

GENERAL INSTRUCTION TO THE ENUMERATOR

As soon as possible after the completion of the Enumeration—

- (1.) Arrange the Householders' Schedules and other Schedules in order so that all those relating to one Parish or Township, Hamlet, or other Local Sub-division, are together.
- (2.) COPY VERY LEGIBLY in ink the Schedules into this Enumeration Book, in accordance with the following directions:—

Directions respecting the manner of entering the Schedules.

1. Insert first, in the spaces at the top of the page, the name of the Civil Parish or Township, City or Municipal Borough, Ward (if in a City or Municipal Borough), Parliamentary Borough, Town, Village, &c., Urban Sanitary District, Rural Sanitary District, and Ecclesiastical Parish or District in which the houses of that page are situate.
2. In the first column, write the No. of the Schedule you are about to copy, commencing with No. 1; in the second column the name of the Road, Street, Square, &c., where the house is situate, and the No. of the house, or any distinctive name by which it is known; then insert in the third column the figure 1 for an Inhabited House, and Copy from the Schedule into the other columns all the particulars concerning the persons mentioned therein, making use of any of the authorized contractions (see below), and taking especial care to class the ages of MALES and FEMALES under their PROPER COLUMNS.

Enter in the same manner the other Schedules, up to the last, in strict numerical order.

3. Under the name of the last entered person in each house draw a strong DOUBLE line, as in the example on the opposite page, to separate the inmates from those of the house next following; and where there is more than one Occupier in the same house, draw a single line to distinguish each Family, as in the example. [NOTE.—A Lodger, with or without a family, is to be considered an Occupier.]
4. If you have enumerated any persons in Canal Boats or Barges, enter the Schedules for Vessels in the same manner as the Householders' Schedules, stating in col. 2 the locality in which the boats, &c., were met with.
5. Where you have to insert an uninhabited house, or a house building, do this by writing in the fourth column, "1 U," or "1 B," on a distinct line, taking care to omit none which are noted in your Memorandum Book. When two or more houses uninhabited or building, occur together, insert the total number, thus:—"8 U," "2 B," as the case may be.

6. At the bottom of each page, on the line for that purpose, enter the total number of HOUSES in that page, as in the example. If the statement respecting any inhabited house is continued from one page to another, that house will be reckoned in the total of the houses in the page on which the first name is entered. Enter also, on the line at the foot of the page, the total number of MALES and FEMALES in that page.
7. When all the Schedules belonging to any one Civil Parish or Township, Borough, Ward, Town, Village, Hamlet, Urban Sanitary District, Rural Sanitary District, or Ecclesiastical Parish or District, have been entered, write across the page, "End of the Civil Parish [or Township] of—," "End of the Borough, Ward, Town, Hamlet, &c., Urban Sanitary District, Rural Sanitary District, and Ecclesiastical Parish or District of—," following this order of preference where the boundaries are conflicting. Make the next entry on the first line of the following page.

Persons not dwelling in Houses; and Completion of the Enumeration Book.

Enter under the proper Road, Lane, or other locality, any particulars you have obtained respecting persons not dwelling in houses but in Barns, Sheds, Caravans, &c.; in making up the totals at the foot of that page, however, the Bars, Sheds, &c., are not to be reckoned as Houses.

Having satisfied yourself of the correctness of your book, fill up the tables on pages iv and v, and sign the Declaration on page vi.

CONTRACTIONS TO BE USED BY THE ENUMERATOR.

ROAD, STREET, &c.—Write "Rd." for Road; "St." for Street; "Pl." for Place; "Sq." for Square; "Terr." for Terrace.

NAMES—Write the First Christian Name in full; initials or first letters of the other Christian names of a person who has more than one, may be inserted.

When the same surnames occur several times in succession, write "do." for all such surnames except the first, which should be written in full.

Where the name or any particular is not known, "n. k." should be entered in its place.

In the column "RELATION TO HEAD OF FAMILY," write "Head" for head of family; "Daur." for daughter; "Serv." for servant.

In the column "CONDITION AS TO MARRIAGE," write "Mar." for married; "Unm." for unmarried; "W." for widow; "Widr." for widower.

In the columns for AGE write the number of years carefully and distinctly in the proper column for "Males" or "Females," as the case may be; in the case of Children under

One Year of age, as the age is expressed in months, write "Mo." distinctly after the figures.

In the column for "RANK, PROFESSION, OR OCCUPATION," such contractions may be used as "ag. lab." for agricultural labourer, but care must be taken that the contractions used are such as will be readily understood.