

## APPENDIX C.

CENSUS OFFICE,  
CHARLEMONT HOUSE, DUBLIN,  
March, 1926.

## SAORSTÁT ÉIREANN.

## CENSUS, 1926.

## INSTRUCTIONS TO ENUMERATORS AND SERGEANTS OF THE GÁRDA SÍOCHÁNA.

1. The Enumerators' duties fall roughly into four parts:—

I. Preparation.

II. Distribution of Forms A and Memoranda A and collection of information on Form B.

III. Collection of Forms A.

IV. Duties after enumeration.

## I. PREPARATION.

2. STUDY OF INSTRUCTIONS, FORM A, MEMORANDUM A AND FORM B. The Enumerator must immediately make himself thoroughly acquainted with the whole of the instructions in this book, with Form A and Memorandum A and with Form B. If there is anything not quite clear to him he must consult his Sergeant, who in turn must, if necessary, consult the Superintendent.

As the Enumerator will be responsible for giving any explanations asked about the Form A, and will be responsible for checking the entries made in the Forms collected, he must carefully study the Form A itself and get thoroughly acquainted with the manner in which each column should be filled up; he must pay special attention to the instructions on Memorandum A and study the Examples on it.

3. BOUNDARIES AND CONTENTS OF ENUMERATION DISTRICT. Upon receiving the lists of townlands or streets in his Enumeration District the Enumerator should, at once, ascertain precisely, with the aid of the Ordnance Maps, the boundaries and contents, not only of his Enumeration District as a whole, but also of each townland and of each street for which he is responsible. If his Enumeration District is in a town the Enumerator should go over the ground at least once before he begins to deliver Forms A and Memoranda A.

4. PREPARATION OF FORMS A. Before commencing the delivery of Forms A and Memoranda A the Enumerator must enter on each Form A in the frame at the right-hand side the names of the County or County Borough, District Electoral Division or Ward, Townland, Urban District, Town or Village, Street, etc., striking out the names of the areas that do not apply.

Before handing a Form (or Forms) A to a Householder, he should pin to it (or them) a Memorandum A, at the same time pointing out the importance to the recipient of preserving it for careful perusal with a view to the successful filling up of Form A. In the case of Institutions, a sufficient supply of Memoranda A should be left with the principal resident officer. (See also Instruction 10).

5. DEFINITION OF "TOWN." When a village or cluster of houses contains 20 OR MORE HOUSES it is to be regarded for Census purposes as a "town" and its name (or if it has no name, the name of the townland on which it stands) inserted after the words "Urban District, Town or Village" in the frame on the right-hand side of Form A.

## II. DISTRIBUTION OF FORMS A AND MEMORANDA A.

6. Before beginning the actual delivery of Forms and Memoranda the Enumerator must be familiar with the whole of the procedure to be followed, must be thoroughly acquainted with the boundaries and contents of each townland or each street in his Enumeration District, and must be ready to give any explanations asked for about the Form A and as to the manner in which it should be filled up.

7. ROUTE TO BE TAKEN. The Enumerator must take particular care to arrange a convenient route by which he can visit every house and enumerate every person within his Enumeration District. He must be on his guard that no separately occupied back premises are omitted. While the method of selecting the most convenient route must be left to the local knowledge of the Gárda Síochána it is suggested that in towns it might be better to proceed by blocks of houses through which there is no public passage rather than by complete streets, for instance, beginning each block at one corner, keeping to the right and going in or out of any court, alley or passage way that may be included in the block until the starting point is again reached, making sure to go round and through the entire block before leaving it. The Enumerator must be particularly careful to include streets or rows of houses built since 1911, and they should be entered on Form C, if not already done.

The planning of the most convenient route could be best done during the period of preparation when the Enumerator is making himself acquainted with his Enumeration District by examining the Ordnance Maps and by going over the ground himself.

8. ARTICLES TO BE CARRIED. The Enumerator must carry with him when delivering Forms and Memoranda :—

- (1) A sufficient supply of Forms A and Memoranda A.
- (2) Forms B for noting information to be obtained.
- (3) A fountain pen or an indelible pencil.
- (4) A portfolio in which he is to carry the Forms A and Memoranda A.
- (5) A copy of this book of instructions.
- (6) A sufficient supply of pins.

