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1870.

INSTRUCTIONS

TO

ASSISTANT MARSHALS.

Act of May 23, 1850.

CENSUS OFFICE,
DEPARTMENT OF THE INTERIOR.

WASHINGTON:
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THE UNITED STATES.

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INSTRUCTIONS TO ASSISTANT MARSHALS.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., May 1, 1870.

The following rules and instructions are published for the guidance of Assistant Marshals. Strict and literal compliance in every particular will be enforced. The Department will not recognize any claim for compensation until the whole work has been well and properly done.

J. D. COX,
Secretary of the Interior.

Gauci A. Walker,

Sup't of the Census.

GENERAL DIRECTIONS.

Assistant Marshals will begin the enumeration of their subdivisions, June 1, and continue it without interruption till the work is complete. Intermission of work will be sufficient cause for removal.

Assistant Marshals will report progress to the Marshal regularly once a fortnight: failure to do so will be sufficient cause for removal.

Each Assistant will provide himself with a secure portable inkstand, good ink, and a sufficient number of pens. All entries will be carefully dried with the blotting paper which accompanies each portfolio. Each page of schedules will be numbered in exact order as filled, and when filled. The first page of the first sheet of each of the five schedules (Inhabitants, Mortality, Agriculture, &c.) must be numbered 1; first page of second sheet, 5; first page of third sheet, 9; and so on, continuously, until the township, or borough, or parish (or ward of a city) is completed. Begin each township, borough, &c., with a new sheet, or new half sheet (without tearing it off). Use the greatest care to preserve your blanks from unnecessary exposure, and your schedules, when filled, from loss. Let no one meddle with your papers. Carry as little finished work as possible, and as few schedules at a time as will answer your purpose. Always carry the full pamphlet of instructions.

Sheets must never be folded, either in the course of enumeration, or in transmission to Marshals, or to the Census Office. Whenever sheets are sent in sufficient number to allow it, they will be sent in flat packages, at length. When the package is too small for this, the sheets will be *rolled*.

Half sheets will not be used, except when they are the *last* or the *only* sheets (of that schedule) from that subdivision. A limited number of half sheets is furnished for use in the smaller subdivisions.

There are certain columns on each schedule which must be filled in every case, or the work of enumeration has not been performed.

Such are :

3, 4, 5, 6, 10,	on Schedule 1,
1, 2, 3, 4, 5, 7, 10, 12,	“ Schedule 2,
1, 2, 52,	“ Schedule 3,
1, 2, 3, 12, 15, 18,	“ Schedule 4.

When the Census Office is put to trouble and expense, by having to obtain through subsequent correspondence the answers to these questions, the cost of clerk hire and correspondence to the Department will be estimated, and deduction will be made for work not done. The attention of Assistant Marshals is invited, in this connection, to the phraseology of the law fixing the rates of compensation. “For each farm *fully returned*, ten cents; for each establishment of productive industry, *fully taken and returned*, fifteen cents.” (Section 13, act of May 23, 1850.)

After enumerating a family, farm, shop, &c., the entries made should be read over to the party giving the information, that all mistakes may be corrected on the spot, at the time. This is a requirement of law.

The name of the town, township, parish, &c., of the county, of the State, and of the post office; the day of the month, and the month, and the name of the Assistant Marshal, in his own handwriting, must be filled into the proper spaces on each page, except in the case of the Agricultural Schedule, where each alternate page will be signed and filled as above required.

On all the schedules, when Values are required to be stated, omit fractions of a dollar.

As far as possible, Assistant Marshals will have the first copy of their returns made from the sheets as they are completed, so that the full returns may be sent to the Marshal at the earliest practicable moment after the enumeration closes. Great pains will be taken in comparing the copy intended for the Census Office with the originals, point by point. The second copy required by law will be forwarded to the Marshal when completed. At the end of each set of returns, the Assistant Marshal will certify that they were made according to law and instructions.

Special attention will be paid to the rules relating to the distribution, care, and use of blanks, laid down in circular from the Department of the Interior, of May 12th, 1870.

Assistant Marshals will return their portfolios to the Marshals when their duties are completed.

The tenth section of the act of May 23, 1850, requires that the Assistant Marshal shall make the enumeration by actual inquiry at every dwelling-house, or by personal inquiry of the head of every family, and not otherwise. The duty cannot be performed by deputy or proxy. General publication will be made of the fact, so that citizens may know their rights, and resent unauthorized intrusion or inquiry. When persons properly subject to enumeration refuse to give information in the particulars required, they will be admonished of their liability under the provisions of the fifteenth section of the act of May 23, 1850. Assistant Marshals will, however, make as little show as possible of authority. They will approach every individual in a conciliatory manner; respect the prejudices of all; adapt their inquiries to the comprehension of foreigners and persons of limited education; and strive in every way to relieve the performance of their duties from the appearance of obtrusiveness. Anything like an overbearing disposition should be an absolute disqualification for the position.

No graver offense can be committed by Assistant Marshals than to divulge information acquired in the discharge of their duty. All disclosures should be treated as strictly confidential, with the exception hereafter to be noted in the case of the Mortality Schedule. Information will be solicited of any breach of confidence on the part of Assistant Marshals. The Department is determined to protect the citizen in all his rights in the present Census.

