

# *A10 Enumerator's* INSTRUCTION BOOK

1959



Census of Agriculture



# ENUMERATOR'S INSTRUCTION BOOK

## 1959 Census of Agriculture

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# INTRODUCTION

## 1. THIS BOOK IS YOUR GUIDE

USE IT DURING INTERVIEWS

USE IT BETWEEN INTERVIEWS

USE IT AT HOME

The solutions for most of the problems you will meet during your work as a Census enumerator are contained in this book.

There are, of course, certain important instructions and definitions that you must understand and remember. The instructions you must learn are printed in Part I immediately following this introduction (paragraph numbers 5 through 24).

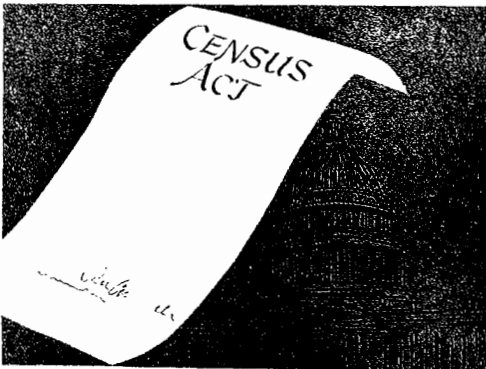
The remainder of the book gives detailed instructions for handling special problems you may meet. You need not try to memorize these detailed instructions, but do learn how to use the information when you have a special problem.

Accurate enumeration is a specialized job. No enumerator can hope to remember all the rules that he must follow, nor is he expected to do so. Do not, however, try to "get by" on the basis of what you think you know. Keep this book with you. Make full use of it.

## 2. WHY THE CENSUS IS TAKEN

The Census of Agriculture is required by law. It provides accurate, up-to-date information about American agriculture. This information is needed by farmers and ranchers, by manufacturers and businessmen, by teachers and students, by the Government, and in fact, by almost everyone. Whether we realize it or not—nearly everyone depends upon the kind of accurate and complete information that the Census of Agriculture provides. Many of the decisions affecting our daily lives will be based on facts collected during the Census period.

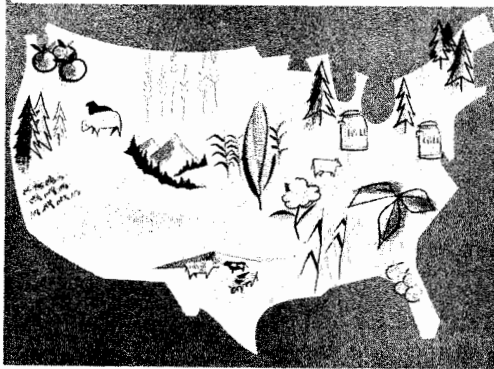
The number and size of farms and the kinds of farming practices have changed tremendously in the course of our history, and are still changing rapidly from year to year. Factual information is needed about the changes, and the only way to get it is by taking a Census of Agriculture. The last Census was taken five years ago. The Census that you are taking this fall will indicate the changes that have taken place since then.



### 3. WHAT THE CENSUS IS

The Census of Agriculture will count all the farmland and all agricultural operations carried on in this country during this year. The facts to be collected include:

1. The number of farms and other places on which agricultural operations are conducted;
2. The amount of land and the ways in which that land is used to provide food and fiber for our constantly growing population;
3. The acres of all the crops and the number of livestock raised in this country;
4. The quantities produced and the sales of many different farm products;
5. The kind of machinery and equipment used on our farms;
6. The number of people working in agriculture, hours worked, and rates of pay.



### 4. WHO USES CENSUS INFORMATION

The facts collected during a Census of Agriculture are used by almost everybody, although many people do not realize that they are using Census information. Following are some examples:

1. Farmers and ranchers can use the information as a guide for making plans and decisions about their own agricultural operations.
2. Newspapers, reporters, radio and television broadcasters, writers and publishers of farm magazines—all use facts collected during the Census as a basis for reports about the present agricultural situation and for predictions about agricultural conditions.
3. The United States Department of Agriculture uses Census information in estimating farm production for the years between Censuses.
4. Manufacturers use Census information as a basis for deciding whether to increase or decrease the volume of goods made for sale to farm families. Their decisions affect the number of jobs available to nonfarm people as well as farm people.
5. Even housewives use Census information. Their decisions about what foods to buy are often based on current prices. The prices, in turn, are affected by the estimates and predictions made by economists and businessmen on the basis of facts collected during the Census.

## PART I.—INSTRUCTIONS YOU MUST LEARN

### 5. YOUR JOB

You and about 30,000 other enumerators have the job of taking the Census of Agriculture. Each of you will work in the specific area assigned to you—your Enumeration District, or "ED."



It is your job to serve as an asker of questions and a recorder of facts. Primarily your job is to read the questions and to listen, understand, and record the facts the respondent gives in reply to the questions you ask. The success of the Census depends on you.

You will be required to—

1. Visit every place in your ED where there might be agricultural operations;
2. Ask questions of the people in charge of agricultural operations;
3. Report their answers on Agriculture Questionnaires; and
4. Keep an accurate record of hours worked and miles driven on official business.

### 6. YOUR RESPONSIBILITY

Once you accept your appointment as an enumerator, you are expected to perform your duties conscientiously as instructed until your assignment is complete. You are responsible for the proper care of forms and other supplies furnished you. You must not leave completed forms where unauthorized persons may have access to them.

As a Census enumerator, you are required to follow certain rules of conduct. The information you collect for the Census is **CONFIDENTIAL**. You are under oath to keep it so. See Extracts From the Census Act, Appendix, Exhibit 5. Also, while you are enumerating, you are required to give your full attention to the job of enumeration.

Learn these rules and follow them:

1. Do not disclose any information you receive as Census enumerator to anyone except your crew leader or other Census employee.
2. Do not let anyone go with you on your visits except your crew leader or other Census employee.
3. Do not do any soliciting or selling or any community or political work while doing your job as an enumerator.
4. Do not discuss politics, religion, and other controversial matters not directly related to your work of taking the Census.



## 7. THE CENSUS BUREAU'S RESPONSIBILITY

The Bureau of the Census will provide you with supervision, materials required for doing your job, and training. You will be provided with an official Bureau of the Census identification card to help you in your work.

## 8. YOUR CREW LEADER

Your crew leader is your supervisor. He will train you for your job, assign you an ED, and give you the materials you will need. After you have started enumerating, he will visit you from time to time to review your work and to help you.



You do not need to wait for his visits, however. Whenever you have any questions or problems you cannot settle on the basis of the instructions in this book, write them down; then telephone your crew leader in the evening. Let him know in advance if you will need more questionnaires or other materials so that your work will not be delayed.

## 9. YOUR HOURS OF WORK

You are required to work at least 40 hours a week, and are expected to put in at least 8 hours per day, not including travel time to and from your home. However, there is no restriction on the number of hours per week you work. You are urged to work six days per week and as many hours per day as you can. The more hours you work, the more money per day you will make. The sooner you complete the enumeration of your ED and turn in your work, the sooner you will be paid.

You will have to adjust your working hours to the time when you are most likely to find respondents at home. This means that you may have to make calls early in the morning, in the evening, and on weekends. Do not call on a respondent after 9 p. m. or on Sundays, however, except at the respondent's request. You are not permitted to make calls on Election Day. Except by request of the respondent, you should not make calls on Veterans' Day or on Thanksgiving Day.

## 10. YOUR PAY

Enumerators who attend the formal group training will receive \$18.00 training pay. Enumerators who are employed as replacements and do not attend formal training in a group will receive \$6.00 for individual training in their assigned ED's.

For your enumeration work, you will be paid on either an hourly-rate basis or a piece-rate basis, depending on the pay rates established for your ED. Your copy of Form BC-50a tells you whether your ED is an hourly-rate or a piece-rate ED.

If you work in an hourly-rate ED, you will be paid \$1.50 per hour.





