farm purposes (see pars. 318, 319, and 320) and do not include under Question 29 *the value of any machinery used for such purposes*. Where any materials other than those produced on the farm are used, the establishment should ordinarily be considered a manufacturing establishment and the value of the plant should *not* be included on the farm schedule. A canning factory should not be included in any case, even though it uses only the products grown on this farm.

364. Question 29. Value of farm implements and machinery.—Report the value of all farm implements, machinery, etc., used in operating the farm and permanently (or usually) kept on the farm, whether they belong to the farm or not. Farm 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 April 1, 1930. A tenant should report under this question the value of the farm implements and machinery used in operating his farm, even though he does not own them.

365. Include under Question 29 all automobiles, trucks, and tractors; all farm implements; tools; wagons; harnesses; dairy equipment; cotton gins; threshing machines; combines; apparatus for

making cider, grape juice, and sirup, and for drying fruits; and all other farm machinery so far as they are used in carrying on the farm business. Do *not* include the value of machinery used for manufacturing purposes as defined in paragraph 363.

#### FARM DEBT

366. Section VI. Questions 30, 31, and 32. Mortgage debt.—These questions must be asked of all those farm operators who own all or a part of the land they farm, but not tenants or managers. Where Question 30 is answered "Yes" the amount of mortgage debt must always be reported under Question 31, and the interest charges must be reported under Question 32.

367. If the amount of debt reported under Question 31 exceeds the total value of land and buildings reported under Question 26, be sure to state the reason in the margin of the schedule.

368. The debt which should be reported here is only the debt secured by *real estate* mortgages on that part of the farm consisting of the owned land as reported under Question 19. If the operator of this farm owns any farm land in the United States other than that reported at Question 19, then Questions 229 to 233 must be answered. The mortgage debt to be reported under Question 31 includes not only all debts secured by instruments locally called "mortgages," but also all debts represented by deeds of trust, judgment notes, confessions of judgment, 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 include any debts represented by crop liens, nor any debts secured only by mortgage or lien on implements and machinery or on livestock.*

369. Where the mortgage on a farm covers buildings and land together (as it usually does), give the whole amount of the mortgage outstanding, and do not try to separate that part which is secured on the land only.

370. If any farmer should hesitate to answer the questions on farm debt, assure him that the figures will be kept absolutely confidential and that nothing except totals will be published, no figures being published for individual farms. It is very important that these questions be answered satisfactorily.

#### FARM TAXES

371. Section VII. Question 33. Taxes on all property of this farm owned by the operator.—This question, which relates to

the taxes on all of the farm property *owned by the operator*, should be asked only of each farm operator who *owns all or a part of the farm*. Where the farmer rents a part of his land to others, report only the taxes on the land which he operates as reported under Question 19. The taxes to be reported here should include real estate taxes, personal property taxes, and special assessments other than those for irrigation or drainage enterprises. The answer to this question should show the taxes paid or *payable* for this farm in the year 1929 whether the present owner owned the land during that year or not. The taxes reported here should *never* be less than the amount reported under Question 34.

372. Do *not* include poll taxes, income taxes, nor taxes on property not used in the farm business, such as notes, stocks, bonds, city real estate, etc.

373. In irrigation districts do *not* include taxes or payments connected only with such irrigation, as for obtaining water, for construction charges, for purchase of water rights, or for maintenance and operation. In drainage districts *do not* include either drainage taxes or special assessments for drainage purposes.

374. Where taxes on property which is not used in the farm business, as mentioned above, appear on the same tax receipt in combination with taxes on farm property, obtain an estimate of the amount of taxes which relate to the farm property alone. This estimate can readily be made on the basis of the relative value of the two classes of property. Thus, if the farm property represents 80 per cent of the total assessed valuation, then 80 per cent of the total taxes should be counted as farm property taxes.

375. Question 34. Taxes on land and buildings of this farm.—This question, which calls for the taxes paid on the farm (land and buildings) to which the schedule relates, should be answered by all operators reporting under Question 33. The amount reported here must be included in, and should never exceed, the answer to Question 33. This amount should be carefully considered in its relation to the total value of the farm as reported under Question 26.

376. The taxes reported here should include only the *taxes paid or to be paid on the land and buildings in this particular farm which are owned by the operator*. The acreage covered by this tax should be identical with the acreage reported under Question 19.

377. The farmer should be given every assurance that the taxes reported under Question 33 and Question 34 will be kept absolutely confidential, and that nothing except total figures will be published, no figures being published for individual farms.

#### FARM EXPENDITURES

378. Section VIII.—Report under Questions 35 to 38 and 40 all expenditures, of the classes named, incurred in 1929, whether paid or *to be paid*. For example, if a farmer used \$300 worth of fertilizer on his farm during this period, report the \$300 under Question 40 even though the bill has not yet been paid.

379. It is important that the expenditures for feed, fertilizer, and labor should be consistent with the size of the farm, the number of animals reported on the farm and those sold in 1929, and the farming operations reported elsewhere on the schedule. For example, when a plantation owner purchases all of the fertilizer used on the plantation, he should estimate and report only the value and amount of the fertilizer used on the land operated directly by him, and he should follow the same rule in reporting for each of his tenant farms.