9. If the supply of Forms and Memoranda in the Barracks runs short before delivery is completed the Sergeant may, in order TO SAVE TIME, at once obtain a further supply by applying DIRECT BY POST to the Census Office, the postage to be left unpaid.

10. PERIOD FOR DISTRIBUTING FORMS A AND MEMORANDA A. On Monday, the 5th April, unless otherwise authorised by his Superintendent, the Enumerator is to commence leaving—and before the night of Saturday, the 17th April, he must have finished the delivery of—Forms A and Memoranda A, for EVERY DISTINCT “FAMILY” in each dwelling in his Enumeration District.

In this respect Institutions (if any) should be visited first by the Enumerator, and the principal resident officer of each supplied with a sufficient quantity of these Forms and Memoranda.

11. PERSONS WHO ARE TO RECEIVE AND FILL UP FORM A. Each of the following classes are to be regarded as DISTINCT “families” :

- (a) A man and his wife—or a man and his wife and children living together, and having no other persons residing with them—or a family such as either of the foregoing with their relatives, servants, *boarders* and visitors residing with them.
- (b) All persons occupying the same house in common and *boarding* at the same table, and their servants.
- (c) A person living alone, whether occupying the whole or a part of a house, with servants, if any
- (d) A *separate lodger* occupying a room or rooms in a house or flat and *not boarding* with the other members of the household must be treated for Census purposes as a distinct “family” ; so also must two or more *lodgers* boarding together but not with other members of the household.
- (e) A Form A and Memorandum A must be left for a *resident caretaker* of a house to let, of an office, shop or other business premises or of a public building.
- (f) In general, all persons, with the exception of those mentioned in the next paragraph, dwelling on Census night in each such establishment or institution as the following are to be treated in each Institution as a *distinct* “family” for Census purposes and the Form A in respect of them is to be filled in by the person in charge of the Establishment or Institution, such as a hotel, club, boarding-house, common or other lodging-house, hostel, establishment with employees living-in, boarding schools and all residential educational establishments, county homes, public or private hospitals, convalescent or nursing homes, mental hospitals, institutions for the blind, deaf and dumb and other residential charitable institutions, prisons, industrial and reformatory schools, lock-up or other place of detention, military or Gardaí barracks, etc.

But a resident or traveller staying in a hotel, etc., who is accompanied by any member of his family or by a servant is, with such persons, to be regarded as a *distinct* “family” and is to receive and fill in a distinct Form A. Also if the proprietor, manager, head, etc., of a hotel, nursing home, residential school or college, etc., or if the Governor of a prison or, in general, if an official employed in an Establishment or Institution such as mentioned above resides with his family in such Establishment or Institution each such person with his family is to be treated as a *distinct* “family” for Census purposes, and is to fill in a separate Form A in respect of his family. The Forms for all persons living in each such Establishment or Institution are to be fastened together by the resident head of that Institution before they are returned by him to the Enumerator, the forms for the *distinct* “families” mentioned in the preceding paragraph being placed in front.

- (g) A person or a group of persons residing on Census night in a Ship, Vessel, or Boat in a Seaport or on a River, Lake or Canal must be enumerated according to the same rules as those relating to persons residing in houses.

12. At the time of delivery and most particularly in the case of hotels, lodging-houses, etc., attention should be directed to the fact that the Form A must include every person who arrives on the morning of Monday, 19th April, NOT HAVING BEEN ENUMERATED ELSEWHERE.

13. COURTESY. In delivering Forms A and Memoranda A the Enumerator must be courteous and conciliatory. He must make any enquiries which may be necessary to enable him to ascertain to what persons Forms A and Memoranda A should be delivered. He should give any

explanation which may be asked for. He should request that the Form A may be ready with the answers filled in and completed, for collection by him on the morning of Monday, 19th April.

14. Before delivering any Form A the Enumerator must write in pencil on it the name of the head of the "family" who is to fill it in. Each Family, Establishment, Institution, etc., consisting of more than ten persons should receive two or more Forms A and a suitable number of Memoranda A.

In the case of Inmates of every public or charitable institution, only the initial letters of the Christian names and Surnames of such Inmates are required to be entered in column (a) Form A, and the Enumerator, when delivering the Forms, should instruct the principal resident officer accordingly.