If you work in a piece-rate ED you will receive:

1. A fixed amount for each Agriculture Questionnaire with all Sections I-XV completed.
2. A fixed amount for each Agriculture Questionnaire with only Sections I-VIII completed.
3. A fixed amount for each A3 completed, if the A3 is required in your county.
4. 10 cents for each line you fill on Form A2.
5. \$1.50 for each 30 miles driven in official travel.

Certain deductions must be made from your pay before you get it. Deductions for Federal income taxes and Social Security will be withheld from every enumerator's pay check. Enumerators in some States will have additional deductions for State or local taxes, as required by their State or local governments.

All enumerators, whether paid by the hour or on a piece-rate basis, will be reimbursed at the rate of 7 cents per mile for use of their automobiles on official business. This reimbursement in lieu of travel expenses is not subject to tax deductions.

## 11. IF YOU ARE INJURED WHILE WORKING

As a Federal employee, you are protected by the U. S. Employees' Compensation Act in case of accident while working on the Census. If you are injured while you are on official duty, obtain first-aid treatment at once. As soon as possible after the injury, but not later than 48 hours, you must notify your crew leader, even in cases where you did not obtain first-aid treatment. He is required to make an official report of your accident in order that you may receive any compensation to which you become entitled.

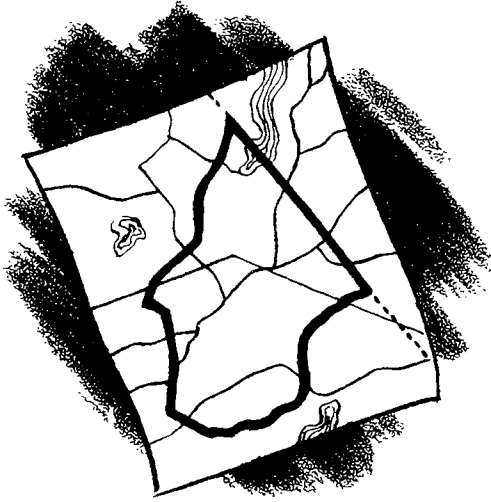
Copies of three injury or accident forms are provided in the back of the Record Book (Form A9). One or more of these forms is to be filled, as follows:

Employee's Notice of Injury (Form C.A. 1)—If you are injured in any way, while on duty, complete this form and submit it to your crew leader.

Operator's Report of Motor-Vehicle Accident (Standard Form 91)—Whether you are injured or not, this form is to be used if you are involved in a motor vehicle accident while you are driving an automobile on official duty. Insofar as possible you are to fill it out immediately following the accident and while still at the scene. The form must be prepared in its entirety, regardless of the extent of injury or damage. Submit the completed form to your crew leader.

Statement of Witness (Standard Form 94)—If there are witnesses to your motor vehicle accident, you are to ask them to fill and sign Standard Form 94 immediately following the accident at the scene. Two copies of this form are provided. If there are additional witnesses, obtain their names and addresses. Submit completed forms and names of additional witnesses to your crew leader.

## 12. TERMS YOU MUST KNOW



1. Enumeration.—The act of listing a dwelling or a place and obtaining an Agriculture Questionnaire when required.

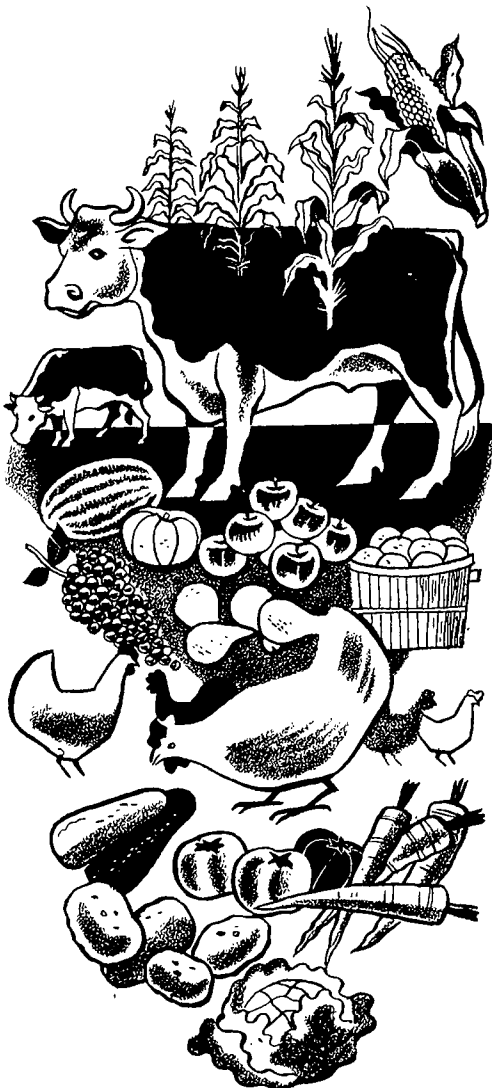
2. ED (enumeration district).—An area, clearly defined on a map, to be covered by one enumerator. You may be assigned 2 or more ED's at the same time. If so, your portfolio will contain a separate Record Book for each ED, and your map will show the boundaries of each ED and each ED number.

3. Dwelling.—A housing accommodation for a person or a family. One building may have more than one dwelling.

4. Place.—One or more tracts of land upon which agricultural operations are conducted. Several tracts of land farmed or operated by one person are considered to be one place.

5. Respondent.—The person who gives the information.

6. Person in charge (also referred to as "operator").—The person who has control of the agricultural operations on a place, either performing the farm labor himself or directly supervising the labor.



## 13. AGRICULTURAL OPERATIONS DEFINED

For Census purposes, agricultural operations are conducted on any place on which—

1. There are any hogs, cattle, sheep, or goats.
2. There are <sup>a combined total of</sup> 20 or more chickens, turkeys, and ducks.
3. Any grain, hay, tobacco, or other field crops were grown this year.
4. There are <sup>a combined total of</sup> 20 or more fruit trees, grapevines, and planted nut trees.
5. Any vegetables, berries, or nursery or greenhouse products were grown this year for sale.

## 14. YOUR PORTFOLIO

A portfolio containing all the forms and records needed for your job will be given to you with your ED assignment. Not all enumerators will use all the same forms for the reason that some questions are not needed in certain areas of the United States. Each enumerator will receive only the forms he will need for his ED.

## 15. FORMS REQUIRED IN ALL ED'S

Your portfolio will contain all of the forms described below.

1. An ED map.—Your map shows the boundaries and principal ground features of the area assigned to you for enumeration.

2. Record Book (Form A9).—Every enumerator will receive this record book. It contains two forms:

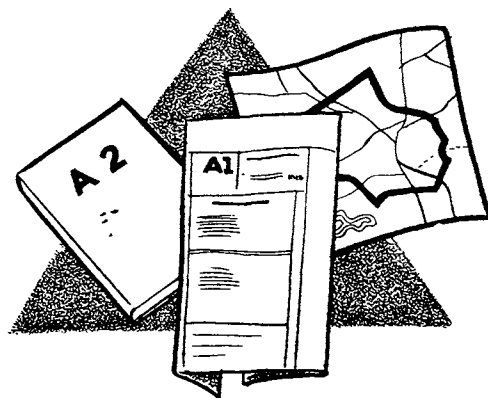
(a) Listing (Form A2), for listing dwellings or places in your ED and enough facts about each one to determine if an Agriculture Questionnaire (Form A1) is required. It also provides space for "callback" reminders about questionnaires not completed on your visit and for notes by your crew leader about any questionnaires you may turn over to him for completion.

(b) Travel and Work Record (Form A12), for keeping a daily record of your speedometer readings, mileage, questionnaires completed, hours worked, and telephone and toll expenses for which you will be repaid. See Appendix, Exhibit 1.

3. Agriculture Questionnaire (Form A1).—This is the form on which you are to record detailed information about the agricultural operations in your ED.

4. Enumerator's Daily Report (Form A14).—Each one of you will receive 30 of these post card forms for mailing a daily work report to your crew leader. See Appendix, Exhibit 1.

5. Callback Letter (Form A16).—Your portfolio will contain a supply of callback letters and envelopes (see Paragraph 23—Callbacks).