Assistant Marshals, on receiving notice of their appointment, are advised and requested to prosecute informal inquiries, within the limits of civility and discretion, in any direction which will enable them the better to begin and complete their work; especially to make themselves as intelligent as possible in regard to the industrial character of their subdivisions, and the peculiar conditions of each important industry.

INHABITANTS.—SCHEDULE 1.

Numbering.—Dwelling-houses and Families will be numbered consecutively, in order as visited, until the township, borough, or parish (or ward of a city) is completed, when a new numbering will begin, as is the case with the numbering of pages.

Dwelling-houses.—By “Dwelling-house” is meant a house standing alone, or separated by walls from other houses in a block. Only such buildings are to be reckoned as dwelling-houses as have been used as the entire habitation of a family. But houses only temporarily uninhabited are to be returned and numbered in order. In that case, a dash, thus, ——, will be drawn through column No. 2, and the remaining spaces on the line be left blank. Hotels, poor-houses, garrisons, asylums, jails, and similar establishments, where the inmates live habitually under a single roof, are to be regarded as single dwelling-houses for the purposes of the Census. The character of such establishments should be written longitudinally in the column.

Eating-houses, Stores, Shops, &c.—Very many persons, especially in cities, have no other place of abode than stores, shops, &c.; places which are not primarily intended for habitation. Careful inquiry will be made to include this class, and such buildings will be reckoned as Dwelling-houses within the intention of the Census law; but a watchman, or clerk belonging to a family resident in the same town or city, and sleeping in such store or shop merely for purposes of security, will be enumerated *as of his family*.

Families.—By “Family” (Column 2) is meant one or more persons living together and provided for in common. A single person, living alone in a distinct part of a house, may constitute a family; while, on the other hand, all the inmates of a boarding-house or a hotel will constitute but a single family, though there may be among them many husbands with wives and children. Under whatever circumstances, and in whatever numbers, people live together under one roof, and are provided for at a common table, there is a family in the meaning of the law.

Names of Individuals.—In column 3 will be entered the Name of every person in each family, of whatever age, including the Names of such as were temporarily absent on the 1st day

of June, 1870. The name of any member of the family who may have died between the 1st day of June, 1870, and the day of the Assistant Marshal's visit is to be entered, and the person fully described, as if living; but the name of any person born during that period is to be omitted. The name of the father, mother, or other ostensible head of the family (in the case of hotels, jails, &c., the landlord, jailor, &c.) is to be entered first of the family. The family name is to be written first in the column, and the full *first, or characteristic* christian or "given" name of each member of the family in order thereafter. So long as the family name remains the same for the several members, it need not be repeated, provided a clear horizontal line be drawn in the place it would occupy, thus:

Smith, John.

—— Elizabeth.

Place of Abode.—By "Place of Abode" is meant the house or usual lodging place. All persons temporarily absent on journey or visit are to be counted as of the family; but children and youth absent for purposes of education on the 1st of June, and having their home in a family where the school or college is situated, will be enumerated at the latter place.

Sea-faring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors' boarding or lodging house, if they *acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house. Persons engaged in internal transportation, canal-men, express-men, railroad-men, &c., if they habitually return to their homes in the intervals of their occupation, will be reported as of their families, and not where they may be temporarily staying on the 1st of June.

PERSONAL DESCRIPTION.

Columns 4, 5, and 6 must, in every case, be filled with the age, sex, or color of the person enumerated. No return will be accepted when these spaces are left blank.

Ages.—The exact age, in figures, will be inserted in column 4, wherever the same can be obtained; otherwise, the nearest approx-

mation thereto. Where the age is a matter of considerable doubt, the Assistant Marshal may make a note to that effect. Children, who, on the 1st of June, 1870, were less than a year old, will have their age stated by the fractional part of the year, as, (one month) $\frac{1}{12}$, (three months) $\frac{3}{12}$, (nine months) $\frac{9}{12}$, &c. In all other cases, months will be omitted. The age taken is the age at last birthday.

Color.—It must not be assumed that, where nothing is written in this column, "White" is to be understood. The column is always to be filled. Be particularly careful in reporting the class *Mulatto*. The word is here generic, and includes quadroons, octo-rooms, and all persons having any perceptible trace of African blood. Important scientific results depend upon the correct determination of this class in Schedules 1 and 2.

(For reporting Occupation, see remarks at the close of the instructions in regard to this schedule.)

Property—Column 8 will contain the value of all Real Estate owned by the person enumerated, without any deduction on account of mortgage or other incumbrance, whether within or without the Census subdivision or the county. The value meant is the full market value, known or estimated.

"Personal Estate," column 9, is to be inclusive of all bonds, stocks, mortgages, notes, live stock, plate, jewels, or furniture; but exclusive of wearing apparel. No report will be made when the personal property is under one hundred dollars.

Column 10 will contain the "Place of Birth" of every person named upon the schedule. If born within the United States, the State or Territory will be named, whether it be the State or Territory in which the person is at present residing or not. If of Foreign birth, the Country will be named as specifically as possible. Instead of writing "Great Britain" as the place of birth, give the particular country, as England, Scotland, Wales. Instead of "Germany," specify the State, as Prussia, Baden, Bavaria, Wurtemberg, Hesse Darmstadt, &c.