[The Enumerator need not enter the names of the County, etc., in the frame on each Form A for an Institution; it will be sufficient to enter these names on the first form and on the last form. The Enumerator must, however, enter the name of the Institution itself on each Form A referring to that Institution.]

15. NUMBER OF LIVING ROOMS. The Enumerator must before delivering the Form A enter in the space provided at the bottom of the frame on the right-hand side (and also in column 16 of Form B) the number of LIVING ROOMS occupied by persons to be enumerated on the Form, and must ask any questions necessary to enable him to ascertain that number. The kitchen should be counted as a room; but the Enumerator must not count as a room any scullery, landing, lobby, bathroom, or any warehouse, office or shop. If one or more of the living rooms are shared by two or more families this fact should be indicated on Forms A and B. (See, for instance, footnote on Form B.) On Form A the word "shared" should be inserted, if necessary, after the number of rooms.

[In case two or more Forms A are required for the one family, the number of living rooms is to be entered only on the last Form A. See also Instructions 37 and 40.]

16. ENTRIES ON FORM B. (Read these instructions in conjunction with the examples on page 9 of this book.) As the delivery of Forms A and Memoranda A is proceeded with corresponding entries must be made on Form B with the object of enumerating all buildings or premises of any kind in the Enumeration District, and with the object of recording against every house or building, the name and address of the head of each family or other person living there for whom a Form A and Memorandum A are left. While the description of every house or building must appear on Form B, no entries, of course, will be made in columns 9 to 16 of Form B in respect of uninhabited premises.

17. In the proper space at the head of each Form B must be inserted the name of the County or County Borough, District Electoral Division or Ward, Townland, Urban District, Town or Village, Street, etc. Such headings as are inapplicable must be struck out. Particulars for only one townland or for only one town or for only one street are to appear on the one Form B. If a street extends into more than one ward, etc., the part in each ward, etc., must be given a separate Form B. A cluster of 20 houses or more is to be treated as a "town." (See Instruction 5.)

18. HOUSES AND BUILDINGS. As each house or building is visited on the route the particulars required in respect of it on Form B must be entered. If the building has a special postal number in a street or a special name for postal purposes this should be entered in Column 1. If the building is a private dwellinghouse a "1" is to be entered in either column 2, 3 or 4 as indicated by the headings to those columns. If the building is not a private dwellinghouse, its full description should be precisely stated in column 5, and on the same lines a "1" should be placed in either column 6, 7 or 8 as indicated by the headings.

19. DISTINCT FAMILIES IN EACH HOUSE. The next step for the Enumerator is to ascertain how many DISTINCT FAMILIES (as defined above in Instruction 11) there are for whom Forms A and Memoranda A are to be left. Where two or more families live in one room or one set of rooms or premises each family should have a separate Form A and Memorandum A. But boarders or lodgers having their meals with the family are regarded as part of the family with which they board, and should be included in the Form A for that family.

20. Care should be taken to see that the entries on the left of Form B for houses and building and the entries on the right for families, etc., are made on the right lines of the Form. (See examples, page 9).

FORM B.—HOUSE AND BUILDING RETURN.

RETURN OF HOUSES AND BUILDINGS INHABITED OR UNINHABITED (INCLUDING THOSE IN COURSE OF ERECTION, ETC.).

County or County Borough.....Dublin..... District Electoral Division or Ward.....Dock..... Townland or Street.....Grime's Quay.....

Urban District, Town, or Village..... Enumeration District.....M..... Sub-District.....Mitchell Street.....

NOTE.—Where a Townland or Street is partly within and partly without an Urban District, Town, or Village, a separate Form B should be filled for each portion.