## ENUMERATOR'S INSTRUCTION BOOK

### 16. AUXILIARY FORMS REQUIRED IN SOME ED'S

Your portfolio may also contain some of the auxiliary forms described below, according to the requirements for your area.

6. Special Farm Card (Form A15).—Most enumerators will receive some of these forms. They are cards representing selected 1954 farms that you must account for, either by filling an Agriculture Questionnaire or, if they no longer exist, by explaining on the card what happened to them. See Appendix, Exhibit 2.

7. Combined Enumeration District: About one-third of the enumerators will find two or more ED numbers on their portfolio label. In such cases the ED numbers will be followed by the letters N. P. and R. S., etc., as for example 56-15N, 56-15P. The additional ED's represent areas for which a separate count of agricultural operations must be made. The portfolio will contain one Record Book (A9) for each ED. In many cases, one of the ED's will be for an area such as town, city, or incorporated place. (These town, city, or incorporated place ED's will usually be procedure code C ED's, and the Record Book will contain the names and addresses of persons in charge of place enumerated in 1954. Paragraph 20 contains instructions for enumerating in procedure code C ED's.) Each place you enumerate must be listed in the Record Book (A9) for the ED in which the place is located and the filled A1's for each ED should be kept separate. The portfolio containing materials for two or more ED's will have one or more large envelopes in which to keep the filled A1's for the second, third ED, etc. In most cases, these envelopes should be used for the procedure code C ED's rather than for the procedure code A or B ED.

8. Landlord-Tenant Questionnaire (Form A3).—Only enumerators in some Southern counties will use this form. See Appendix, Exhibit 3. It is for the enumeration of places entirely or partly operated by sharecroppers in certain Southern States.

9. Township Sketch (Form A18).—Only enumerators in some counties in the Central and Mountain States will use this form. See Appendix, Exhibit 4. It is a means, available in township and range survey areas, for making sure that all land is enumerated.

### 17. MAKING YOUR VISITS

You will be required to make a plan of the order in which you intend to visit all the places in your ED and to get your crew leader's approval of your plan before you make your first visit.

Always wear your identification badge while you are enumerating. Start each visit by introducing yourself and explaining the purpose of your visit. A good introduction would be:

How do you do? I am \_\_\_\_\_ from the United States Bureau of the Census. As you probably know, we are taking a Census of Agriculture. I would appreciate it if you would answer some questions.

You will probably be invited to enter and sit down but do not expect this convenience at every place you visit.



## 18. HOW TO GAIN COOPERATION



You will have no trouble getting answers from most of the people you interview, but your work will be much easier and more pleasant if you spend a half minute or so in general conversation with the respondent before you proceed with the interview. It is well to make some complimentary remark about what the respondent is doing or about some interesting feature of his farm—a new building, his breed of cattle, his corn crop—something in which he can justly take pride.

Next, explain to the respondent that you are helping to take a complete Census of all crops and livestock in the United States; that the only way we can get accurate county, State, and National totals is by asking questions of every person who conducts any agricultural operations.

You want the respondent's cooperation. Whenever necessary, also make any or all of the following explanations:

1. Only totals will be published. The law forbids the release of individual Census reports to other government agencies, to members of Congress, or to private organizations or individuals.

2. Information reported on individual Census forms cannot be used for purposes of taxation, investigation, or regulation.

3. The Bureau of the Census will use the information collected in only one way—to get totals for all agricultural operations in each county.

4. You have taken an oath to keep confidential any information given you, and you can be fined and put in prison if you do not keep that oath.

Be courteous at all times and give further explanation of any questions the respondent has difficulty understanding. Keep this Instruction Book with you during the interview; refer to it as often as necessary.

## 19. HOW TO HANDLE REFUSALS

Now and then, you may find a person who is unwilling to answer the questions even after you have told him his answers will be kept confidential. IT IS YOUR DUTY TO GET THE INFORMATION, so try once more to gain his cooperation.

Continue to be friendly and courteous. Never argue. Never disagree. If you cannot get the information on your first visit, see if the respondent will agree to fill the A1 during the evening, and arrange to pick it up the next day.

Even if you cannot obtain an interview, start an A1 with the person's name and address and enter as much information as you can, such as the approximate acres, the kind of farming done, etc. Also make a note in column 14, of Form A2. Then turn the case, including the A1, over to your crew leader the next time you see him.

## 20. WHEN TO FILL FORM A2

The rules for making your visits differ somewhat, according to the proportion of nonfarm dwellings in the ED. A procedure code—A, B, C, or D—has been assigned to each ED and is on your portfolio label. The rules for filling Form A2 are as follows:

## ENUMERATOR'S INSTRUCTION BOOK

Procedure Code A.—List every dwelling in your ED and every place with no dwelling but with agricultural operations, provided that it is either partly or entirely within your ED.

Procedure Code B.—List every dwelling and place that is either partly or entirely in your ED except those on less than one acre of ground in built-up residential areas, such as suburban subdivisions. Account for the places in the built-up areas by asking people in the neighborhood if there are any farms or any places of one or more acres. If there are, you must visit them and list them on Form A2.

On your ED map, circle the location of any built-up areas (consisting of 50 or more dwelling units) which you do not list and tell your crew leader about them when he visits you. He will either agree that they need not be enumerated or he will direct you to list each dwelling in those areas.

Procedure Codes C and D.—These ED's are urban and do not require house-to-house visits. Form A2 in the Record Book for Code C and Code D ED's already contains the names and addresses of the places enumerated in 1954.

In addition to calling at each of these listed places, ask at each of these places if there are any other farms or places having agricultural operations in the ED. If there are, add them to the Form A2 listing and enumerate them.

There may be an urban area in your ED for which you have no Record Book. If there is, you need not go into the area to inquire about agricultural operations, except to interview a person who lives there but operates land in the ED you are enumerating. In such cases list the operator in the Record Book for your Code A or B ED, even if he has agricultural operations where he lives.

## 21. WHEN TO FILL AN AGRICULTURE QUESTIONNAIRE (FORM A1)

The basic form you will use is the Agriculture Questionnaire (Form A1). You will determine when to fill an A1 by following the instructions on Form A2. You must fill one for each place in your ED on which there are agricultural operations provided that—

1. The person in charge of the agricultural operations lives in your ED,

or

2. The person in charge of the agricultural operations lives outside your ED, but within 25 miles of the ED boundary, and does not have any agricultural operations in the ED where he lives. If the person in charge lives more than 25 miles outside your ED, enter his name and mailing address in column 14, Form A2, and turn the case over to your crew leader.

If the person in charge has agricultural operations in the ED where he lives as well as in your ED, the enumerator in the ED where he lives will fill the questionnaire covering his operations. Remember that you must list the place in your Record Book.

## 22. RULES FOR FILLING THE AGRICULTURE QUESTIONNAIRE

Only one Agriculture Questionnaire should be filled for each operator. The information reported on that questionnaire must cover all the land he uses for agricultural operations, whether the land is in one tract or in several separate tracts; whether it is all in one county, or in more than one.

Whenever possible, get the information for the Agriculture Questionnaire from the person in charge of the agricultural operations. Remember that YOU ARE RESPONSIBLE FOR GETTING THE BEST INFORMATION YOU CAN.

Most families in rural areas except for some areas in the South received Agriculture Questionnaires by mail a few weeks ago. The map shows the areas to which Al's were not mailed. In areas where the questionnaire was mailed, ask the respondent for the one he received through the mail and use it. If he has filled it in, either partially or completely, write the Al number on it, review the entries with him, make any necessary corrections, and fill in any missing information before you leave the place. Do not copy the entries from his questionnaire onto another one.

When recording answers to the questions, follow these rules:

1. Use a pencil with black lead or a pen with black or blue ink. Be sure that all entries are neat, legible, and entered in the proper space.

2. Report acres to the nearest whole acre except where the questionnaire provides for tenths of an acre to be reported.

3. Report quantities harvested in the unit of measure called for on the questionnaire. Enter whole numbers only, except where the questionnaire provides for tenths.

4. Report dollars to the nearest whole dollar except in question 157 (c), wages for hourly workers, where the questionnaire provides for dollars and cents. All other value questions have two zeros printed in the space for cents (\$\_\_\_\_\_/00) to remind you to enter whole dollars only.

