CENSUS OFFICE,
CRAIG'S COURT, LONDON,
21st January, 1861.

INSTRUCTIONS TO THE ENUMERATOR
As to his DUTIES in taking the Census.

Prepared under the Direction of one of Her Majesty's Principal Secretaries of State.

DUTIES OF THE ENUMERATOR BEFORE THE 3RD APRIL, 1861.

1. After your appointment shall have been approved by the Registrar General, you will be required to signify your acceptance of the office of Enumerator by signing a Form of Contract, to be presented to you by the Registrar.

2. You will receive from the Registrar with these Instructions, (1) a written Description of your District; (2) an adequate number of blank Householders' Schedules, and Special Schedules for large establishments, &c.; (3) an "Enumeration Book," in which to enter the Householders' Schedules; and (4) a Memorandum Book," to assist you in the delivery and Collection of the Schedules.

3. Your first and essential duty will be to obtain a thorough knowledge of every part of the district you have undertaken to enumerate. You should make yourself well acquainted with its boundaries, and the precise boundaries of every other local division wholly or partly within it, such as Township, Parliamentary or Municipal Borough, Ward, Hundred, Ecclesiastical District, &c., applying to the Registrar for further information in all cases where you may be in doubt.

4. You should also carefully examine the Householder's Schedule, the Memorandum Book, and the Enumeration Book, and thoroughly familiarize yourself with their use, and the proper mode of filling them up. If at any time you find that you require an additional supply of printed Forms, you must immediately apply to the Registrar for them.

Delivery of Householders' Schedules.

5. In the course of the week commencing April 1st, 1861, it will be your duty to deliver for each Occupier in your District, a Householder's Schedule. As a general rule, the term "Occupier" is to be understood to apply to the resident owner, or to a person who pays rent, whether (as a tenant) for the whole of a house, or (as a lodger) for any distinct floor or apartment; but instances will occur in which persons who are neither owners nor tenants paying rent, as in almshouses, public buildings, porter's lodges, &c., are to be treated as "Occupiers."

The following are among the cases in which one Householder's Schedule must be left:

For a family consisting of a man, his wife, and children; or of parents, children, servants, and visitors.

For a family consisting of parents and children, with boarders at the same table, and the servants of the family, if any.

For a lodger alone, or two or more lodgers boarding together.

For an out-door servant living, with or without a family, in a detached out-office or tenement contiguous to a mansion, as in a lodge, gardener's cottage, or coach-house and stables with dwelling rooms attached. But a servant sleeping in any out-building and boarding in his master's house, should be included in his master's Schedule with the other servants of the family.

6. Use the MEMORANDUM BOOK in delivering the Schedules, ACCORDING TO THE INSTRUCTIONS THEREIN GIVEN. For every family, the members of which, including servants, &c., exceed 15 in number, you must leave one of the Special Schedules, intended for the use of large establishments, schools, &c. If you find that you have not a sufficient supply of Special Schedules, you may leave two of the ordinary Schedules, or more if needful. You must also be careful to leave at Hotels, Inns, and at any Public Institutions which you may be instructed to enumerate, the appropriate form of Schedule.

7. On leaving the Schedules, you will explain to the persons receiving them the importance of these documents, and the obligation imposed by law on the Occupiers to give correct information. You should also state in every case that you will call for the Schedule on the following Monday, that the answers should be written in by the morning of that day, and that THE PAPER MUST ON NO ACCOUNT BE LOST OR MISLAI. You will take care to observe the utmost civility in carrying this and all your other instructions into effect.

8. This important duty of delivering the Schedules should be performed by you in person, as in discharging this portion of your task yourself you will obtain such a knowledge of every part of your district, and of the number of Occupiers in every house, as will prove of the greatest assistance to you in the performance of your duties on the day of the Enumeration.

9. The whole of the Schedules must be delivered before the night of Saturday, April 6th.
DUTIES OF THE ENUMERATOR ON MONDAY, APRIL 8TH.

10. Early on the morning of Monday, April 8th, commence the Enumeration of your District, having provided yourself with (1) a pencil, or pen and ink—(if the latter, blotting paper will also be required), (2) some blank Householder's Schedules, and (3) your "Memorandum Book." It will be useful to have with you also a piece of strong paper, a portfolio, or a bag, in which to carry the Schedules collected. The greatest care must be taken that none of the Schedules are lost.

11. If you should, if possible, visit every house on Monday, April 8th; but if at the end of the day any house remain unvisited, you must conclude your task on Tuesday, April 9th.