HOUSES AND BUILDINGS								FAMILIES, ETC.								
Postal Number, Name, etc., of House (if any)	If a private dwelling house, write 1 in the correct column below to indicate whether it is being built, or, if built, whether inhabited or uninhabited			If not a private dwelling-house—				Number of distinct families living in the house or building	Name of the Head of each distinct family	Date on which Form A collected	Number of Schedule on Form A	Number of persons in each family [to be filled up at the barracks]			Number of rooms occupied by each Family  *	
	Building	Built		State Description— Whether a boarding- school, day-school, hospital, factory, ware- house, barracks, mental hospital, etc.	Place 1 in correct column below to indicate whether building or whether, if built, it is inhabited or uninhabited	Building	Built					Males	Females	Total		
		In- habited	Un- inhabited				In- habited									Un- inhabited
(Column 1)	(Col. 2)	(Col. 3)	(Col. 4)	(Column 5)	(Col. 6)	(Col. 7)	(Col. 8)	(Col. 9)	(Column 10)	(Col. 11)	(Col. 12)	(Col. 13)	(Col. 14)	(Col. 15)	(Col. 16)	
No. 1 .. ..	—	1	—	—	—	—	—	3	James Murphy John Jones Peter Murray }	1926 April 19 Do. Do.	1 2 3	2 1 1	2 — —	4 1 1	2 1 1	
Grantham Cinema ..	—	—	—	Cinema	—	—	1	—	Joseph Lynch ..	April 19	4	3	2	5	5	
Nos. 5-9 .. ..	—	—	—	Brush Factory	—	1	—	1	—	—	—	—	—	—	—	
Nos. 10-12 .. ..	—	—	—	National School	—	—	1	—	—	—	—	—	—	—	—	
No. 13 .. ..	1	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
No. 14 .. ..	—	—	1	—	—	—	—	—	—	—	—	—	—	—	—	
Jackson's Distillery ..	—	—	—	Distillery	—	—	1	—	—	—	—	—	—	—	—	
No. 20 .. ..	—	—	—	Laundry	—	1	—	1	Thomas Neary ..	April 20	5	1	—	1	2	
The Knock Mills ..	—	—	—	Rope Factory	1	—	—	—	—	—	—	—	—	—	—	
No. 26 .. ..	—	1	—	—	—	—	—	4	Stephen W. Manning William Wall Horace Townsend Theodore Wilson Henry Tobin	April 20 Do. Do. Do. Do.	6 7 8 9 10	1 1 1 1 2	1 — — — 1	2 1 1 1 3	2 1 1 1 2	
Day's Boot Factory No. 29 .. ..	—	—	—	Boot Factory	—	1	—	1	James F. March ..	April 20	11	5	3	8	9	
Cappamore .. ..	—	1	—	Furniture Warehouse	—	—	1	1	Margaret O'Neill ..	Do.	12	3	1	4	1	
No. 31 .. ..	—	1	—	—	—	—	—	5	Joseph Harty ..	Do.	13	1	—	1	1	
—	—	—	—	—	—	—	—	—	Mary J. Murphy ..	Do.	14	1	1	2	1	
—	—	—	—	—	—	—	—	—	Catherine Duff ..	Do.	15	3	1	4	1	
—	—	—	—	—	—	—	—	—	Michael F. Lynch ..	Do.	16	2	2	4	1	
The Home .. ..	—	—	—	Charitable Institution for the Aged	—	1	—	1	Rev. Mother St. Agnes	Do.	17-100	—	835	835	60	
Do. .. ..	—	—	—	—	—	—	—	—	Do.	Do.	101-3	—	25	25	25	
The Home Gate Lodge	—	1	—	—	—	—	—	—	Thomas H. Lyons ..	Do.	104	6	1	7	5	
SS. "Olympia" ..	—	1	—	—	—	—	—	1	George Watson ..	Do.	105-114	20	—	20	8	
TOTALS .. ..	1	6	1	—	1	4	4	18	—	—	—	55	875	930	129	

\* If one room is occupied by more than one Family, the names of the Heads of Families so occupying it should be bracketed together in Col 10 thus—John Jones } and the figure 1 entered  
in Col. 16 opposite the middle of a similar bracket in Col. 16.  
Peter Murray }



## III. COLLECTION OF FORMS A.

21. The Enumerator must carry with him when collecting Forms A :—

- (1) The Forms B filled up for his district.
- (2) A supply of Forms A which might be required.
- (3) A fountain pen or indelible pencil.
- (4) A portfolio in which he is to place Forms A as collected.
- (5) Copy of this Book of Instructions.

22. The Enumerator is reminded that the whole of the information contained on the Forms collected by him and the whole of any information received by him in response to any enquiries which he may find it necessary to make is **STRICTLY CONFIDENTIAL**. Any breach of the law on this point will render him liable to the penalties proscribed in the Statistics Act, 1926.