5. Verify your entries as you fill the questionnaire. Be sure to make the required calculations as you come to them. These points are marked with shaded squares.

6. Never erase an entry. If you make a mistake, draw a neat line through the entry and write the correct figure above it or in the proper space. If you check a square  in error, circle that square  and make the proper entry.

7. Leave the answer space blank for questions you are permitted to skip and for questions not specifically calling for answers of "No" or "None" to be entered. Do not enter zeros or dashes; do not write "None."

8. Use the "REMARKS" section or the margins of the questionnaire for explaining unusual entries or situations, listing additional information as required, and making calculations. Do not use a separate sheet of paper.

## ENUMERATOR'S INSTRUCTION BOOK

9. Whenever you have questions about certain items or situations, refer to Part II—Detailed Instructions. If you do not find the answers there, refer the problems to your crew leader when he visits you. You may also explain your questions under "REMARKS."

### 23. CALLBACKS



Complete the Agriculture Questionnaire on your first visit if you possibly can. In some cases you will not be able to do so. If the operator is not at home, talk to his wife or to some other responsible person. If you cannot obtain satisfactory information from them, leave an A1 to be filled by the operator.

Be sure to write the A1 number on the form you leave. This is the number you entered in column 11 of your A2 when you determined that an A1 would be required for this place.

Explain to the respondent that you need an A1 for this place and ask for it to be completed that evening. Arrange to pick it up the next morning and write a note in column 13 of your A2 to remind yourself that you must do so.

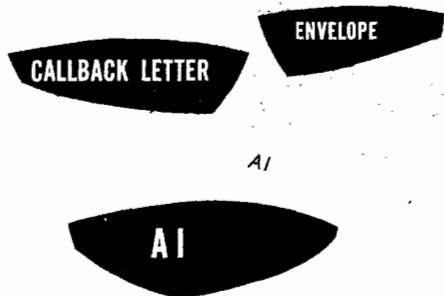
If no one is at home when you make your first visit, try to find out from neighbors when someone is likely to be home. Get a telephone number, too, if you can, and write a reminder to yourself on your Form A2. Then telephone for an appointment with the head of the household. If you find that an A1 will be required, arrange to see him personally. Set a time that will be convenient for him to give you all the information necessary for completing the form on your second visit.

If you are not able to obtain the completed A1 on your second visit, leave a Callback Letter (Form A16) and an envelope addressed to yourself. This letter requests the operator to complete the A1 and mail it to you. If you do not receive the completed A1 within three days after you leave a Callback Letter, telephone the respondent and remind him to mail you the A1. Go back for a third visit, if necessary. Remember that you are required to turn in an A1 for every place that has any agricultural operations. Your crew leader cannot turn in your ED until an A1 has been obtained for every place.

If you are not able to get any information from the operator, get as much as you can from another member of the family, from hired help, or from neighbors. You should be able to get the name of the operator, the approximate number of acres in the place, the kind of agricultural products, and probably some other general information, even if you cannot get all the information required.

Do not put off making callbacks. Complete as many as you can each day. Whenever possible, take care of them on the way to or from your new interviews each day. If you do so, you will save time and avoid unnecessary travel.

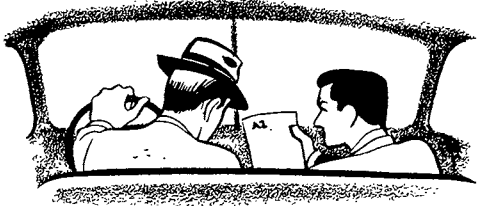
If you find that you will not be able to obtain a complete A1, no matter how hard you try, refer the case to your crew leader. Perhaps he can suggest another possible source of information or help you in some other way.





## 24. HOW YOUR WORK WILL BE CHECKED

Your crew leader will check your work. He will visit you several times to review your map, your Record Book, and the questionnaires you have completed. If he finds any of your records or questionnaires unsatisfactory, he will explain ways in which you can improve them. It is his job to see that you do your work efficiently and thoroughly, and that you complete your ED in as few days as possible.



When you have completed all the work for your ED, notify your crew leader. He will make a final review of it with you. He will know approximately how many questionnaires are required in your ED, and the approximate miles of travel necessary to get those questionnaires.

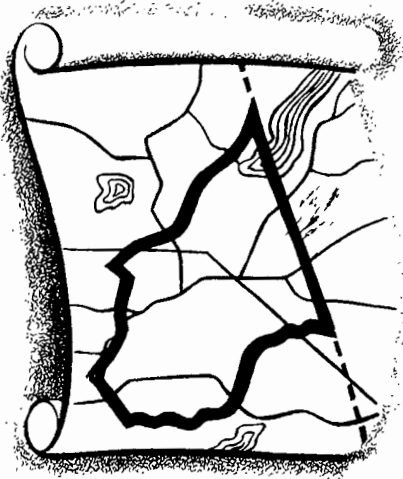
When he is satisfied that you have covered your entire ED, filled all the required forms and questionnaires, and recorded your mileage and expenditures correctly, he will certify that your work is complete.



## PART II.—DETAILED INSTRUCTIONS

### YOUR ENUMERATION DISTRICT

#### 25. Your ED



Your portfolio contains a map of the area assigned to you for enumeration. This area is your Enumeration District, or "ED." It is clearly outlined by a heavy orange line on the map. The orange number that appears within the boundaries of the orange line is your "ED number." A short description of your ED may be attached to the map as, for example, "Rome township, Precinct 6." The description is intended to help you identify your ED. However, if the boundaries of the area described are not the same as the boundaries indicated by the orange line, do not use them. In all cases, use the boundaries shown in orange on your map.

#### 26. Map with two ED's

A Code C or a Code D ED may be assigned to you along with a Code A or a Code B ED. If so, your map will show two ED's, separately outlined in orange and marked with different ED numbers. You will have a separate Record Book for each ED you are to work. Be sure to list the places you visit in the proper Record Book, and be sure to enter the correct ED number on each A1. Also, assign A1 numbers separately for each ED, that is, give the first A1 in each ED the number 1, the second in each ED the number 2, etc.

#### 27. Road or stream boundaries

If a boundary of your ED is a road or a stream, consider the center of the road or stream as the boundary for enumeration. The dwellings and places on one side of the road or stream are in your ED; those on the other side are in the adjoining ED and will be covered by another enumerator.





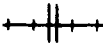

#### 28. Know your boundaries

You must know where the boundaries of your ED are and enumerate only within those boundaries. If you have any difficulty in identifying your ED boundaries on the ground, call your crew leader. Do not proceed with your enumeration until you are sure of your exact boundaries.

Your work will not be satisfactory if you enumerate in the wrong ED and you will not be paid for such enumeration. Likewise, if you miss any places in your ED, you will be required to return and enumerate them.

## YOUR ED MAP

## 29. Map symbols

	FARM UNIT
	PAVED ROAD
	CHURCH
	SCHOOL
	RAILROAD GRADE CROSSING
	STORE OR BUSINESS ESTABLISHMENT

Symbols representing ground features—railroads, churches, schools, stores, etc.—are given on your ED map. Become thoroughly familiar with these symbols. They will serve as landmarks to help you determine exactly where you are in your ED and to find the dwellings and places you must visit.

## 30. Map scale

A scale of miles is printed on your map. With a piece of paper or cardboard, make yourself a copy of the scale, marked with the same mileage measurements. Use this scale to measure distances on your map.

To measure the distance between two points on a fairly straight road, place the scale on your map so that "0" is at one of the points and the edge of the scale is alongside the road leading to the other point. You can then read the distance in miles and fractions of miles directly from your scale.

Once you know the distance on the map from where you are to where you want to go, you can measure the same distance on the ground by using your automobile speedometer. Because there may be slight errors in the map, or in your measurements, or even in your speedometer, you probably will find that the measurements will not match precisely, but they usually will be accurate enough to bring you within sight of the point you are seeking.