380. The amount reported as expended in *cash* for *farm labor* (exclusive of servants employed to do housework) must include the amount paid those *farm hands* who are employed for short periods only to pick cotton, harvest wheat crops, etc., as well as regular farm hands employed by the month. Care should be had to report the number of *days of hired labor* called for under Question 39, which must conform to the amount of money expended as reported under Question 38. In harvesting certain crops, such as picking cotton, berries, etc., the farm hand is paid according to quantity harvested and not by the day. In such cases it will be necessary to secure a careful estimate of the number of days of hired labor such payments represent.

381. Where a tenant pays for only a part of the fertilizer used on his crops, he should report under Questions 40 and 41 the total cost and total number of tons of the fertilizer used on the land which he operates, *including the part paid for by the landlord*.

#### FARM MACHINERY AND FACILITIES

382. Section X. Questions 43 to 53.—Questions 43 to 48 must be answered on every schedule for farms having the machines mentioned. Questions 49 to 53 must be answered on schedules for all farms. If the farm is operated by a tenant, or cropper,

report only machinery kept on the farm he rents, and facilities in the house he occupies.

#### COOPERATION IN MARKETING AND PURCHASING

383. Section XI. Questions 54 and 55.—These questions will be answered frequently in localities where there are flourishing cooperative organizations, and infrequently or not at all in localities where there are no such organizations. Sales of products or purchases of supplies by the farmer through an individual or a local dealer should *not* be reported here.

384. In the case of tobacco, and possibly some other crops, it is the custom for some of the cooperative organizations to hold the crop a considerable period before selling it or making returns to the farmer. In cases of this kind, where the farmer has not received the returns for his crop, he should report the value of the tobacco or other product harvested in 1929 and delivered to the association, estimating the value if necessary on the basis of current prices.

#### DOMESTIC ANIMALS, POULTRY, AND BEES ON THIS FARM, APRIL 1, 1930; AND ANIMAL PRODUCTS IN 1929

385. Section XII. Domestic animals on this farm.—Report all domestic animals on the farm on April 1, 1930, whether they belong to the farm operator or not. The phrase *on the farm* means *kept on the farm*. If a farmer hires his neighbor's team for a short time, that team is not to be regarded as "on the farm" for census purposes and should not be included in this farm schedule, even though it may happen to be at work on this farm April 1, 1930. But horses, cattle, 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 April 1, 1930. In the case of ranchmen using the public domain, the number of animals should be understood to mean all animals belonging to or under the care of the ranchman for whom the schedule is prepared.

386. A flock of sheep or a herd of cattle being pastured on the public range or in a national forest by a man who does not own any land should be reported on a farm schedule, as indicated in paragraphs 310 and 311 of these instructions. In some States the number of cattle and sheep *on the range* is very important, and every effort should be made to get returns for all of this stock,

which must always be reported on the schedule for the ranch or range where it is found at the time of enumeration and must *not* be reported elsewhere. Avoid duplication in every case. Enumerators in certain sections of the range country will receive special instructions for enumerating flocks of sheep that range over a wide area during the year.

387. Care should be taken to report each age group on the proper line. In Questions 56 to 59 "horses" and "colts" refer to animals of both sexes. Do *not* report horses, cattle, sheep, etc., as a whole, but *always* classify them according to the groups printed on the schedule. When a ranchman is unable to furnish exact figures, obtain from him an estimate for each group.

388. Questions 68 to 73. Sheep and wool.—The production of wool, as reported under Question 73, should be consistent with the number of sheep shorn, as reported under Question 72. In certain sections of the country sheep are shorn twice during the year. In such instances report the *number of sheep shorn* in 1929, *not* the number of fleeces taken, and write "Shorn twice."

389. The production of wool and the number of sheep shorn are closely related to the number of sheep on hand April 1, 1930, except where the farmer may have sold or otherwise disposed of some of his sheep, or purchased additional sheep since shearing time. Where either was the case for a large number of sheep, write an explanation on the margin of the schedule. Where sheep have been purchased as "feeders," make the proper entries and write the number of feeders on the margin; for example, "500 feeders."

390. Questions 74 to 83. Cattle on this farm.—In classifying cattle, follow closely the designations on the schedule. Cows kept principally for beef may be milked for considerable periods during the year, and cows kept principally for milk will, of course, eventually be slaughtered for beef.

391. Question 84. Total number of cows and heifers milked.—The number reported under Question 84 must include the number reported under Question 85.

392. If any of the cows and heifers, as reported under Questions 82 and 83, were milked on this farm at any time in 1929, the number *milked* should be reported under Question 84, and such of them as were reported under Question 83 should be shown, also, under Question 85. The answers to Questions 84 and 85 should, also, include cows and heifers milked on this farm in 1929, which were sold, or otherwise disposed of, prior to April 1, 1930. Where milk is reported under Question 86, cows milked should always be reported under Question 84.

393. Question 86. Milk produced.—This question should always be answered, where cows milked are reported under Question 84. Report here the total number of gallons of milk produced on this farm in 1929, including milk *used on the farm* in any way, as well as milk sold.

394. When the amount of milk produced is reported, by the farmer, in pounds or hundredweight, it must be reduced to gallons before it is entered on the schedule. Make the reduction by dividing the number of pounds by 8.6. Report only the whole number of gallons, *omitting decimal fractions*.