23. **FORMS A TO BE COLLECTED EARLY ON MONDAY, 19TH APRIL.** The Enumerator must begin to collect Forms A early on Monday, 19th April, and finish the collection as quickly as possible. (Memoranda A are not to be collected.)

Forms for hotels, boarding-houses, ships, etc., should, in particular, be collected early on Monday, 19th April, as otherwise travellers, crew, etc., may have left the District, and it may be impossible to get accurate particulars regarding them.

24. **ENTRIES ON FORM B AT TIME OF COLLECTION.** The Enumerator must collect a Form A for every head of a family whose name he has entered in column 10 of Form B, and on receiving each Form he must enter the date of collection in column 11 of Form B.

25. Should the Enumerator be unable to collect a Form A in respect of a person whose name has been entered on Form B he should state the reason and, if necessary, alter Form B accordingly. If an occupier to whom a Form A was delivered is found to have since removed from the premises, the Enumerator must strike out the occupier's name from column 10 of Form B and change other columns where necessary.

26. The Enumerator should visit any habitable premises which he noted previously as vacant, in case they may have become occupied since his previous visit. If in any such case he received from the new resident a return upon a Form A, delivered by an Enumerator in some other district he must, of course, accept it, but he must be careful to correct the entries made in the frame at the right-hand side of Form A, not forgetting to change, if necessary, the number of rooms. If the new resident did not receive a Form A at all, proceed in accordance with the next paragraph.

27. **FORMS A LOST OR OMITTED TO HAVE BEEN SUPPLIED.** Should it prove that an occupier has not received a Form A or that the Form A delivered has been lost or mislaid, he must be supplied with one by the Enumerator and requested to fill it up at once. If necessary the Enumerator must himself fill up the Form, obtaining the information requisite for the purpose by enquiry.

In the case of the head of a family who cannot write the Enumerator should witness his mark, which should be placed in the space intended for his name.

28. **PERSONS IN CARAVANS, TENTS, ETC.** The Enumerator must endeavour to enumerate any persons who have been sleeping in caravans or tents in his Enumeration District during Census night. He must also endeavour to enumerate persons who pass Census night in barns, sheds, or in the open air in his District, who have not been enumerated elsewhere. He must account for the persons referred to in this paragraph in Form B.

29. **SHIPPING POPULATION.** The Enumerator must be careful to enumerate persons on board every ship, vessel, or boat in a seaport or on a river, lake or canal, that may be within his Enumeration District, on the morning of Monday, 19th April, even though it was not within the District when he delivered the Forms A. A vessel, if occupied on Census night, must be counted as inhabited premises, and entries duly made in the appropriate columns on Form B.

30. **EXAMINATION OF FORM A.** When collecting a Form A the Enumerator must be particularly careful to thoroughly examine it for correctness and completeness so that the number of third visits to houses may be as few as possible. The avoidance of third visits will be particularly necessary in country districts. The proper examination of Form A at the time of collection is of the greatest importance as on it the accuracy of the Census largely depends.

It will be well for the Enumerator to bear in mind that each Form A signed by him and furnished to the Census Office will be carefully and deliberately examined there more than once and from several different points of view by different Census clerks. The Enumerator is accordingly advised to make certain to correct any errors on his Forms A as in the event of their being detected in the Census Office they would have to be reported.

As instructions for the guidance of Enumerators with regard to the examination of Form A are lengthy they are placed in the **APPENDIX** on page 15. **THESE INSTRUCTIONS SHOULD BE CAREFULLY ATTENDED TO** when the Enumerator is collecting Form A at the dwelling.

31. **INCOMPLETE OR INACCURATE RETURNS.** If an entry in the Form A received is obviously incomplete, inconsistent, inaccurate, ambiguous or illegible, the Enumerator must ask courteously any question necessary to enable him to complete or correct it.

32. When making corrections in Form A a line should be drawn through the wrong entry, and the correction should be written legibly. No erasures should be made.

33. The person responsible for making the return (or the person acting on his behalf) is bound to give any information asked for by an Enumerator which is necessary for the purpose of his completing or correcting any entry. The Enumerator should ordinarily, therefore, have no difficulty in completing or correcting an entry, but HE MUST ALWAYS ACT WITH COURTESY. In no circumstances must any person be omitted from Form A on account of any such difficulties.