## 31. How to use your map

To use your map, lay it out flat so that the symbols on the map correspond with the features on the ground. Place "north" on the map to the north of where you are. If you are not sure which direction is north, refer to the map and find the road you are on. Also, note the nearest city or town. Then place the map so that the road on the map lies in the same direction as the road you are on and the direction to the city or town is the same on the map as it is on the ground.

## 32. How to find your location

By using the map scale and by checking the map symbols against the corresponding features (such as roads, railroads, and streams) on the ground, you will usually be able to find your approximate location. Sometimes you will find out from road signs along the highway or at intersections how far you are from a city or town. You can then measure the corresponding distance on your map.

If you see no marked indications as to where you are, pick out several landmarks (map symbols) along the route. Then check those landmarks against the map. Use landmarks that are only a few miles apart, whenever possible. If you use too long a distance between landmarks you may not be able

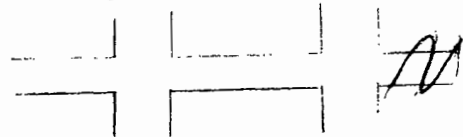
to tell if the stream, church, or other landmark you find is the one you are looking for.

Always check your speedometer distances from the last landmark you were definitely able to identify on the ground; start looking for the next landmark before you have traveled the full length of the distance you measured.

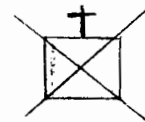
33. Correct your map

You have been provided with a copy of the best road map available to the Bureau of the Census. Any map, however, reflects conditions at the time it was drawn. Thus, the map for your ED will be more or less out of date, depending upon the amount of recent road building, housing construction, building removal, etc. Nevertheless, your map should agree, in most respects, with what you find on the ground. As you travel through your ED, however, you may find that the map symbols do not always agree with the ground features. New roads and new structures may have been built since the map was made; a stream may have changed its course; or some roads and structures shown on the map may no longer exist. Look for changes and correct your map whenever you find any. Following are examples of how to make corrections:

Cross out roads that no longer exist by drawing a wavy line through them:



Mark X through the symbol for a building that no longer exists or that has been converted to a use other than that shown on the map:



Enter the letter "V" (for "vacant") next to the symbol for a dwelling that is not occupied:



Sketch in roads, bridges, houses, or other structures that are not shown on your map. Be sure to use the correct symbols, as given on your map.

34. Plan your enumeration route

Use your ED map to work out a plan of travel suitable for your ED. Do your enumeration according to a system so that you will be sure to cover every part of your ED without unnecessary travel and back-tracking. The chart at the left illustrates how a plan should be made and followed.



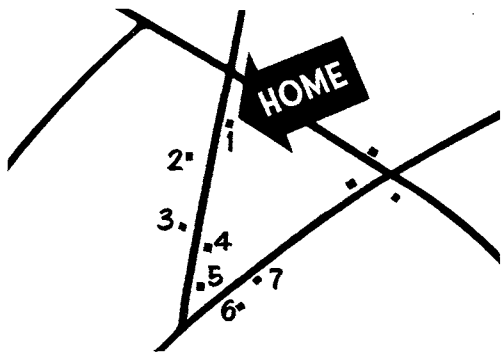
Use principal roads and streams to divide your ED into 4, 5, or 6 areas, and plan to cover these areas, completely, one at a time. Then use the internal road pattern of your map to divide each of these areas into small pieces. Enumerate the pieces one after another in a systematic order.

If you live in your ED, for example, you might start with the road your home is on. If you do not live in your ED, start your enumeration in the part of your ED that is nearest to your home. Enumerate both sides of the road as far as the first intersection. Then enumerate along the intersecting road to the next intersection; turn again and continue in a direction leading back to your starting point. Plan your route of new visits so that you will almost never pass an intersection without turning in a direction that will lead you toward completion of a piece of your ED.

## ENUMERATOR'S INSTRUCTION BOOK

When you have listed all the places in the first area you selected, enumerate the area next to it, then the one next to that, and so on. List the places on Form A2 as you come to them, even though you may not always be able to complete the A2 line for the place on your first call.

35. Enter A2 line numbers on ED map



36. Procedure Codes—A2 numbers on map show ED coverage

Each line of Form A2 has a number, printed in the columns headed "A2 line number" at the left and right hand edges of the form. As you list a place on Form A2, enter its corresponding line number on your ED map next to the symbol for the dwelling on that place. If there is no dwelling, indicate the approximate location of the place by a triangle and enter the A2 line number beside the triangle. For example,  $\triangle$  17. If there is a dwelling on the place but no symbol for it on your map, sketch in the symbol and enter the A2 line number beside it. For example,  $\square$  23.

In cases where the map is crowded, draw an arrow connecting the symbol with its A2 line number. For example,  $\square \leftarrow$  37.

If you enumerate according to your plan, the A2 line numbers will follow an orderly pattern in piece after piece of your ED map. You will be able to keep track of your progress from boundary to boundary of your ED.

The A2 line numbers entered on your ED map must show that you have covered your ED in accordance with your instructions. These instructions differ according to the procedure code shown on each portfolio label, as follows:

Procedure Code A.—Your map must have a different A2 line number for every dwelling and place in your ED, without exception.

Procedure Code B.—Your map must have a different A2 line number for every dwelling and place in your ED, except those on less than one acre of land in built-up areas containing 50 or more dwellings. Such residential areas must be circled on your map and called to your crew leader's attention. He will either approve the omission of those areas from your A2 and your map or he will direct you to include them.

All places of one or more acres in built-up areas must be listed on Form A2. Their line numbers must be entered on your map.

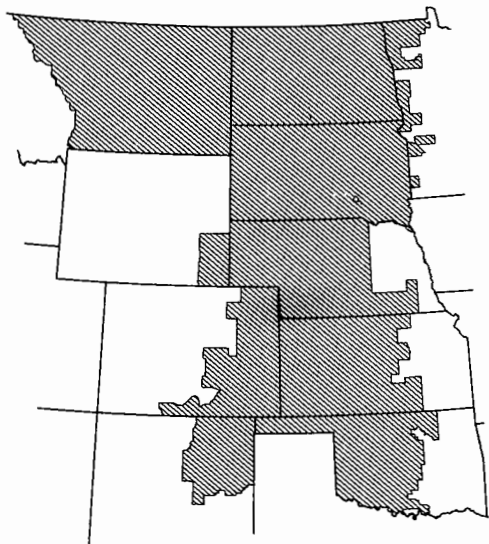
Procedure Codes C and D.—Your map must have an A2 line number for every place already listed on Form A2 and also for each additional place you list.

Warning.—The places already listed on Form A2 for Code C and Code D ED's are taken from the 1954 Census records. The boundaries of such ED's may not be the same as the boundaries used for the 1954 Census, however, because of changes in the boundaries of local governmental units. As a result, some Code C and Code D ED's may be larger now than they were in 1954, and may include some places having agricultural operations that are not listed on Form A2 when you receive it. You must be careful not to miss these places; they are to be added to the list.

On the other hand, some Code C and Code D ED's may be smaller now than they were in 1954. If so, some of the places listed on Form A2 may now be located in a neighboring ED and should be enumerated there. You should indicate in column 14 of Form A2, that such places are located outside the ED. They are to be enumerated in the ED to which they now belong.

## TOWNSHIP SKETCH

### 37. Use of Form A18



A Township Sketch (Form A 18) will be in your portfolio if your ED is located in the area shown by the map. For list of counties in which Township Sketch is to be used, see Appendix, Exhibit 4. Many of the farm operators in these counties do not live on their farms, at least not the year round. The Township Sketch is provided, in addition to your regular ED map, to help you make sure that all land in your ED is accounted for. The completed Township Sketch must be returned along with the other enumeration materials.

Your ED is outlined in orange on the Township Sketch and each square represents 160 acres (a quarter section). You must mark clearly every quarter section or part of a quarter section in your ED as follows:

1. For areas covered by an Agriculture Questionnaire enter the A1 number (from column 11 of Form A2) on the Township Sketch for each quarter section or part of a quarter section. In cases where the farm area is so small that the A1 number cannot be entered in the proper location on the Township Sketch, the A1 number may be entered in the margin and an arrow drawn to the exact location of the land. See diagram, Appendix, Exhibit 4.