The inquiries in columns numbered 11, 12, 15, 16, 17, 19, and 20, are of such a nature that these columns only require to be filled when the answer to the inquiry is "Yes." If the person being enumerated had a father or mother of foreign birth; if he or she

attended school during the year; if he or she cannot read or cannot write; if he is a citizen of the United States above the age of twenty-one years, and if, being such citizen, his right to vote is denied or abridged on other grounds than participation in rebellion or other crime, then an affirmative mark, thus, /, will be drawn in each of the above columns, opposite the name.

Education.—It will not do to assume that, because a person can read, he can, therefore, write. The inquiries contained in columns 16 and 17 must be made separately. Very many persons who will claim to be able to read, though they really do so in the most defective manner, will frankly admit that they cannot write. These inquiries will not be asked of children under ten years of age. In regard to all persons above that age, children or adults, male and female, the information will be obtained.

At School.—It is not intended to include those whose education has been limited to Sunday or evening schools.

Deaf and Dumb, Blind, Insane, or Idiotic.—Great care will be taken in performing this work of the enumeration, so as at once to secure completeness and avoid giving offense. Total blindness and undoubted insanity only are intended in this inquiry. Deafness merely, without loss of speech, is not to be reported. The fact of idiocy will be better determined by the common consent of the neighborhood, than by attempting to apply any scientific measure to the weakness of the mind or will.

CONSTITUTIONAL RELATIONS.

Upon the answers to the questions under this head will depend the distribution of representative power in the General Government. It is therefore imperative that this part of the enumeration should be performed with absolute accuracy. Every male person born within the United States, who has attained the age of twenty-one years, is a citizen of the United States by the force of the Fourteenth Amendment to the Constitution; also, all persons born out of the limits and jurisdiction of the United States, whose fathers at the time of their birth were citizens of the United States (act of February 10, 1855); also, all persons born out of the limits and jurisdiction of the United States, who have been declared by

judgment of Court to have been duly Naturalized, having taken out *both* "papers."

The part of the enumerator's duty which relates to column 19 is therefore easy, but it is none the less of importance. It is a matter of more delicacy to obtain the information required by column 20. Many persons never try to vote, and therefore do not know whether their right to vote is or is not abridged. It is not only those whose votes have actually been challenged, and refused at the polls for some disability or want of qualification, who must be reported in this column; but all who come within the scope of any State law denying or abridging suffrage to any class or individual on any other ground than participation in rebellion, or legal conviction of crime. Assistant Marshals, therefore, will be required carefully to study the laws of their own States in these respects, and to satisfy themselves, in the case of each male citizen of the United States above the age of twenty-one years, whether he does or does not come within one of these classes.

As the Fifteenth Amendment to the Constitution, prohibiting the exclusion from the suffrage of any person on account of race, color, or previous condition of servitude, has become the law of the land, all State laws working such exclusion have ceased to be of virtue. If any person is, in any State, still practically denied the right to vote by reason of any such State laws not repealed, that denial is merely an act of violence, of which the courts may have cognizance, but which does not come within the view of Marshals and their Assistants in respect to the Census.

Indians.—"Indians not Taxed" are not to be enumerated on Schedule 1. Indians out of their Tribal relations, and exercising the rights of citizens under State or Territorial laws, will be included. In all cases write "Ind." in the column for *Color*. Although no provision is made for the enumeration of "Indians not taxed," it is highly desirable, for statistical purposes, that the number of such persons not living upon Reservations should be known. Assistant Marshals are therefore requested, where such persons are found within their subdivisions, to make a separate memorandum of names, with sex and age, and embody the same in a special report to the Census Office.

Occupation.—The inquiry “Profession, Occupation, or Trade,” is one of the most important questions of this schedule. Make a study of it. Take especial pains to avoid unmeaning terms, or such as are too general to convey a definite idea of the occupation. Call no man a “factory hand” or a “mill operative.” State the kind of a mill or factory. The better form of expression would be, “works in cotton mill,” “works in paper mill,” &c. Do not call a man a “shoemaker,” “bootmaker,” unless he makes the entire boot or shoe in a small shop. If he works in (or for) a boot and shoe factory, say so.

Do not apply the word “jeweler” to those who make watches, watch chains, or jewelry in large manufacturing establishments.

Call no man a “commissioner,” a “collector,” an “agent,” an “artist,” an “overseer,” a “professor,” a “treasurer,” a “contractor,” or a speculator,” without further explanation.

When boys are entered as apprentices, state the trade they are apprenticed to, as “apprenticed to carpenter,” “apothecary’s apprentice.”

When a lawyer, a merchant, a manufacturer, has retired from practice or business, say “retired lawyer,” “retired merchant,” &c. Distinguish between fire and life insurance agents.

When clerks are returned, describe them as “clerk in store,” “clerk in woolen mill,” “R. R. clerk,” “bank clerk,” &c.

Describe no man as a “mechanic” if it is possible to describe him more accurately.

Distinguish between stone masons and brick masons.

Do not call a paper-bonnet maker a bonnet manufacturer, a lace maker a lace manufacturer, a chocolate maker a chocolate manufacturer. Reserve the term Manufacturer for proprietors of establishments: always give the *branch* of manufacture.

Whenever merchants or traders can be reported under a single word expressive of their special line, as “grocer,” it should be done. Otherwise, say dry goods merchant, coal dealer, &c.