395. Obtain from the farm operator either figures based on records or the closest possible estimate of the actual production in 1929. As a means of making estimates, where you find them necessary, use as a guide the following table, which is based on the supposition for the year 1929, that 2 cows averaging  $1\frac{1}{2}$  gallons per day were milked in January, February, and March; 3 cows averaging  $1\frac{1}{2}$  gallons per day were milked in April; 4 cows averaging 2 gallons per day were milked in May, June, July, August, September, and October; and 3 cows averaging 2 gallons of milk per day were milked during November and December:

Month	Days	Cows milked per day	Average milk per cow per day	Total milk produced
	<i>Number</i>	<i>Number</i>	<i>Gallons</i>	<i>Gallons</i>
January, February, and March.....	90	2	$1\frac{1}{2}$	270
April.....	30	3	$1\frac{1}{2}$	135
May, June, July, August, September, and October.....	184	4	2	1,472
November and December.....	61	3	2	366
Total.....				2,243

396. The quantity of milk produced should be enough to cover the products shown under Questions 87 to 90, inclusive, plus enough for home consumption on the farm. Where the figures for dairy products, as given by the operator, appear questionable, the *approximate* milk equivalent of butter, butterfat, and cream may be obtained as follows:

Pounds of butter multiplied by 2.6 equal gallons of milk.

Pounds of butterfat multiplied by 3 equal gallons of milk.

Gallons of single cream (20%) multiplied by 5 equal gallons of milk.

Gallons of double cream (40%) multiplied by 10 equal gallons of milk.

397. Questions 87 to 91. Disposition of milk.—It is very important that these items should be reported in the unit of measure printed on the schedule, and that the entries should be made on the proper lines.

398. Question 87. Butter churned.—If the manufacture of butter 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 manufactured should not be reported on this schedule, but the *milk* or *cream* produced on the farm and used as material for the manufacture of butter is to be reported as milk or cream sold.

399. Questions 88, 89, and 90. Milk and cream sold.—Milk sold, as reported under Question 88 should never exceed milk produced, as reported under Question 86. Report under Questions 88 and 90, respectively, all whole milk and cream sold by the quart, gallon, or hundredweight. The quantity *must* always be reported on the schedules as *gallons*. Where the farmer *receives payment* for a given number of quarts, gallons, or hundredweight of milk or cream, it will be correct to report the product here in gallons, even though the price received varies somewhat with the butterfat content.

400. Question 89. Cream sold as butterfat.—Care must be taken to report under this question only the *cream sold as butterfat*. If the farmer *receives payment* for a given number of *pounds of butterfat*, it will be correct to report the product in pounds, as butterfat sold.

401. Questions 94 to 97. Goats and mohair.—Where Angora goats are reported under Question 94, entries should ordinarily appear under Questions 96 and 97. Do *not* include under Question 96 any fleeces clipped from goats reported under Question 95.

402. The production of mohair, as reported under Question 97, should be consistent with the number of Angora goats and kids clipped, as reported under Question 96.

403. Questions 98 to 103. Registered, pure-bred animals.—Report here only registered, pure-bred animals. Be careful to write the correct name of the breed. The registered stock, as called for under these questions, must also be *included* in the proper classes reported under Questions 56 to 83.

404. Questions 104 to 109. Purchases, sales, and slaughter of livestock, and sales of hides and skins in 1929.—The purchase,

sale, and slaughter of animals on the farm, in 1929, should be reported as follows:

*a. Purchases.*—Report here all animals of the classes mentioned which were *purchased* in 1929, except those which were purchased solely for slaughter in a commercial slaughterhouse, whether such slaughterhouse was located on the farm or elsewhere.

*b. Sales.*—Report as *sold* only those animals which were sold *alive*. If any of the farm animals were delivered to a commercial slaughterhouse, although it may have been located on the farm premises, they should be reported as "sold" and not as slaughtered on the farm, even though the farmer controlled the operation of the slaughterhouse.

In the column "Hides and skins sold from this farm" are to be reported the number of hides and skins sold in 1929 which were taken from animals that were slaughtered or died on the farm.

*c. Slaughter.*—Report here only those animals which were *slaughtered* on the farm to produce *food* for human consumption, whether the meat was consumed on the farm or sold. Do not include animals which were killed on account of disease or young animals destroyed at birth or animals slaughtered in commercial slaughterhouses. A careful distinction must be made between the slaughter of animals mainly for home consumption, which is purely *incidental* to agricultural operations, and the slaughter of animals in large numbers in a slaughterhouse located on a farm, the operation of which approaches commercial proportions constituting a separate and distinct business, although under the control of the farm operator.

405. Questions 110 to 116. Chickens and chicken eggs.—Where chickens are reported under Question 110, chicken eggs should in most cases be reported under Question 111, and chickens raised under Question 114. Be careful not to include any other kind of eggs under "chicken eggs." If eggs reported as produced under Question 111 are used principally for hatching baby chicks to be sold as such, write in the margin opposite Question 111, the word "Hatchery."