2. For tracts of land operated by persons who live in another ED and also conduct agricultural operations where they live ("No" in A2, column 9 together with "Yes" in A2, column 10) enter the A2 line number, preceded by "A2" on the Township Sketch. For example, "A2-45." When necessary, the A2 line number may be entered in the margin and an arrow drawn to the exact location of the land. Enter the names and mailing addresses of such persons in column 14 of Form A2.

3. For nonfarm areas, mark an "X" on the Township Sketch for each quarter section or part of a quarter section. Non-farm areas are such areas as National, State, or County parks, Taylor Grazing Permit Land, lakes, forests, coulees, cemeteries, and abandoned or idle land (not part of occupied farms).

## FORM A2

### 38. Purpose

The purpose of Form A2 is to insure the complete enumeration of your ED. Listing Form (A2) will—

1. Tell you when an Agriculture Questionnaire (A1) is required. (If you are enumerating in certain areas of the South, it will also tell you when an A3—Landlord-Tenant Questionnaire—is required.)

2. Tell you when you are to get the A1.

3. Tell you when you must make a callback to get required information.

4. Tell your crew leader of cases which he should complete.

ENUMERATOR'S INSTRUCTION BOOK

Form 60A2

PART I.—LIST OF PLACES IN ED		PART II.—AGRICULTURAL OPERATIONS								PART III.—FILLING A1						
A2 line number	Name of road, etc.  (1)	A. List the head of every household living in this ED.  AND ALSO B. List every person, not living in this ED, who has agricultural operations in this ED.  (2)	Does this person or any member of his household operate a farm (or ranch)?		Did this person or any member of his household have this year—								Does this person live in your ED?		Does this person have agricultural operations where he lives?	
			No	Yes	Any live-stock? (hogs? cattle? sheep? goats?)	20 or more chickens? turkeys? ducks?	Any crops? (corn? oats? hay? tobacco? other field crops?)	20 or more fruit trees? grape-vines? nut trees?	Any vegetables for sale? berries? nursery or green-house products?	No	Yes	No	Yes	No	Yes	
1			No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes

This Listing Form is a necessary tool for your work and tells you when to fill an A1. It is not intended to tell you what information should be on the A1. Thus, when filling the A2, if you find that a member of the household operates a farm (see column 3), you will know at once that an A1 is required and you should not continue asking the questions in Part II about livestock, poultry, etc. An answer of "Yes" in column 3 of the A2 allows you to skip columns 4 through 8. After you know an A1 is required, you must find out whether you or some other enumerator gets the A1. Ask the questions on the A2, in the order given, and you will know.

39. How to fill Form A2

1. Fill Form A2 according to the instructions given at the bottom of each page of the form.
2. Use a separate line for each person listed in column 2.
3. Do not skip any lines.
4. Ask the questions as instructed in paragraphs 40 through 54 below. Do not assume you know the answer to any question.
5. Fill the columns in order across the page.
6. Enter answers in columns 3 through 10 and in column 12 by placing an "X" in the appropriate square.
7. Do not make more than one entry for any question. When no entry is required, leave the space blank.

40. What places to visit

This Census is being taken by direct interview. This means that your normal course of action is to talk personally with the head of the household or some other responsible person for each place you enumerate. The places to be listed on Form A2, according to the procedure code for your ED, are described in paragraph 36. In all cases, however, if there is any possibility that an Agriculture Questionnaire may be required, you must visit the place and find out.

In ED's with Procedure Codes A and B, you must list, but you need not visit, places where hired employees of a farm operator live nor places of less than 3 acres if you are able to learn from other sources that there are no agricultural operations. The farm operator or neighbors may be able to give you definite information.

41. What to list

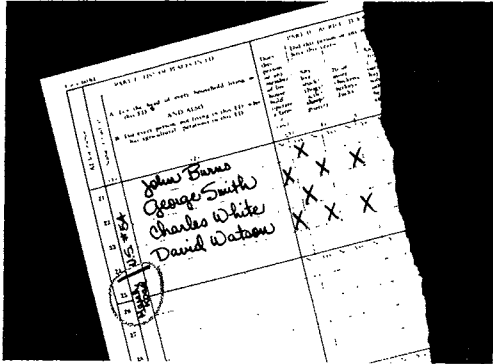
You are required to list, on this A2, every dwelling (with the exception of those described in paragraph 36) and every place with agricultural operations. Mail boxes, lanes, or paths may indicate that someone lives back from the main road. Investigate so that no place will be missed.



You should not list Federal or State lands unless such lands are rented and used for growing crops or grazing or pasturing of livestock. Do not list parks, National or State forests, cemeteries, churches, school buildings, filling stations, stores, hotels, motels, warehouses, or factories.

## Part I.—List of places in ED

### 42. Column 1—Name of road



Enter, in column 1, the name or route number of the road along which you are enumerating. Write sideways in the column. When you list several persons for the same road, enter the name of the road only once. Do not take more space than the lines required for listing the names of the persons for that road. (Do not skip any lines in column 2.) If the road does not have a name or route number, give the names of the towns or villages it connects or some other description, for example: "Road leading south from Jackson."

When you finish enumerating along a road, draw a heavy line across column 1 before you enter the name of the next road.

### 43. Column 2—List of places in ED

Enter the full name of the head of each household living in your ED.

List the names of those persons not living in your ED who have agricultural operations in your ED. You need to be alert to find these for there may be no buildings on these places. To find out who they are, ask at each dwelling you visit, or note from your own observation, whether the adjoining land is used for crops or livestock. Find out who is in charge of the agricultural operations and list his name, regardless of where he lives.

Always write the first name first, for example: "Henry L. Smith."

## Part II.—Agricultural operations

### 44. Columns 3-8—Agricultural operations

An A1 is required for all persons who have any agricultural operations of the types listed in columns 3 through 8.

If you get an answer of "Yes" to any one of these questions, do not continue with the other questions in Part II. Your first "Yes" tells you an A1 is required. You will usually be responsible for getting the A1. However, if the person in charge does not live in your ED and has agricultural operations where he lives, another enumerator is required to get the A1. Your answers to questions 9 and 10 will tell you if you are to get the A1.

If "No" is checked for every question in columns 3 through 8, skip to column 15. (An A1 is not required.)

Word your questions to fit the situation. If you are talking to the person whose name is listed in column 2, say, "Do you or any member of your household . . . ."; if you are talking to someone else, refer to the person listed in column 2 by name, for example: "Does Mr. Smith or any member of his household . . . ."

Part III.—Filling A1

45. Column 9—Does person live in your ED



Fill this column only if you received a "Yes" answer to any question in columns 3 through 8.

Check "Yes" if the person listed in column 2 lives in your ED at the time of enumeration. If you are at his home you will know that he lives in your ED.

If you are not at the home of the person listed, find out his home address from the person you are interviewing or from others in the neighborhood and enter his name and address in column 14. You can tell from your map if his home is in your ED.

If he lives elsewhere in your ED, check "Yes" in column 9 and enter a note in column 13 to remind you to include this land when you enumerate him.

If he lives outside your ED, check "No" in column 9 and find out the answer to the question in column 10.

You may have to visit him to get the A1. (See paragraph 46.) Your crew leader may need to see that this land is listed by another enumerator.

If "No" in column 9, fill column 10.

If "Yes" in column 9, you get the A1. Do not fill column 10.

46. Column 10—Agricultural operations in another ED

Fill this column only if you checked "No" in column 9. A person who does not live in your ED but who has agricultural operations in your ED, may also have agricultural operations where he lives. One enumerator only is responsible for getting a report for all his land. You must know whether you or someone else should get the A1. Therefore, find out from the best source you can if he has agricultural operations where he lives. Check "Yes" in column 10 if he has, where he lives, any of the operations shown in columns 3 through 8 of the A2.

If "Yes" in column 10, another enumerator will fill the A1. You are to give the full mailing address in column 14. Then your crew leader will be able to check if the land in your ED is included on the A1 filled for that person.