Add, in all cases, the class of business, as wholesale (wh.), retail (ret.), importer (imp.), jobber, &c.

Use the word Huckster in all cases where it applies.

Be very particular to distinguish between farmers and farm laborers. In agricultural regions this should be one of the points

to which the Assistant Marshal should especially direct his attention.

Confine the use of the words "glover," "hatter," and "furrier" to those who *actually make*, or make up, in their own establishments, all, or a part, of the gloves and hats or furs which they sell. Those who only sell these articles should be characterized as "glove dealer," "hat and cap dealer," "fur dealer."

Judges (state whether federal or State, whether probate, police, or otherwise) may be assumed to be lawyers, and that addition, therefore, need not be given; but all other *officials* should have their profession designated, if they have any, as "retired merchant, governor of Massachusetts," "paper manufacturer, representative in legislature." If anything is to be omitted, leave out the office, and put in the occupation.

As far as possible distinguish machinists as "locomotive builders," "engine builders," &c.

Instead of saying "packers," indicate whether you mean "pork packers" or "crochery packers," or "mule packers."

The organization of domestic service has not proceeded so far in this country as to render it worth while to make distinction in the character of work. Report all as "domestic servants."

Cooks, waiters, &c., in hotels and restaurants will be reported separately from domestic servants.

The term "house-keeper" will be reserved for such persons as receive distinct *wages* or *salary* for the service. Women keeping house for their own families or for themselves, without any other gainful occupation, will be entered as "keeping house." Grown daughters assisting them will be reported without occupation.

You are under no obligation to give any man's occupation just as he expresses it. If he cannot tell intelligibly what he *is*, find out what he *does*, and characterize his profession accordingly.

The inquiry as to Occupation will not be asked in respect to infants or children too young to take any part in production. Neither will the doing of domestic errands or family chores out of school be considered an occupation. "At home" or "attending school" will be the best entry in the majority of cases. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting

in mechanical or agricultural industry, the occupation should be stated.

MORTALITY.—SCHEDULE 2.

Assistant Marshals will not omit to *take out the Schedule of Mortality* in the case of every family, and ask whether any deaths have occurred in the family within the twelve months ending June 1, 1870. Care should be taken to have it understood that the period covered by the inquiry is from the 1st of June, 1869, to the 31st of May, 1870, inclusive; otherwise, many will understand by the phrase, "within the year," since January 1, 1870; or by the phrase, "last year," the year ending December 31, 1869. The Deaths reported in previous enumerations have fallen far short of the total number known to have occurred. This is owing to the fact that Assistant Marshals have been indifferent on the subject, considering the compensation allowed for the service as not proportioned to the time consumed and the trouble caused. Assistant Marshals will, however, understand that, in the present Census, *the proportion between deaths and living inhabitants* will be carefully scrutinized, and whenever the ratio is such as to make it probable that considerable omissions from the table of Mortality have occurred, *payment will be withheld* until inquiry—local, if necessary—has been made, and the Department is satisfied that the work has been faithfully performed in this particular. This rule will be rigidly enforced in all cases.

All the explanations given in regard to Schedule No. 1 apply to Schedule No. 2, so far as the inquiries are common.

Families.—In column 1 will be entered the number which was given in column 2, Schedule 1, to the family in which the death occurred. Hence the numbers of the families on Schedule 2 will not be consecutive, as they are on Schedule 1.

Names.—In column 2 will be entered the name of every person whose death occurred during the year ending June 1, 1870. The family *wherein the death occurred*, if from disease, will be considered the "Place of Abode." Where, however, death was sudden or violent, and occurred outside of any habitation, the usual place of abode of the deceased will be given. If it should come to the knowledge of the Assistant Marshal that any violent or sudden

deaths occurred within their subdivisions, under circumstances which rendered it reasonably certain that the deaths could not or would not be *reported elsewhere*, as, for example, of a vagrant, the death should be reported, with a statement of the fact, and with as much information in regard to age, sex, color, &c., as can be obtained. In such case, the deceased person will not be reported as of any family. Deaths which have occurred between the 1st of June and the day of the enumerator's visit will not be reported; but the person will be reported as living on the 1st of June.

Married and Widowed.—Column 6 will only be filled where deceased was, at the time of death, either married or widowed. The letter "M." will be written for married: the letter "W." for widowed. The term Widowed includes both widows and widowers.

Parentage.—The columns (8 and 9) headed "Father of foreign birth," "Mother of foreign birth," need only be filled when the answer is affirmative, in which case an affirmative mark, thus, /, will be drawn in the space.

Diseases.—The twelfth question, "Disease or Cause of Death," is the important question of this Schedule. Especial pains will be taken to make the answers in this column ample and exact. State the character of the disease, or of the accident, as specifically as possible. The majority of cases will fall under a few simple and familiar heads, as Consumption, Typhoid Fever, Cholera Infantum. Whenever the disease is not familiar, more than common pains should be taken to ascertain the correct form of statement. It is only necessary that each Assistant Marshal should be at a few minutes' additional trouble in regard to each of half a dozen such cases, to remove nine-tenths of all the absurd and unnecessary terms which have heretofore embarrassed the work of compilation.