406. Chickens raised, as called for under Question 114, should 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. *Do not include under Questions 114 or 115 chicks hatched and sold as baby chicks.*

407. Questions 120 and 121. Bees and honey.—Where the owner of a number of hives of bees distributes them among the farmers of the region or elsewhere, all the hives so distributed and honey produced must be reported on the schedule for the farm or place operated by the owner of the bees. If the owner operates a farm of 3 acres or over, or reports agricultural and

livestock products, including honey, of \$250 or more in value on a tract of less than 3 acres, the bees should be reported on the General Farm Schedule; where the place consists of less than 3 acres and the products are less than \$250 the bees with other items should be reported on the schedule for Incidental Agricultural Production and Livestock, Poultry, and Bees not on Farms or Ranges.

#### IRRIGATED CROPS

408. Section XIII.—Questions 122 to 125 are to be answered only in the following States:

Arizona.	Kansas.	New Mexico.	Texas.
Arkansas.	Louisiana.	North Dakota.	Utah.
California.	Montana.	Oklahoma.	Washington.
Colorado.	Nebraska.	Oregon.	Wyoming.
Idaho.	Nevada.	South Dakota.	

If all or any part of the crops reported on a farm were grown on irrigated land, do not fail to indicate the crop, the acreage, and quantity so grown. When *all* the acreage of any crop was grown under irrigation, this must be indicated by placing a circle around the question number of such crop. If only *part* of a crop was irrigated, draw the circle, and write just above the entries for the irrigated crop the question number, the acreage, and the quantity grown on *dry* land

409. If the answer to Question 122 is "Yes," the answer to Question 124 should agree exactly with the answer to Question 7.

410. The answer to Question 125 should be the name of the enterprise supplying the farm with irrigation water, regardless of the total number of farms served by it. If the farmer has his own irrigation supply, his name and address should be filled in as answer to that question. If he has partners in the ownership of the system, the answer should indicate that fact, as "John Smith and 3 others," or "John Smith and 7 others," the names of the other partners being written either in the space provided, or on the margin of the schedule; but if the group has incorporated as a company, or has adopted a name without incorporating, the name of the company should be given instead of the names of its members. If more than one enterprise supplies water to the farm, the names of all should be given. If water is supplied by some large enterprise, such as an irrigation district or a Government project, and the farmer has a pumping plant or other irrigation system of his own which supplements the supply brought to his farm by the large enterprise, the answer should show both, as: "Alta Irrigation District and own pump."

411. In the 19 States listed in paragraph 408 enumerators are required to obtain reports for all irrigation enterprises which serve individual farms or groups of farms numbering not more than 4, making their reports on schedule "Irrigation-1" (Form 15-230), on which are printed full instructions for its preparation.

412. Enumerators are not required to fill out Irrigation Schedule-2 (Form 15-147) for enterprises supplying more than 4 farms, except when specifically instructed by their supervisors to do so.

#### CROPS HARVESTED ON THIS FARM

413. Section XIV. Crops.—Be sure to enter *each* crop on the proper line. The crops to be reported in this section are the crops *which were harvested* in 1929 from the land which has already been reported under Question 7, whether these crops were raised by the present operator or by his predecessor. Do not report here the acreage of crops not harvested. Do not report on this schedule any crops raised by the farmer on *other land* which he may have farmed in 1929 but which he has not operated since April 1, 1930. Where there has been a change in farm operator since the 1929 crop season, the production record on the farm schedule is for the *farm* and *not* for the farm operator. This distinction must be carefully noted in order to avoid a duplication of reports.

414. Every reasonable effort should be made to obtain figures based on records, or if no records were kept, reliable estimates made if possible 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. Where the farmer has succeeded in obtaining an unusually large production per acre of any crop, a yield so far above the average as to appear questionable, write "O. K." after the entry under "Quantity harvested in 1929."

415. 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.

416. Report both acreage and production.—Make sure that both acreage and production are reported whenever both are called for, and each in its proper column. *In particular, see that there are no crops with acreage alone reported and the space for*

*production* ("Bu.," "Tons," etc.) left blank. Do not make any entries, however, in the spaces marked "X X X."

417. Two crops on the same land but not at the same time.—If two crops were grown on the same land in 1929, but *not* at the same time, you should report the full number of acres of *each* crop raised; this acreage, however, should be included only once under Question 7.

418. Interplanted or mixed crops.—Observe carefully the instructions for interplanted or mixed crops. (See par. 424.)

419. Crops plowed under.—Crops grown on the land during 1929 and then plowed under for the fertilizing effect should be handled as follows:

a. Where any other crop was harvested from the same land in 1929, report the land for the harvested crop and disregard entirely the crop plowed under.

b. Where a grain crop was plowed under because it did not seem to be making satisfactory progress, report the land as "crop failure" under Question 8 (unless another crop was planted and harvested from the same land later in 1929), and do not report the acreage under the name of the crop itself.

c. If there are any cases where the sole use made of the land in 1929 was to raise a crop to be plowed under as green manure, report the land under Question 9 and no where else. This land is not cultivated summer fallow but it serves somewhat the same purpose. Note particularly that annual legumes called for in Questions 150 to 155 are for crops *harvested* or *grazed* or *hogged off*; and that no report is to be made of legumes grown and plowed under, except that the acreage is to be included in the answer to Question 9. (See, also, par. 425.)