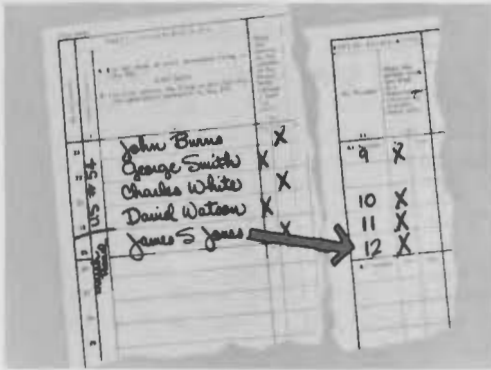
If "No" is checked for column 10, an A1 must be obtained. If this person lives not more than 25 miles outside your ED, you are required to visit him to fill the A1. If he lives more than 25 miles away, refer the case to your crew leader. Your crew leader will enter the date of your referral in column 13.

47. Who gets the A1

The checks in columns 9 and 10 will be your guide, as follows:

<u>Column 9</u>	<u>Column 10</u>	<u>Action</u>
<u>Yes</u>	<u>Answer not required for this column.</u>	You get the <u>A1</u> .
<u>No</u>	<u>No</u>	You get the <u>A1</u> if the operator lives less than 25 miles from your ED, otherwise refer the case to your crew leader.
<u>No</u>	<u>Yes</u>	Other enumerator gets the <u>A1</u> .

48. Column 11 — A1 number



As soon as you have determined that you are required to get an Agriculture Questionnaire, assign an A1 number. Be sure to assign a number to each A1 required in your ED, whether you fill the A1 yourself or receive one filled by the operator. Enter this number in column 11 of Form A2 and also in the space provided for it in the upper left-hand corner of the A1.

The first Agriculture Questionnaire that you start to fill should be assigned the number 1, the second should be assigned number 2, and the third, number 3, etc. If you have more than one ED, you will have separate record books for each ED. Assign A1 numbers separately beginning with number 1 for each ED. You can always tell what number to assign by looking back at the last number you entered in column 11. Never use the same number more than once in the same ED; never skip a number. Do not assign an A1 number in cases where it is not required.

49. Column 12—Land worked by sharecroppers

Column 12 is to be filled if it is printed on Form A2 for your ED. For the list of counties in which column 12 is to be used see Appendix, Exhibit 3.

If the answer to column 12 is "Yes," a Landlord-Tenant Questionnaire (Form A3) must be filled for the landlord. Refer to paragraph 310 to determine whether you or another enumerator is required to get the A3. If you are required to do so, fill the A3 before you start the A1 whenever possible.

The A3 questionnaire brings together, on one reporting form, key information for ALL the land under the control of one landlord. The A3 must be filled for all landlords who have one or more sharecroppers. The landlord may be an owner, a renter or a tenant, or a farm manager who, in turn, has one or more sharecroppers. Most, but not all, landlords who have a sharecropper also operate some land with their own labor, with unpaid labor of their family, or with hired help. The A3 makes it possible for the Bureau of the Census to determine which parts of an overall land holding should be combined to get facts about an operating unit. THE A3 DOES NOT REPLACE THE A1's. It provides for totals which help to describe southern agriculture. It also helps you in filling your A1's. (See paragraph 307.)

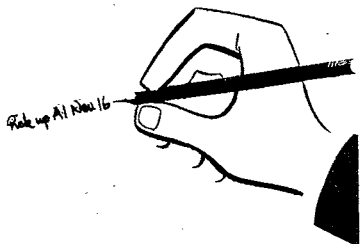
50. Who is a sharecropper?

In parts of the South where sharecropping has been the usual practice for years—usually in the growing of cotton, tobacco, and peanuts—you may not need a definition. Where the term "sharecropper" is not familiar, think of him as the person who works land for a share of the crops, provided his landlord furnishes as his share, all the tractor power or work animals.



## Part IV.—Record of completion of enumeration

### 51. Column 13— Callbacks



Use column 13 only if you are unable to obtain all required information on your first visit to a household.

If no one is at home or if you are unable to complete filling any of the reporting forms on your first visit, make an entry in column 13 as a reminder to complete the enumeration later. Find out when is the best time for finding a responsible member of the household at home. Neighbors may help you. Get specific information to avoid having to make more than one callback.

Do not put off making callbacks. Make some each day on the way to and from your regular enumeration. Follow the instructions for callbacks in paragraph 23.

### 52. Referral to crew leader

If you are unable to get the required information for a place, tell your crew leader about it. He may give you additional instructions or he may handle the case himself. The space directly under "Turned over to crew leader" in column 13 is for him. You should not write in that space. You are required, however, to see that cases referred to him for completion are properly noted by him; otherwise, your work will not be accepted as complete.

### 53. Column 14— Remarks

Column 14 is for the full mailing address of the person listed in column 2 for whom you have checked "No" in column 9 and "Yes" in column 10.

Use this space also for explanations, for reminders to yourself to ask your crew leader about something, for cross references to other listings, etc.

### 54. Column 15— Date completed

1	X		11-4
2	X		11-4
3	X	Will be home Thurs.	11-5
4	X	211 So. Walnut Fairview, Mo.	11-5

Enter the date in column 15 only after you have:

1. Answered all required questions for this line on the A2.
2. Entered the A2 line number on your ED map.
3. Completed and reviewed Form A1 (and A3 if required) for the person listed on this line.
4. Completed the special farm card Form A15, if required.
5. Entered the A1 number on your Township Sketch (Form A18) if required.

Lack of an entry in column 15 is a reminder to you and to your crew leader that there is something more to be done.

### 55. Review of the A2

Review your entries on Form A2 before you leave the place where you obtained the information. In cases where you must make callbacks, do your review at the time of your final visit. Make sure you have done all the following:

1. Entered the correct name, route number, or identifying description of the road on which the place is located.
2. Entered the A2 line number on your ED map.
3. Filled Form A3 if you checked "Yes" in column 12.

4. Entered a mailing address in column 14 if you checked "Yes" in column 10.

5. Entered an A1 number in column 11 and filled Form A1 if you checked "Yes" in column 9 or "No" in column 10.

6. Entered notes in column 13 only if callbacks were required.

7. Entered in column 15 the date on which you finally completed all the forms required for the place listed.

## TRAVEL AND WORK RECORD FORM A12

### 56. Use of Form A12

This form is for a daily record of your mileage, Agriculture Questionnaires (A1's) completed, hours worked, and telephone and toll charges for which you are entitled to reimbursement. Keep this form up-to-date; you will need to copy some of the entries from it onto Form A14 (Enumerator's Daily Report) every day you work.

Instructions for filling Form A12 are given in the following paragraphs.

### 57. Part A.—Daily travel and work record

Column (1).—Enter the date.

Columns (2) and (3).—Show speedometer readings (to nearest whole mile) when you begin and when you end official travel each day. If you have two or more periods of official travel on the same day, use a separate line for the speedometer readings for each period.

Column (4).—For each day, subtract the starting speedometer reading in column (2) from the ending reading in column (3); enter the result in column (4). For example, if the reading was 32,110 at the start of official travel and 32,141 at the end of official travel, the miles driven would be 31 (32,110 subtracted from 32,141). This total is "Miles driven today." Make only one entry each day in column (4). If you have more than one period of official travel on the same day, obtain the miles driven for each period separately. Then combine the miles driven for all periods that day and enter the total "Miles driven today" in column (4) opposite the speedometer readings for the final period of the day.

Column (5).—On the first day of official travel, merely copy in column (5) the entry you placed in column (4). Thereafter, add "Miles driven today" in column (4) to the total shown in column (5) for the previous day.

Columns (6) and (7).—At the end of each workday, enter in column (6) the number of Agriculture Questionnaires (A1's) filled that day. In column (7), enter the total number of A1's filled to date. To get this total, add your last entry in column (6) to your last entry in column (7).

Columns (8) and (9).—If you are working on a piece-rate basis (where you are paid a certain amount for each A1 filled), enter the number of hours worked today in column (8) and the total worked to date in column (9).

Columns (10) and (11).—If you are working at an hourly rate, enter the hours worked in columns (10) and (11).