12. In addition to the instructions given in your "Memorandum Book," the following are to be carefully attended to on visiting each house:

If the Schedule is given to you filled up, you must examine it to see if all the particulars appear to be correctly entered, and ask any questions which may be necessary to satisfy yourself upon this point; and when any errors are discovered, you must draw a line through the erroneous words without crossing them, and enter the correct words over them in the proper columns. You should pay particular attention to the column headed "Rank, Profession, or Occupation," taking care that what is inserted under that head is in conformity with the instructions. You should also see that the Christian names of persons described as wife, son, daughter, &c., are consistent with their description as Male (M) or Female (F), and with their occupation, &c.

If on inquiry for the Schedule it is delivered to you not filled up, you must fill it up yourself, asking all necessary questions. You should, if possible, see the "Occupier" for that purpose, and obtain the information from him. In the absence of the Occupier, any other competent member of the family may supply the required particulars.

When filling up a Schedule yourself, you may use such contractions as are mentioned in the "Enumeration Book," p. ii.

If the Schedule is lost or mislaid, you must supply a fresh one from the reserve in your possession; number it, and proceed to fill up the particulars as before directed, after which you should read it over to the occupier or person in charge of the house or apartment, who should sign it at the foot with his or her name or mark.

You should be very careful that no member of the family sleeping in the house or lodgings on the night of April 7th be omitted from the Schedule; and that no inmate who was then absent is inserted except those travelling or out at work during that night, and who return home on Monday, April 8th, all of whom must be entered in the Schedule.

In case of refusal to fill up the Schedule, or to answer the questions which you are authorized to put, remind the person so refusing of the penalty imposed by the Act of Parliament. In like manner warn any person you suspect of giving wilfully false information. If the person still refuses to give any information or to give correct information, note the fact in your "Memorandum Book," and report the refusal to the Registrar as soon as possible.

You must not omit to take an account of persons because you cannot get all the information required respecting them. If, for example, you can learn no more than that a person had slept in the house on the night of April 7th, who had since gone away and whose name was unknown, you must not fail to enter such a person in the Schedule of the house or in a separate Schedule, stating the sex and the probable age (whether probably above or under 20, if more precise information cannot be obtained), and writing "Not known," or "N.K." where the name and other particulars should be.

13. Prepare the List of "Persons not in Houses," in conformity with the Instruction. (See Memorandum Book.)

DUTIES AFTER THE 8TH APRIL, 1861.

14. The requisite information concerning all the houses and inhabitants of your District having been obtained, your next business will be to enter the Schedules and copy the List of "Persons not in Houses" from your "Memorandum Book" into the "Enumeration Book," which must be done in strict conformity with the instructions given therein.

15. Having made the book as correct and clear as possible, and signed the Declaration that the account of the houses and population of your District has been truly and faithfully taken by you, you must, before the 16th day of April, 1861, transmit the following documents to the Registrar:

1. All the Householders' Schedules, arranged in order from No. 1 to the last No., as entered in the Enumeration Book.
2. Your Enumeration Book.
4. Your Claim for payment (a form for which will be furnished to you by the Registrar).

16. If upon examination the Registrar finds that you have duly performed your duties, he will append to your Claim a certificate which will entitle you to receive prompt payment for your services according to the scale of allowances sanctioned by the Lords Commissioners of Her Majesty's Treasury.

Correction of the Column headed "Rank, Profession, or Occupation."

17. It is desirable not only that the return of the rank, profession, or occupation of every person in England should be complete and accurate, but also that the particulars should be entered on a uniform plan. Although special instructions on this head are printed on the Householder's Schedule, instances of defective information will doubtless be of frequent occurrence. It will be your duty in entering the Schedules in the Enumeration Book (if you have not already done so on receiving the Schedules from the Occupiers, as above directed,) to correct any incomplete descriptions of occupations. For your guidance in correcting incomplete descriptions the following examples and instructions are given:
EXAMPLES AND INSTRUCTIONS FOR ENTERING MORE CORRECT DESCRIPTIONS.

Incomplete Descriptions:

Agent

State particular branch: as Land Agent, Brewer’s Agent, Lead Agent.

Almsman

State former or present occupation; as Almsman (Agricultural Labourer).

Bleacher

State the manufacture or material: as Cotton Bleacher, Lace Bleacher.

Broker

State the branch of business: as Wool Broker, Furniture Broker.

Button-maker

State the material: as Metal Button-maker, Bone Button-maker.

Carter

State the manufacture or material: as Wool Carter, Cotton Carter.

Clerk

No person whatever should be described as Clerk simply, but as Banker’s Clerk, Silkmaker’s Clerk, Parish Clerk, &c.

Coachman

Coachman (Domestic Servant), Omnibus Coachman.

Collar-maker

Horse Collar-maker, Dog Collar-maker, Shirt Collar-maker.

Collector

Rent Collector, Toll Collector, Rate Collector.