420. Questions 126 to 130. Corn.—In the section on corn, the sum of the acres reported for Questions 127 to 130, inclusive, should equal the total acreage reported under Question 126. *The quantity harvested must be given in 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 to 2 bushel baskets level full or 1½ bushel baskets heaped of husked ear corn, or 6 level or 4 heaped bushel baskets of unhusked corn. Where corn is grown with other crops, report here the total acres of mixture. Sweet corn grown for silage should be reported under Question 129. Other sweet corn, if grown for sale, should be reported under Question 189, or if not grown for sale, the value should be included under Question 198.

421. Question 133. Sweet sorghum or sorgo.—Care must be taken to report sweet sorghum here, *not* under Question 134.

422. Questions 134 to 137. **Sirup and sugar crops.**—Report on the proper lines those crops which were grown *solely* for the purpose of making sirup and sugar.

423. Report under the second column of Question 134 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 sugar cane grown by the farm operator, and not merely his share of the sirup, if the sirup was made "on shares." The same procedure should be followed in reporting sorghum sirup under Question 133.

424. Questions 138 to 149. **Small grains.**—The acreage and production of all small grains which were cut for grain and threshed in 1929 must be reported under these questions. Where wheat and flax were grown and harvested together, one-half of the acreage and the proper quantity of grain produced should be reported for each.

425. Questions 150 to 155. **Annual legumes.**—Where any of these legume crops were grown at the same time with other crops, the total acreage of the mixture must be reported for each crop. The total acreage grown must be reported under these questions, and if all or a part of the crop was saved for hay, such acreage must be reported also under Question 161 (annual legumes saved for hay), together with the tons of hay. Hence, it is possible for some of these acreages to be reported at three different places on the schedule: Under corn and under annual legumes when they are grown together, and under Question 161, when the hay is saved; but the acreage should be included but *once* under Question 7, "Land from which crops were harvested." The acreage in annual legumes not harvested but turned under as green manure should be included under Question 9, but should not be reported under Questions 150 to 155. (See par. 419c.)

426. Questions 156 to 163. **Hay crops and sweet clover pasture on this farm.**—Be careful to report each kind of hay under its proper classification and to note that small grains cut for hay are not reported under these questions but should be reported under Question 149. No land should be reported as used for pasture under Question 160 if a crop of hay was cut from it in 1929 prior to its use as pasturage. Report under Question 160 the land in sweet clover used *only* for pasture during the year; the acreage should be reported here and, also, included under Question 10. When annual legumes have been cut and saved for hay the acreage and production of hay should be reported under Question 161, and the acreage must also be reported for

those annual legumes called for under Questions 150 to 155, but it should be included only once under Question 7, "Land from which crops were harvested."

427. Questions 164 to 166. **Grass seeds harvested.**—When both hay and seed were harvested from the same acreage during the year 1929, the total acreage must be reported for each of the items, with the proper production for each. Of course this will be a duplication of acreage and it must be included but once under Question 7, land in crops.

428. Questions 167 and 171. **Potatoes and sweet potatoes.**—Report here potatoes grown for home use as well as those grown for sale. Give all quantities in *bushels*, as specified on the schedule. You must not report Irish or white potatoes under Question 171, nor sweet potatoes or yams under Question 167.

429. Question 168. **Cotton.**—Cotton is to be reported in running bales. These bales weigh approximately 500 pounds each. If the cotton was packed in round bales, report its equivalent in square bales of 500 pounds each, counting 2 round bales as equivalent to 1 square bale.

430. Question 172. **Other field crops not already reported, except vegetables and fruits.**—If any crops other than those called for under Questions 126 to 171 were harvested, write under Question 172 the name, acreage, unit of measure, and production for each crop. (See par. 432.)

431. Questions 173 to 180. **Crops of 1929 sold or to be sold.**—Report here the quantity of the crop raised in 1929 which has been sold or is to be sold. You should not include here any products raised in 1928 which may have been sold in 1929. What is desired is to find out what part of the crops raised on the farm in 1929 have been sold, or will be sold, rather than fed or otherwise used on the farm. The quantity which has been sold can easily be ascertained in most cases; the quantity which is to be sold will usually have to be estimated, except where the farmer expects to sell the entire crop. The sum of the quantity already sold and the additional quantity the farmer expects to sell should be entered on the schedule. *The quantity sold or to be sold must not exceed the quantity harvested, as reported elsewhere.*

432. Questions 184 to 197. **Vegetables harvested for sale.**—Report here only vegetables produced strictly for commercial purposes. *Do not include vegetables grown strictly for home use.* The vegetables raised on a farm connected with an institution, for use by the institution, are to be considered as grown for the market. Small vegetable plants, such as tomato plants or cabbage plants, should not be reported here, but the receipts from

sales of such plants must be reported under Questions 219 and 220. Cabbages, kale, pumpkins, and root crops, such as rutabagas, turnips, etc., raised for stock feed should be reported under Question 172. Ripened onions only should be reported under Question 192. Green onions should be reported under Question 197, the name being written in. (See par. 430.)

433. If any vegetables other than those specified on the schedule were grown for sale, write under Question 197 the name, acreage, and value for each of the other vegetables. (See par. 432.)

434. In reporting values, the fraction of a dollar should *not* be given, and no ciphers should be added after the whole number. For example, a value of ten dollars should be written "\$10" and *not* "\$10.00."