34. REFUSAL TO FILL UP FORM A OR TO ANSWER ENQUIRIES. Should anyone refuse to fill up Form A or to answer questions which the Enumerator may find it necessary to put for the purpose of carrying out the Census and these instructions, the Enumerator must courteously inform such person that he is acting illegally and is rendering himself liable to the penalties prescribed by the Statistics Act, 1926.

35. Should the person still refuse to make the return or to give the information, the Enumerator should not engage in any dispute, but should courteously intimate that he must report the matter. He must then take a note of the circumstances and report them through the Superintendent to the Census Office.

#### IV. DUTIES AFTER COLLECTION OF FORMS A.

36. The Enumerator must be exceedingly careful of the forms he has collected and on each occasion on his return to the barracks after collection, he is to lace the forms collected into the special filing cover provided for the purpose.

37. In the evening after collection he must again very carefully and deliberately examine each Form A, bearing in mind the remarks in paragraph 30 and the Instructions in the Appendix. If after this second examination he thinks the Form A is defective he should make further inquiries, but if he is satisfied that the Form A is correct and complete he should sign it immediately. Where two or more Forms A refer to a "family" he is to sign only the last such Form A. (See also Instructions 15 and 40.)

38. If any Form A is very dirty, torn or illegible the Enumerator should carefully copy the contents on to a blank Form A and substitute the copy.

39. ORDER OF FORMS A AND FORMS B. When all Forms A have been collected, examined and signed by the Enumerator the latter shall place Forms B in the order in which the townlands (or streets) are mentioned in Form C. The Enumerator shall then arrange Forms A in the same order as the corresponding heads of households are mentioned on the file of Forms B. The Forms A in this order should now be numbered consecutively in the space provided at the top of the frame on the right-hand side of Form A. Thus the Forms A for the first townland (or street) will be numbered 1 to (say) 11, the second 12 to (say) 27 and so on. The Forms A for the townlands or streets in the first District Electoral Division or Ward would be numbered 1 to (say) 157, the numbers on the Forms A for those contained in the second District Electoral Division or Ward would run from 158 to (say) 294, and so on. If there are two or more Forms A for the one "family" each such Form A is to get a different number, the numbers running consecutively.

40. The Enumerator must now count the number of males and females on each Form A (or in all Forms A where there is more than one referring to a "family") and enter the totals in the spaces provided at the foot of the frame on the right-hand side of the Form A. (For the one "family" he is to enter the figures only on one Form A—on the last form referring to the family—see also Instructions 15 and 37.) He must then count the number of persons entered on the Form A, irrespective of sex, and enter it in the frame and see that the result agrees with the sum of the males and females.

41. COMPLETION OF FORM B AND FORM C. The Enumerator must then complete Form B by transferring from frame in Form A:—

Number allotted to Form A: Enter in column 12 of Form B					
„	of Males	„	„	„	13
„	„ Females	„	„	„	14
„	„ Persons	„	„	„	15
„	„ Rooms	„	„	„	16

The Enumerator shall then find the total for each of the columns 13 to 16 inclusive—that is the totals for each townland, small town (see Instruction 5), or street, being careful to include particulars in respect of residential institutions (if any).

He must then transfer these totals (with the exception of the number of rooms) to Form C and make the corresponding three grand totals for 1926 and the one total for 1911 for the whole of his Enumeration District. He must then examine the figures on each line of Form C and in the Remarks column account for any large differences between the totals for 1911 and 1926, or any large differences between the number of males and females in 1926.

42. The Enumerator shall now insert and lace into the file cover the Forms B for each townland (or small town or street) immediately over the Forms A for that townland (or small town or street) and, in addition, he must insert and lace in a blank Form A on top of the whole bundle of Forms A and B referring to each District Electoral Division or Ward. The bundle of Forms A

for each townland shall then be separated from the bundle for the next townland, and the group of bundles for each District Electoral Division separated from the group for the next District Electoral Division.

43. After having completed all the duties set forth above the Enumerator will hand over his file cover containing all his Forms A and Forms B which have been filled in and also his separate Return on Form C to his Sergeant. The Sergeant shall immediately deliver the Form C and the file covers with Forms A and Forms B to his Superintendent. The latter shall send them immediately to the Census Office.