The following more specific directions and warnings should be carefully studied and observed:

Experience has shown an almost fatal facility on the part of persons making return of Diseases to confound Apoplectics, Epileptics, and Paralytics. Assistant Marshals will assure themselves that they understand the difference between these diseases, and that, as far as possible, the persons reporting them do.

It is desirable that distinction should be made between *acute* and

chronic bronchitis, *acute* and *chronic* diarrhoea, *acute* and *chronic* dysentery, *acute* and *chronic* rheumatism, as causes of death.

Cerebro-spinal meningitis should not be confounded with either brain or spinal disease.

Great caution should be exercised about reporting Old Age a cause of death. Wherever any defined disease was developed, let that be reported, and not old age.

Instead of reporting "*Hemorrhage*" simply as the cause, the death should be assigned to consumption, to hemorrhage from the stomach, hemorrhage from the bowels, or hemorrhage resulting from gun-shot wounds, &c., &c., as the case may have been.

Death should not be attributed to "*Intemperance*," where a distinct disease was developed, as delirium tremens, cirrhosis of the liver, or apoplexy.

If "*Ulceration of intestines*" is due to typhoid fever, the latter should be given as the cause.

In reporting "*Suicide*," distinguish the means, whether cutting of throat, drowning, shooting, poisoning, charcoal suffocation, or other.

"*Sudden Death*" should only, in the rarest cases, be reported in this column. It is in this class of cases, generally speaking, that the real cause of death can be most easily and certainly determined.

"*Died of Cold Water*" is nearly as objectionable as "died of hemorrhage" or "died of intemperance."

"*Inflammation*" as cause of death is unsatisfactory. It should be "inflammation of brain, of stomach, of bowels, of peritoneum, of pleura," &c. So of "Dropsy," whether of the heart, of the chest, of the abdominal cavity (ascites), &c.

The words "cancers," "ulcers," "carbuncles," and "tumors," should not be indiscriminately used in assigning cause of death,

Typhus, typhoid, and typho-malarial fevers should be carefully distinguished.

As few deaths as possible should be reported under such general terms as "disease of the throat," "disease of the brain," "disease of the liver," "disease of the lungs," "disease of the bowels," "disease of the spine," &c., &c. These should, as far as possible, be reported under special heads. Disease of the liver should be

reported as hepatitis, jaundice, &c.; disease of the heart, as aneurism, valvular disease, hypertrophy, dropsy of pericardium, &c., &c.

Remarks.—A space is left at the bottom of each page of this schedule for remarks. It is desired that the Assistant Marshals should there describe any particular malady or unusual or peculiar disease which has prevailed in the subdivision, and the supposed cause thereof. In case of any unusual number of deaths by violence or accident (as by the caving of a mine or similar calamity), an explanation should be given in the space for Remarks.

Assistant Marshals are authorized to add to the Mortality lists of their subdivisions the names of all persons who are shown by the official records to have died within the subdivision during the year, but whose names have escaped them during the course of enumeration. This permission, however, only extends to *supplementing* the usual method of inquiry (by personal visit to each house) by means of official records. It will not allow of official records being *substituted* for personal inquiry. In all such cases, the facts of Age, Occupation, Nativity, &c., &c, must be obtained as required by the schedule.

Assistant Marshals will, very likely, in the course of enumeration, find some physician who will be willing, out of public spirit and professional interest, to glance over the entire list of diseases and correct a defective classification. If the death has, within his knowledge, been assigned to a wrong cause, he will indicate the true one. Assistant Marshals are authorized to submit this schedule to inspection for this purpose.

AGRICULTURE.—SCHEDULE 3.

“Farms,” for the purposes of the agricultural schedule, include all considerable nurseries, orchards, and market gardens which are owned by separate parties, which are cultivated for pecuniary profit, and employ as much as the labor of one able-bodied workman during the year. Mere cabbage and potato patches, family vegetable gardens, and ornamental lawns, not constituting a portion of a farm for general agricultural purposes, will be excluded. No farm will be reported of less than three acres, unless five hundred dollars’ worth of produce has been actually sold off from it during the year. The latter proviso will allow the inclusion of

many market gardens in the neighborhood of large cities, where, although the area is small, a high state of cultivation is maintained, and considerable value produced.

A farm is what is owned or leased by one man and cultivated under his care. A distant wood lot, or sheep pasture, even if in another subdivision, is to be treated as a part of the farm; but wherever there is a resident overseer, or a manager, there a farm is to be reported.

The amounts of the various crops will be estimated according to the best judgment of the proprietor or manager, where no exact account is kept.

By "Improved Land" is meant cleared land used for grazing, grass, or tillage, or lying fallow.

Irreclaimable marshes and considerable bodies of water will be excluded in giving the area of a farm improved and unimproved.

In reporting live stock, columns 12, 13, and 14, sucking pigs, spring lambs, and calves will be omitted. Column 15 requires the total value of live stock of every description, whether enumerated in the preceding columns or not.

In the "Produce of the Year" will be included the total of all crops, &c., whether consumed at home or sold off the farm.

By Clover and Grass seeds is intended only that which has been cleared for use or prepared for market.

In reporting Molasses, other than from cane, the letter "M." for maple, "S." for sorghum, will be inserted in the space above the figures denoting quantity.