435. Question 198. **Farm garden.**—Do not include the value of Irish or sweet potatoes under this question. This amount should include the value of the vegetables canned, pickled, or dried for home use. Do *not* include under this question the value of vegetables grown for use of institutions; they should be reported under Questions 184 to 197, as vegetables harvested for sale, not for home use. The farm garden is intended to cover only those vegetables, except potatoes and sweet potatoes, raised for the use of the farm operator and his family.

436. Questions 199 to 202. **Small fruits.**—The small fruits or berries which are to be included here are only those which are cultivated. Do not include wild berries picked in the woods or elsewhere. If any small fruits other than those called for under Questions 199 to 201 were grown, write under Question 202 the name, acreage, and quantity harvested for each kind of small fruit.

437. Question 203. **Land in fruit orchards, vineyards, and planted nut trees.**—The acres reported here should also be included in crop land harvested, as reported under Question 7.

438. Questions 204 to 212. **Orchard fruits and nuts, and grapes.**—Where the quantity harvested is given, the number of trees or vines of bearing age *must* also be reported. *Where trees or vines of bearing age are given, and no production is shown, state the reason on the margin of the schedule.* If any fruits and nuts other than those called for under Questions 204 to 211 were grown, write under Question 212 the name, the number of trees, and unit of measure and quantity harvested and sold, for each kind of fruit and nuts. The quantity reported as sold or to be sold should not include fruits harvested in 1928 and sold in 1929, and must not exceed the quantity reported as harvested.

Nursery stock should not be reported here, but the receipts from the sale of such stock must be reported under Question 219.

439. The quantity harvested and quantity sold must always be reported in the unit of measure called for on the schedule. The following table of equivalents will serve somewhat as a guide in making the necessary conversions from pounds or boxes to bushels:

Apples.....	45 pounds per bushel.
Apples.....	42 pounds per box.
Peaches.....	50 pounds per bushel.
Pears.....	56 pounds per bushel.
Plums.....	56 pounds per bushel.
Frunes.....	56 pounds per bushel.
Grapes.....	48 pounds per bushel.
Quinces.....	48 pounds per bushel.
Cherries with stems.....	56 pounds per bushel.
Cherries without stems.....	64 pounds per bushel.

440. **Special fruits and nuts.**—In the counties in which the Supplemental Schedules for Special Fruits and Nuts, "A" and "B," are to be used, enumerators are to leave this section of the General Farm Schedule blank; placing *no figures* in the spaces for answers to Questions 203 to 212, but writing across these fruit questions either the words "No fruit" or the words "See Special Schedule," as the case may be. Special care must be given to the preparation of these schedules.

441. The Supplemental Schedule A for Special Fruits and Nuts is to be used by enumerators in specified counties of 5 States, as follows:

State	County	State	County
CALIFORNIA.....	All counties.	OREGON.....	Benton. Clackamas. Douglas. Lane. Linn. Malheur. Marion. Polk. Umatilla. Union. Washington. Wasco. Yamhill.
ARIZONA.....	Maricopa. Pinal. Yuma.		
IDAHO.....	Ada. Canyon. Gem. Payette.		
WASHINGTON.....	Benton. Clark. Walla Walla. Yakima.		

442. The Supplemental Schedule B for Special Fruits and Nuts is to be used by enumerators in specified counties of 5 States, as follows:

State	County	State	County
FLORIDA.....	All counties.	MISSISSIPPI.....	George. Hancock. Harrison. Jackson. Pearl River. Stone.
ALABAMA.....	Baldwin. Covington. Escambia. Mobile.		
LOUISIANA (parishes)	Beauregard. Cameron. Jefferson. Plaquemines. St. Bernard. St. Tammany. Terrebonne. Vermilion. Vernon.	TEXAS.....	Bee. Brazoria. Brooks. Cameron. Galveston. Harris. Hidalgo. Jefferson. Matagorda. San Patricio. Victoria. Willacy.

443. Questions 213 to 218. Forest products cut on this farm for home use or for sale.—Where one or more items are reported under Questions 213 to 218, woodland should be reported under either Question 11 or Question 13, or both, unless the woodland was cleared and made suitable for crops after the forest products were cut.

#### VALUE OF PRODUCTS OF THIS FARM

444. Section XV. Farm income.—The six Questions 221 to 226 are intended to ascertain as nearly as possible the gross income of each farm. Note particularly that gross receipts or values are desired without deduction for expenses of any kind. Income of the farmer from any source except this farm should never be included.

445. Many farmers do not keep books and will not be able to answer these questions as accurately as questions regarding the acreage and production of specific crops. Nevertheless they should be able to give an approximation which will enable the Bureau of the Census to classify farms in a broad way according to the amount of their income. You should insist on an estimate in every case, where exact figures are not available, even though the person who is now operating the farm and makes the report did not operate it in 1929. You should accept the estimates of the person furnishing the information unless they are obviously much too low or too high, in which case you may exercise your

own judgment, after duly discussing the probable figures with your informer.

446. You should assure each person furnishing such information that it is strictly confidential and intended for statistical purposes only. The data will not be disclosed to any person outside the Bureau of the Census, whether to tax officials or any others.

447. Questions 221 to 224 call for the gross value only of products sold or traded, not including products consumed on the farm for seed, feed, family use, or any other purpose. Most of the crops of 1929 will already have been sold at the time of enumeration, but some farmers may be holding certain products for future sale (Question 221). Do not include products produced during 1928 which may have been sold in 1929.