44. When the above duties for the Sub-District have been completed the Sergeant shall return all portfolios, unused forms, etc., to the Census Office and shall return to the Superintendent the Ordnance Maps for his Sub-District.

#### APPENDIX.

#### EXAMINATION OF FORM A AT THE HOUSE (INSTRUCTION 30) AND AT THE BARRACKS (INSTRUCTION 37).

The proper examination of Form A at the second visit to the house and later at the barracks is of the utmost importance as on it the accuracy of the Census largely depends. The Forms when received in the Census Office will be examined there many times from different points of view, and it is hoped that forms will not have to be returned to the Enumerators. The Enumerator is advised to watch carefully such matters as the following :—

- (i) The size of the farm or farms must be entered and in statute acres in answer to question (p) at the foot of Form A. The size in statute acres of the employer's farm (see examples on Memorandum A) must be entered in column (l) for a person employed in connection with a farm. In large towns question (p) need not be watched unless the Enumerator happens to know that an area should be entered in answer to it. Column (l) will have to be carefully watched in town and country.
- (ii) There must be a figure in column (m) and either a figure or the word "none" in column (n) for every married woman. There must be a figure or the word "none" in column (o) for every married man, widower or widow.
- (iii) There must be no entry in column (m) or in column (n) except for married women and no entry in column (o) except for married men, widowers and widows.
- (iv) The sex as mentioned for each person in column (d) must be consistent with "relationship to head of household" in column (b) and generally with Christian name in column (a) and with personal occupation in column (k).
- (v) The age in column (c) must be consistent with "relationship to head of household" (b) and the age of head of household column (c), and the age must be consistent with answers *re* marriage, with columns (n) and (o), and personal occupation (k).
- (vi) No person should be described "out of work," and at the same time described as "employer," or "on own account."
- (vii) In general there must be no blank on the form where there should be an entry and no entry where there should be a blank.
- (viii) Column (c)—AGES. The age of every person one year old and upwards should be entered in years and months and those for children less than one year old in months only.
- (ix) Column (e)—MARRIAGE, ORPHANHOOD.—An entry is required in this column in respect of all persons. In the case of persons 15 years of age or over the entry should describe their condition as to marriage; but if less than 15 years of age the entry should state whether the parents are alive or dead. The insertion of the word "both" by itself would often leave it quite uncertain whether both parents were alive or whether both were dead. Even where both parents are named on the form the words "both alive" should be inserted.
- (x) Column (g)—IRISH LANGUAGE.—In case the Enumerator is asked what is meant by "person who can speak Irish" he should state that only a person who possesses an ordinary conversational knowledge of Irish should be entered as being able to speak Irish. No entry should be made in column (g) for persons who can neither speak nor read Irish.
- (xi) Columns (k) and (l).—PERSONAL OCCUPATION, EMPLOYMENT.—Columns (k) and (l) are the most difficult to fill in. The filling in of these columns correctly is of such importance that all the instructions on Memorandum A are devoted to them. The Enumerator must, therefore, be particularly careful to thoroughly study the instructions and examples printed in Memorandum A.
- (xii) Columns (m) and (n).—DURATION OF AND NUMBER OF BIRTHS TO PRESENT MARRIAGE.—The Enumerator should be careful to note that if a married woman has been married twice or oftener it is the duration of the *present* marriage only and the children born to the present marriage that should be entered in columns (m) and (n) respectively. He should also note that *all* children born to the *present* marriage

no matter how old they are, are to be included, whether these children have since died or whether, if alive, they are living away from their mother. If no children were born to the *present* marriage the word "none" should be inserted. No step-children should, of course, be included in column (n). No particulars are to be given in column (m) or in column (n) in respect of widows.

(xiii) Column (o)—DEPENDANTS.—The Enumerator should note that the particulars in this column should be entered for each married man, widower or widow, but not for married women, and that in this column step-children under 16 years of age are to be included with children under the same age, and also that all such children and step-children are to be included whether they reside or not with their father or mother, step-father or step-mother, in the household to which the form relates, that is, whether they are named in column (a) or not. If a married man, widower or widow has no children or step-children under 16 years of age the word "none" must be entered in column (o).

(xiv) As regards correction of errors, see Instruction 32.