Contractor

Road Contractor, Railway Contractor.

Cook

Cook (Domestic Servant), Cook (Professed).

Cutter

State the manufacture or trade: as Lace Cutter, Needle Cutter.

Draper

Woollen Draper, Linen Draper.

Dresser

State the particular manufacture or material: as Silk Dresser, Worsted Dresser.

Engineer

Civil Engineer to be so described; but a workman employed at an engine factory to be described as an Engineer, and not as an Engineer.

Engine-driver, Engineer, Feeder, Engine-hand, Engine-worker.

State whether in connection with a manufactory, or railway, steam vessel, &c.; as Engineer-feeder at a Cotton Factory, Railway Engineer-driver.

Factory-worker

State the manufacture: as Silk Factory-worker, Cotton Factory-worker.

Feeder

State the manufacture: as Cotton Feeder, Worsted Feeder.

Finisher

State the manufacture: as Needle Finisher, Lace Finisher.

Fireman

This term should be applied only to men of the Fire Brigade.

Founder

State the Branch: as Brass-founder, Iron-founder.

Framework-knitter

State the manufacture: as Jacquard Framework-knitter.

Furnace-man

State the manufacture in which the furnace is used.

Gardener

Gardener (Domestic Servant), Gardener (Master).

Glaze-maker, Glazer

State the material: as Glazer (Leather), Glove-maker (Silk).

Handloom-weaver

State the manufacture: as Silk Handloom-weaver.

Inspector

State further particulars as to nature of his office.

Keeper

Gamekeeper, Lodgekeeper, Keeper in a Lunatic Asylum.

Labourer

State the branch of labour: as Agricultural Labourer, Dock Labourer.

Machine-worker

State the manufacture in which the machine is employed.

Manufacturer

State the manufacture in which engaged: as Earthenware Manufacturer, Cotton Manufacturer.

Mechanic

State the branch of business or manufacture in which he works.

Merchant

State the particular branch of business: as East India Merchant, Timber Merchant.

Pinner

State invariably the particular metals or minerals: as Iron-miner, Coal-miner, Copper-miner, Lead-miner, Tin-miner, Copper and Tin-miner.

Moulder

State the particular manufacture: as Iron-moulder, Brass-moulder.

Nurse

Nurse at Hospital, Nurse (Domestic Servant).

Officer

Officers of Volunteers should return their usual occupations.

Overseer

State the manufacture, &c.; as Overseer in a Cotton Factory.

Painter

Painter and Plumber, Portrait Painter, Herald Painter.

Pensioner

Chelsea Pensioner, Greenwich Pensioner, East India Pensioner. (If engaged in any occupation it should likewise be stated.)

Powerloom-weaver

State the branch of manufacture: as Wool Powerloom-weaver.

Quarrier

State the particular material: as Stone Quarrier, Slate Quarrier.

Sailor

Seaman, R.N.; Seaman (Merchant Service).

Salesman

Meat Salesman, Cattle Salesman, Clothes Salesman.

Servant

Domestic Servant, Farm Servant.

Shoemaker, Shopman

State the branch of Business.

Smith

Blacksmith, Whitesmith, Engineer.

Stoker

A man who attends to the fire in a factory or on board a steam- vessel should be described as a Stoker in a Steam Vessel, Stoker in a Silk Factory, &c.

Timekeeper

Omnibus Timekeeper, Railway Timekeeper.

Watchman

Private Watchman, Watchman in a Cotton Factory.

Warehouseman

If a Manchester Warehouseman, to be so described.

 Weaver

State the branch of manufacture: as Silk Weaver, Cotton Weaver.

Winder

State the branch of manufacture: as Silk Winder, Cotton Winder.

GEORGE GRAHAM,
Registrar General.

APPROVED,
Whitehall,

{ G. C. LEWIS. }

19th January, 1861. 

ALLOWANCES TO ENUMERATORS.
(Sanctioned by the Lords Commissioners of Her Majesty's Treasury).

For duly performing all his duties in taking the Census:

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A fixed Fee of .........................................................

And an additional Fee at the rate of Two Shillings for every 100 Persons duly enumerated over and above the first 400 in his Division or District ..........................................................

And in each Enumerator's District containing more than 20 inhabited houses, an additional allowance of Sixpence for every mile above 5 miles necessarily traversed by the Enumerator in visiting every house within his District, for the purpose of delivering the Householders' Schedules; and a further sum of Sixpence for every mile above 5 miles necessarily traversed by him in collecting the said Schedules ..........................................................

In reckoning the Mileage, only the number of miles necessarily traversed between the first and the last house visited must be taken into account; the distance traversed by the Enumerator in going to the first house, and from the last house to his own home, must, therefore, be excluded from the calculation.