Where Hemp is prepared by water-rotting, the letters "W. R." will be inserted in the space above the figures. Where no letters are inserted, dew-rotting will be understood. If any other process than these two is used in preparing the hemp reported, the fact will be indicated by a foot-note.

Under "Home-made Manufactures" is to be included the value of all articles manufactured on the farm, whether for home use or for sale, when the same has not been reported upon the Products of Industry (Schedule No. 4). The value of materials *purchased* for such manufactures will be deducted.

The total value of "Annual Production," column 52, is intended to exhibit the total results of all the labor of the farm during the

year, whether in the production of crops, in additions to stock, in fencing, or in improvements of any description, so far as the same are due to farm labor. Building, fencing, &c., by professional mechanics, will not be included. Neither will a speculative rise of land, nor an enhancement of values by the opening of railroads, &c, be reckoned in the Annual Production of the Farm.

Great care will be taken, in reporting Production, in every case to give the amount according to the unit of quantity prescribed by the printed form, as tons, pounds, bushels, &c

PRODUCTS OF INDUSTRY.—SCHEDULE 4.

The term "Productive Industry" must be understood, in its largest significance, to include all Manufacturing, Mechanical, and Mining operations, and also all coast, lake, and river Fisheries. The smallest shop must not be omitted, provided the production reaches \$500 annually, *including the cost of materials*. It is believed that but few shops, which employ the entire labor of one able-bodied artisan, fall short of this limit at the present prices of labor. Assistant Marshals will take pains to reach all the productive establishments, large and small, within their subdivisions. It is not necessary that there should be a distinct shop to constitute an establishment of productive industry in the meaning of the law. A room finished off in the barn, or a chest of tools kept in the corner of the house, may constitute a distinct establishment, *provided the artisan does not habitually work in any other shop which could be separately enumerated*. Assistant Marshals will do well, therefore, when any one reports his occupation (for the purposes of Schedule No. 1) as a carpenter, blacksmith, plumber, painter, mason, or other skilled artisan, to ascertain, by inquiry, whether his labor is included in the production of any mechanical establishment; and, if not, *the place where he keeps his tools or does his work may be reported as an establishment of productive industry* for the purposes of the Census. This rule only applies to the TRADES, and not to unskilled labor.

When large manufacturing corporations are part in one subdivision and part in another, they should be reported in that subdivision where the office is.

The products, &c., of manufacturing establishments will not be

reported at their sales-rooms, when there is an office in connection with the factory, where the account of materials, labor, and product is kept.

Where two establishments, having each a distinct Production, are owned by one and the same person, they will be separately reported, the name of the owner being repeated.

Where the same establishment carries on two *successive processes* of Manufacturing, as, for example, when a forge and rolling mill, or a furnace and foundry, are united, the Materials and Productions of each will be separately given. It may be necessary, in such cases, to estimate in regard to the share of each portion of the establishment rather more freely than would be desirable in establishments of less complex production. It is desirable to have the facts of each distinct line of manufacture by themselves, so that the returns of every industrial interest may be tabulated without intermixture of others.

It is not believed to be necessary to explain at length the use of the word "Materials" in respect to manufactures. It will be enough to say that what is the Product of one establishment may become the Material of another: as, iron ore is the product of the mine, but the material of the furnace, which produces iron in pigs, to become, again, the material of the foundry.

Each page of Schedule 4 is divided into ten spaces, each intended to report one establishment. One line is drawn across the entire page, on which to report the name of the establishment, kind of product, labor employed, wages, &c., as well as the kind, quantity, and value of the material consumed, and of the article produced, where the material and production are of only one kind each. *Additional lines* are drawn under the latter heads, for use in those cases where Materials and Products are of more than one kind. In case of very large establishments, with great variety of products, the space intended for two establishments may be taken.

In column 1 the name of the individual, or the style of the firm or corporation, should be written with sufficient fullness and distinctness to enable the Census Office to conduct such subsequent correspondence as may be necessary.

In column 2 the kind of business and character of product should be described as *specifically* as possible; as, for example,

fishing hooks, hoisting apparatus, skirt supporters, speaking tubes, &c. General terms will be avoided, when specific and technical terms will cover the operations.

The cost of Superintendence, Rent, Freight, and other general expenses of a manufacturing establishment are not to be included in "Materials." "*Mill supplies*" and "*Fuel*" should be included.

The statement of "Kinds" and "Quantities" of Materials and of Products is not required in the case of those mechanical establishments whose materials and productions are of a *minor and miscellaneous* character, such as carpenters' and blacksmiths' shops, small gun shops, &c.

When the production is *all of one kind*, it should be reported by kinds and quantities, no matter how small the amount.

Every factory, every mill of considerable size, must be enumerated in this way. To make the returns of "Kinds" and "Quantities" of any value, it is essential that they should conform to a distinct classification, so that the product of all establishments in the same line of business throughout the country can be added together. In the case of every establishment, the TOTAL VALUE of all Materials consumed, and of all Products, alike those specified and those not specified, will be given in the proper columns for Values.

The following tables exhibit the specifications of Materials and Products which it is desirable to have made in the case of certain of the larger industries of the country; also, the necessary forms for reporting the facts relative to power and machinery. So far as possible, enumerators will conform to this classification.

RESOURCE AND MACHINERY.

RESOURCE.—State whether power is obtained from steam, water, wind, horse, or hand. In salt works, state whether salt is obtained by solar evaporation or by boiling.