448. Question 224. Value of forest products.—The value of all forest products, as called for under Question 224, should include an estimate for those to be sold. This estimate should be based on the market value.

449. Question 225 calls for the value of products consumed by the farm family, not for those fed to animals, used for seed or for other similar purposes. In some cases the consumption of the farm family represents a considerable fraction of the total value of farm products, and an effort should be made to avoid underestimating the value of such consumption.

#### TOTAL FARM LAND OWNED

450. Section XVII. Total farm land owned anywhere in the United States.—Question 229 must be asked of *all* farm operators (owners, part-owners, managers, and tenants). If the answer is "Yes," then Questions 230 to 232 must be answered, and if a mortgage debt is reported under Question 232, then the interest charges must be reported under Question 233. Where mortgage debt and interest charges are reported under Questions 31 and 32, they must be included under Questions 232 and 233, when additional land is reported under Question 230.

451. Sample farm schedule.—Sample farm schedules have been sent to a large number of farmers. They were instructed to fill them out, showing the operations on their farms for the year 1929, and to hold them until the enumerator calls. If a farmer has prepared his report on one of the sample schedules, you should *go over the report with him*, make any necessary corrections or adjustments, and *copy* the report on a

General Farm Schedule (Form 15-90). The sample schedule which the farmer has filled out must be left with him. *In no instance should a report be forwarded to your supervisor on one of the "sample" forms.*

**THE SCHEDULES FOR INCIDENTAL AGRICULTURAL PRODUCTION AND LIVESTOCK, POULTRY, AND BEES NOT ON FARMS OR RANGES**

452. When to use these schedules.—In order to complete the enumeration of crops and livestock, special schedules (Forms 15-91 and 15-210) have been provided for securing returns for places of less than 3 acres, where the value of products is less than \$250, or where livestock, poultry, or bees are found in barns or elsewhere, not on farms or ranges. An individual enumerator will use only one of these forms. He will receive from his supervisor the form he is to use, with special instructions printed on the schedule itself. This schedule applies to city or village barns or stables, house lots, and small places in or near incorporated cities, towns, and villages, as well as to country districts proper. The animals, products, and crops are to be enumerated in the name of the person in whose care the place is on April 1, 1930, regardless of ownership.

453. The question whether any livestock, poultry, or bees are kept or crops were grown on the premises should be asked at each dwelling house enumerated on the Population Schedule, except in areas where the keeping of such livestock would be quite impossible. Inquiry should also be made at other places, such as factories, mills, mines, stores, stables, etc., in your district.

454. Schedule No. 2 (Form 15-210) is to be used in 340 counties, as follows:

ALABAMA	Madera. Marin.	FLORIDA	Grady. Miller.
Bullock. Elmore. Lee. Macon. Montgomery. Russell.	Mendocino. Merced. Orange. Riverside. Sonoma.	Brevard. Indian River. Lake. Okeechobee. Orange. Osceola. St. Lucie. Seminole. Volusia.	Mitchell. Seminole. Thomas.
ARKANSAS	COLORADO		IDAHO
Conway. Faulkner. Perry. Pulaski.	Adams. Arapahoe. Logan. Morgan. Phillips. Sedgwick. Washington. Weld. Yuma.		Ada. Boise. Elmore. Owyhee.
CALIFORNIA		GEORGIA	ILLINOIS
Del Norte. Fresno. Humboldt. Lake.		Baker. Brooks. Colquitt. Decatur. De Kalb. Dougherty. Early. Fulton.	Clark. Edgar. Iroquois. Macoupin. Montgomery. Sangamon. Vermillion.
	CONNECTICUT		
	Hartford.		

INDIANA	MINNESOTA	NEW YORK	Clinton. Cumberland. Dauphin. Lawrence. Lebanon. Lycoming. Potter. Tioga.
Marion.	Douglas. Grant. Otter Tail. Pope. Ramsey. Stevens. Traverse. Wilkin.	Dutchess. Erie. Niagara. Ontario. Orange. Putnam. Seneca. Wayne. Yates.	
IOWA			SOUTH CAROLINA
Dallas. Madison. Marion. Polk. Story. Warren.			Berkeley. Calhoun. Charleston. Colleton. Dorchester. Fairfield. Lexington. Richland.
	KANSAS	MISSISSIPPI	NORTH CAROLINA
	Butler. Harvey. McPherson. Sedgwick. Sumner.		Cabarrus. Chatham. Gaston. Harnett. Iredell. Johnston. Lee. Lincoln. Mecklenburg. Rowan. Wake.
	KENTUCKY	MISSOURI	NORTH DAKOTA
Bourbon. Clark. Estill. Fayette. Franklin. Henry. Lee. Oldham. Owen. Powell. Scott. Woodford.	Boone. Camden. Cole. Cooper. Jackson. Miller. Moniteau. Morgan. Osage.		Benson. Cavalier. Eddy. Grand Forks. Nelson. Pembina. Pierce. Ramsey. Rolette. Towner. Walsh.
	LOUISIANA	MONTANA	OHIO
Bossier. Caddo. De Soto. Jefferson. Orleans. Plaquemines. St. Bernard. Webster.	Big Horn. Carbon. Musselshell. Park. Stillwater. Sweet Grass. Treasure. Yellowstone.		Ashland. Coshocton. Delaware. Hamilton. Knox. Licking. Richland.
	MAINE	NEBRASKA	OKLAHOMA
Androscoggin. Franklin. Knox. Lincoln. Oxford. Sagadahoc.	Adams. Clay. Franklin. Hall. Kearney. Nuckolls. Webster.		Adair. Cherokee. Logan. McIntosh. Muskogee. Oklahoma. Payne. Sequoyah. Wagoner.
	MARYLAND	NEW HAMPSHIRE	OREGON
Baltimore. Cecil. Harford.	Merrimack. Rockingham. Strafford. Sullivan.		Clackamas. Clatsop. Columbia. Washington.
	MASSACHUSETTS	NEW JERSEY	PENNSYLVANIA
Worcester.	Camden. Gloucester.		Beaver. Butler.
	MICHIGAN	NEW MEXICO	
Branch. Calhoun. Kalamazoo. Oakland. Washtenaw.	Rio Arriba. Sandoval. San Juan. Santa Fe. Taos.		Armstrong. Bastrop. Brooks. Burlson. Cameron. Carson. Collingsworth. Dallam. Deaf Smith. Donley. Duval. Gray. Hansford. Harris. Hartley. Hempnill. Hidalgo. Hutchinson.
			TEXAS

Jim Hogg.	Williamson.	Charlotte.	WEST VIRGINIA
Jim Wells.	Zapata.	Halifax.	
Kenedy.	UTAH	Lunenburg.	McDowell.
Kleberg.		Mecklenburg.	Mercer
Lee.	Daggett.		Monroe.
Lipscomb.	Davis.	WASHINGTON	Raleigh.
Milam.	Salt Lake.		Summers.
Montgomery.	Summit.		Wyoming.
Moore.	Tooele.	Adams.	
Nueces.	Wasatch.	Asotin.	WISCONSIN
Ochiltree.		Columbia.	Bayfield.
Oldham.	VERMONT	Franklin.	Burnett.
Potter.		Garfield.	Dane.
Randall.	Addison.	Grant.	Douglas.
Roberts.	Bennington.	Lewis.	Polk.
Sherman.	Rutland.	Mason.	Rock.
Starr.	Washington.	Pierce.	Rusk.
Travis.		Thurston.	Sawyer
Webb.	VIRGINIA	Walla Walla.	Washburn.
Wheeler.	Appomattox.	Whitman.	
Willacy.	Campbell.		

Schedule No. 1 (Form 15-91) is to be used in all counties other than those listed above.

#### THE IRRIGATION SCHEDULES

455. These schedules on which are to be reported irrigation enterprises or projects that supply water to less than 5 farms will be supplied to enumerators in the 19 irrigation States listed in paragraph 408. The instructions for preparing them appear on the schedules. (See, also, pars. 408 to 412.)

#### THE DRAINAGE SCHEDULE

456. The schedule on which drainage enterprises are to be reported will not be prepared by enumerators, and for this reason they will not receive this schedule.

## APPENDIX

### EXTRACTS FROM THE CENSUS ACT APPROVED JUNE 18, 1929

SEC. 5. \* \* \* that each enumerator or other employee detailed to serve as enumerator shall be charged with the collection in his subdivision of the facts and statistics called for on 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. 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 for the census; 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, then it shall be lawful for the census employee 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.

SEC. 6. That the census of the population and of agriculture required by section 1 of this act shall be taken as of the 1st day of April, 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 change the date of commencement of 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. 7. 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 or be imprisoned not more than five years, or both.

SEC. 8. That any supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other employee who, having taken and subscribed the oath of office, 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 provision 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 upon conviction thereof shall 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 or other employee 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. 9. 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, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding \$100 or be imprisoned not exceeding sixty days, or both, and any such person who shall willfully give answers that are false shall be fined not exceeding \$500 or be imprisoned not exceeding one year, or both.

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 \$1,000, or be imprisoned for not exceeding one year, or both.

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 therefrom to any duly accredited representative of the Census Office, so as to permit 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.

SEC. 10. That it shall be the duty of every owner, official, agent, person in charge, or assistant to the person in charge, of any company, business, institution, establishment, religious body, or organization of any nature whatsoever, to answer completely and correctly to the best of his knowledge all questions relating to his respective company, business, institution, establishment, religious body, or other organization, or to records or statistics in his official custody, contained on any census schedule prepared by the Director of the Census under the authority of this act, or of the act to provide for a permanent Census Office, approved March 6, 1902, or of acts amendatory thereof or supplemental thereto; and any person violating the provisions of this section by refusing or willfully neglecting to answer any of said questions, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding \$500, or imprisoned for a period not exceeding sixty days, or both so fined and imprisoned, and any person violating the provisions of this section by willfully giving answers that are false shall be fined not exceeding \$10,000 or imprisoned for a period not exceeding one year, or both.

SEC. 11. That the information furnished under the provisions of this act shall be used only for the statistical purposes for which it is supplied. No publication shall be made by the Census Office whereby the data furnished by any particular establishment or individual can be identified, nor shall the Di-

rector of the Census permit anyone other than the sworn employees of the Census Office to examine the individual reports.

SEC. 12. That all fines and penalties imposed by this act may be enforced by indictment or information in any court of competent jurisdiction.

\* \* \* \* \*  
SEC. 14. 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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