MACHINERY.—If steam power is used, state number of engines and aggregate horse-power. If water power, number of wheels and horse power, or, if more convenient, state the diameter and width of wheel, and the "head" and amount of water.

In Cotton Mills.—Number of looms; number frame spindles; number mule spindles.

Print Works.—Number of print machines.

Woolen Mills.—Number sets of cards; aggregate daily capacity in carded wool; number broad looms; number narrow looms; number spindles.

Worsted Mills.—Number of combing machines of domestic make, and number of foreign make; number of knitting machines; number of spindles; number of looms; number of braiders.

Carpet Mills.—Number of hand-looms; number power-looms.

Cordage Factories.—Number of spinning jennies.

Paper Mills.—Number of paper engines; number paper machines, and estimated maximum capacity in tons per day.

Hat and Cap Establishments.—Number of sewing machines.

Boot and Shoe Factories.—Number of pegging machines; number sewing machines.

Iron Foundries.—Number of blast furnaces, with description and capacity.

In Grist and Flouring Mills.—Number runs-of-stone, and estimated maximum capacity per day.

In Salt Works.—Number of vats, and aggregate area in square feet, if salt is obtained by solar evaporation. If by boiling, number of blocks; number of kettles, and aggregate capacity in gallons.

Saw Mills.—Number of saws. If "gangs," state total number of saws.

MATERIALS.

Cotton Mills.—Pounds of cotton.

Print Works.—Cost of chemicals and dye-stuffs; value of the cloth before printing.

Woolen Mills.—Chemicals and dye-stuffs; pounds of foreign wool (including goats' hair, camels' hair, &c., mohair, alpaca); pounds domestic wool; pounds shoddy; pounds cotton.

Worsted Mills.—Pounds of wool, foreign and domestic; pounds cotton; worsted yarn bought for use.

Carpet Mills.—Pounds of wool; pounds cotton; pounds flax.

Hosiery Mills.—Pounds of cotton; pounds foreign wool; pounds domestic wool; pounds shoddy.

Cordage Factories.—Tons of Manilla hemp; tons Russian hemp;

tons American hemp; tons flax, tow, cotton, junk, jute, Sunn hemp, Sisal grass, and other materials.

Hat and Cap Factories.—Pounds of wool; pounds fur; yards plush.

Boot and Shoe Factories.—Number of sides and value of sole leather; number of sides and value of upper leather; value of other leather used.

Iron Furnaces.—Tons of iron ore used; tons anthracite coal; bushels bituminous coal; bushels charcoal.

Iron Foundries.—Tons of pig metal; tons coal.

Rolling Mills and Forges.—Tons of blooms; tons pig metal; tons ore; tons coal.

Steel Works.—Tons of blooms; tons pig iron; tons bar iron; tons scrap iron; tons of coal.

Paper Mills.—Tons of domestic rags; tons foreign rags; old paper; cotton waste; Manilla stock; straw; corn stock; Esparto grass; cords poplar wood; other wood; other material for pulp; cost of all chemicals.

Grist and Flouring Mills.—A distinction must be made between what is ground for private owners and what is ground on personal venture. Where mills do both, the business in each will, if possible, be reported separately.

If "ground for owners," give bushels of grain; tons of dye-woods; bushels of salt; tons of lime; with the value before and after grinding. If "ground on personal venture," give bushels of grain, &c., ground as Material; and for Product, the barrels of flour, bushels of rye, corn meal, &c.

Salt Works.—Tons of coal; cords wood.

Gas Works.—Tons of American coal; tons foreign coal; casks lime; pounds sulphate of iron.

PRODUCT.

Cotton Mills.—Yards of sheetings and shirtings and twilled goods; yards of lawns and fine muslins; yards of printing cloths; pounds of yarn not woven; dozens of spool thread; yards of warps; pounds of batts, wicking, and wadding; number of table cloths, quilts, and counterpanes; number and pounds of seamless bags;

pounds of cordage, lines, and twines; pounds miscellaneous articles; TOTAL POUNDS PRODUCED.

Print Works.—Number yards of cloth printed; value when printed.

Woolen Mills.—Yards of cloth, cassimeres, and doeskins; pounds yarn; pairs blankets; number shawls; dozens hosiery; yards felted cloth; yards flannels. *Mixed Goods.*—Yards satinets; yards linseys; yards kerseys; yards jeans; yards negro cloths; value of miscellaneous articles.

Worsted Mills.—Yards of mousseline de laines; yards cashmeres and Coburgs; yards Orleans coatings and poplins; yards alpacas; yards "all worsted" dress goods; yards other worsted dress goods; number woven shawls; yards balmorals; yards bunting and lasting; pounds of yarn for carpets and hosiery; pounds of braids and lacings; value of fancy goods, ladies' hoods, and knit shawls.

Carpet Mills.—Yards of Wilton carpeting; yards Brussels; yards Venetian; yards velvet; yards three-ply ingrain; yards two-ply ingrain; yards felt carpeting; yards druggets and rugs.

Hosiery Mills.—Dozens pairs of hose and half-hose; dozens drawers, shirts, and jackets; dozens opera hoods and scarfs; pairs gloves and mittens; yards of stockinet; value of miscellaneous articles.

Cordage Factories —Pounds of Manilla rope; pounds other rope; pounds shoe thread; pounds fishing and clothes lines and bed-cord; pounds twine and thread; pounds oakum.

Hats and Caps.—Dozens hat bodies (not made up); number silk hats; dozens fur, felt, or wool hats; dozens caps.

Boot and Shoe Factories —Number pairs of boots (for men's, youths', boys', and children's wear); number pairs shoes (for men's, youths', boys', women's, misses', and children's wear).

Iron Furnaces.—Tons of pig iron; tons castings; tons malleable iron.

Iron Foundries.—Number of car wheels; running feet of iron railing; number hot-air furnaces; number cooking ranges; number stoves; value of all hollow-ware; value of malleable iron castings.

Rolling Mills and Forges.—Tons of bar iron; tons of galvanized

iron ; tons of boiler and nail plate ; tons of sheet iron ; tons of wire, rod, tire, and other iron ; tons railroad iron ; tons of anchors and chains ; tons of rivets ; tons nails ; tons spikes ; tons of blooms ; tons miscellaneous products.

Steel Works.—Tons of cast or shear steel ; tons puddled or blistered steel ; tons Bessemer steel.

Paper Mills.—Tons of printing paper ; tons writing paper ; tons wrapping paper ; tons straw pasteboard ; pounds colored papers ; tons wall paper ; pounds bank-note paper ; pounds other paper.

Gas Works.—Cubic feet of gas ; pounds coal tar ; bushels coke.

Iron-Bridge and Roof-Building Establishments.—Number of railroad bridges : average span and aggregate length ; number highway and other bridges : average span and aggregate length ; number buildings roofed, and total superficies of roof.

MINING.

All mining and quarrying industries must be reported upon Schedule 4, for the Products of Industry.

The following rules will be particularly observed :

Distinguish between mines or quarries, and reduction works, making separate returns for each class, whether owned by different parties or not.

Mines and Quarries.—Under "Machinery," state number of steam or hydraulic engines, and total horse-power. If water is used, number of water-wheels and horse-power (or, if more convenient, the diameter and width of wheel, and head, and amount of water) ; horse whims ; machinery of ventilation, pumping, transportation, and the mechanical preparation of product, *e. g.*, coal-breakers, washers, or other crushing, cleaning, and concentrating machines in use at the mine. Also state greatest depth of mine, or greatest length of tunnel.

Under "Labor," distinguish between *above ground* and *under-ground*.

Under "Materials," give powder or other explosives, timber and steel consumed, and fuel for machinery.

Under "Product," give total tons of rock removed, and the tons of Ore included in that amount, with the value of the same.

Reduction Works—Under "Machinery," report crushers,

stamps, amalgamators, settlers, pans, &c., &c. Furnaces, their number and character.

Under "Materials," state tons of ore, cost of fuel, total value of chemicals, amalgams, and machinists' supplies.

Under "Product," state kinds, quantities, and values of metals produced, regulus or saleable bye-products.

SOCIAL STATISTICS.—SCHEDULE 5.

The collection of Social Statistics, Schedule 5, is, by the law of 1850, made an exception to the rule which governs in respect to the other schedules. All the materials for Schedules 1, 2, 3, and 4 must be obtained by the personal inquiry of the Assistant Marshal at each house, farm, shop, &c., of his subdivision. The Social Statistics, on the other hand, may be obtained, as far as possible, from official documents, from the published reports or the manuscript records of schools, colleges, prisons, asylums, &c. When such reports or records are not found, or are insufficient for the demands of the schedule, the information may, in perhaps the majority of cases, be obtained by correspondence. Marshals are therefore allowed at their discretion to appoint DEPUTY MARSHALS for the collection of Social Statistics. Such appointments do not constitute an interference with the duties of *Assistant Marshals* (Sec. 7, Act of May 23, 1850). One or more Deputy Marshals may be allowed to collect Social Statistics of an entire District or State, and will receive all the compensation allowed by law for the service.

If, on the other hand, Marshals do not choose to avail themselves of this provision, the statistics for Schedule 5 will, as for the other schedules, be obtained by the personal visitation and inquiry (or by such correspondence to that end as may be deemed necessary) of each Assistant Marshal within his own field; or of such one of the Assistant Marshals within a county (where there is more than one subdivision) as may be designated by the Marshal to perform that duty.

In case *Deputy Marshals* are appointed for the purpose, all *Assistant Marshals* will be notified that they are relieved from that work. In case certain Assistant Marshals only are appointed to the service, the remaining Assistants will be duly notified.

Where Deputy Marshals for an entire State or District are appointed to take the Social Statistics, they will make their returns BY COUNTIES, sending in a separate schedule for each county, containing all the facts relating to that county, except where it shall be possible to *report cities of considerable size by themselves*.

Where one Assistant within a county is appointed to this service, he will make his return upon a single schedule for the entire county.

Where this service is left to each Assistant Marshal within his own subdivision (where the same is less than a county), great care will be taken to avoid duplications or omissions. The Taxes, the Churches, the Libraries, &c., &c., returned, will be those **only** which properly belong to *that portion* of the county which the individual Assistant Marshal is set to enumerate.

It is believed that the requirements of this Schedule (5) are sufficiently clear to be understood without explanations in detail of the several inquiries contained.