Enter the hours worked to the nearest quarter hour; for example, if you worked 8 hours and 20 minutes, enter 8 1/4 for hours worked.

## ENUMERATOR'S INSTRUCTION BOOK

### 58. Part B. — Training mileage and per diem

In addition to your \$18.00 training pay for satisfactorily completing training, the Director of the Bureau of the Census has authorized partial reimbursement of travel expenses to those enumerators who are required to use automobiles. You will be paid only for the mileage in excess of 60 miles for each day of training. Your crew leader will instruct you when you may file claim for such authorized mileage and/or per diem.

If you are authorized to make claim in Part B, ask your crew leader to help you make the proper entries. Those enumerators who are authorized to claim reimbursement for miles traveled to and from the city or town where the training session is held are allowed 7 cents per mile for the miles in excess of 60 that they must travel to get to class and to return to their homes each day.

Note that mileage is to be entered in Part B only for travel to and from the training class. Mileage driven to, within, and from your ED during training is to be entered in Part A. Those enumerators who are employed as replacements and do not attend formal training in a group will be trained in their assigned ED. They will be paid \$6.00 for this training. Part B will never be filled by those enumerators.

### 59. Part C. — Telephone charges

All telephone toll calls to crew leaders should be made collect. Collect calls are not to be reported on this form.

Columns (1) to (6).—Use a separate line for each call for which you pay the toll. Be sure to obtain and enter all information requested in columns (1) through (6). Attach receipts for each toll call in excess of \$3.00.

Columns (1) and (7) to (9).—You may claim reimbursement for local telephone calls only if you had to pay for the individual call. Fill only columns (1), (7), (8), and (9). Combine all local calls for the same day and enter on a single line.

Column (10).—Enter total of all telephone costs at the bottom of column (10) when you have completed your ED.

### 60. Part D. — Road, bridge, and ferry tolls

Enter road, bridge, and ferry toll expenses incurred while on official travel.

### 61. Parts E. and F. — Summary and Certification

Your crew leader will fill this section at the time he reviews your completed portfolio.

You are to verify his entries before you sign the certification. Both you and your crew leader must certify your claim after this section is filled.

Be sure to fill in your name, address, Social Security number, number of withholding exemptions, etc. This is necessary in order to mail your check to you.

### 62. Part G. — For Payrolling office use only

This section will be filled by the Central Office payroll staff. The amounts calculated by your crew leader will be verified and corrected if necessary. Your check will be issued for the amount due you after deductions required by law for retirement, Federal tax, and State taxes have been made.

You may wish to keep a record of the amounts shown on lines 9 and 16, of column 8, Part E. However, the amount of your check will be somewhat less than the total sum of these two figures, since the Bureau is required to make withholding deductions of the kinds listed in Part G. At least two and perhaps more of these deductions will apply to you, depending upon the type of your appointment and where you live.

## ENUMERATOR'S DAILY REPORT (FORM A14)

63. Fill and mail daily report post card

Form 60-11-14 (A14) (10-5-54)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		ED NUMBER 32-1
ENUMERATOR'S DAILY REPORT				DATE 11/10
Instructions: Complete and mail this report to your Crew Leader at the close of each day.				
TYPE OF ED <input checked="" type="checkbox"/> PIECE RATE <input type="checkbox"/> HOURLY RATE				
Operation (1)	Today (2)	Total including today (3)		
A. Agriculture Questionnaires Filled (A1)	12	104		
B. Total Lines Filled in A2 Listing Form		188		
C. Total Callbacks Still Remaining to be Completed		4		
D. Hours Worked	10	90		
E. Miles Driven	14	139		
F. Is This ED Now Complete? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Except for callbacks		Enumerator: T. Kuyler (Signature) 10-7496-1 075		

This form is a post card. Its purpose is to inform your crew leader of your daily progress in enumerating your ED. Complete this card at the close of each working day and mail it to your crew leader the next morning at the latest. For illustrated example showing how to fill Form A14, see Appendix, Exhibit 1. If your work assignment includes two or more ED's and you have done work in more than one of them, enter combined totals on the daily report post card. Follow these instructions:

1. Enter your ED number (or numbers) and the date in the spaces provided for them. Also, check the square for "Type of ED" according to whether you are working on a piece-rate or hourly-rate basis.

2. Line A.—In columns 2 and 3, copy the last entries you made in columns 6 and 7, respectively, of your Travel and Work Record, Form A12, Part A.

3. Line B.—Enter in column 3 the number of the last line on which a name is listed on Form A2.

4. Line C.—Enter in column 3 the total number of spaces you have left blank in column 15 of Form A2 from the beginning of the enumeration period to date. Those blank spaces indicate incomplete enumerations for which callbacks must be made.

5. Line D.—In columns 2 and 3, copy the last entries you made in columns 8 and 9 (or 10 and 11), respectively, of Form A12, Part A.

6. Line E.—In columns 2 and 3, copy the last entries you made in columns 4 and 5, respectively, of Form A12, Part A.

7. Line F.—Check one square. Remember that your ED is not complete until you have obtained, filled, and reviewed all Forms A1, A2, and A3 required for your ED, entered A2 line numbers and corrections on your ED map, and completed all other forms assigned to you.

8. Sign your name on the line for "Signature."

## SPECIAL FARM CARD (FORM A15)

64. Use of Form A15

1954 INFORMATION		
1. State		3. MCD of headquarters
2. County		
4. Total land in this place (Line 5 + Line 6 - Line 8; If Manager, Line 7 - Line 8)	Acres	
5. Land owned		
6. Land rented from others		
a. Name and address of landlord	Acres rented to operator	
	Acres	
7. Land managed for others		
a. Name and address of employer		
8. Land rented to others		
9. Land located in other counties		
a. Name of county	Acres	
		16. Remarks
NOTE: If additional space is needed for any items, continue in "Remarks."		FORM 60-11-15 (A) (8-12-55) USCOMM-DC 1041C

Special cards (Form A15) have been prepared for selected farms from records of the 1954 Census. Each card contains information about a particular farm, including the name and address of the person who operated it in 1954. See Appendix, Exhibit 2.

Your portfolio will contain the cards for any of those farms which were in your ED in 1954. You must be sure to visit them, list them on Form A2, and fill Agriculture Questionnaire whenever required. In item 12 of each Agriculture Questionnaire the A1 number assigned to the farm described on that card when you listed it on Form A2. If the farm is now operated by a person other than the one named on Form A15, cross out the name and address entered in item 13 and write in the name and address of the present operator.

Copy the items 14 and 15 from questions 7 and 8, respectively, of the Form A1 filled for this farm. If you do not get an A1 for a farm covered by Form A15, give the reason in item 16.

Keep a rubber band around the completed cards and carry them in your portfolio for review by your crew leader. When you have completed your ED and have filled all the Special Farm Cards, turn them in to your crew leader along with the ED portfolio and the other enumeration materials.

## THE AGRICULTURE QUESTIONNAIRE (FORM A1)

(Item-by-item instructions for filling Form A1 begin with paragraph 92.)

### 65. 44 versions of Form A1

The Agriculture Questionnaire varies from State to State. Differences in the form take into account differences in the agriculture in the various parts of the United States. Usually, the differences result in the omission of questions for crops or other items that do not apply. For example, the question for cotton has been omitted from the questionnaire for most of the the northern States. The general form and layout of the questionnaire is the same for all States.

### 66. Instructions cover all versions

The instructions in this book cover all versions of Form A1. Each question used in the Census has its own number. Thus, if a given question does not apply to your State, the question and the number both have been omitted from the A1. No questionnaire has all the questions asked for the Census.

To find the instructions for an individual question, check the Table of Contents at the beginning of this book. General instructions necessary for filling the A1 correctly are also included in this book. Use the Table of Contents to find the instructions for items not included in individual questions. For example, to find instructions about partnerships, look up the word "Partnerships" in the Table of Contents and then turn to the paragraph specified. Note that paragraph numbers and not page numbers are given in the Table of Contents.

### 67. Know your questionnaire

The questionnaire for your State is included in your portfolio. Study it and become thoroughly familiar with it. The better you know the questionnaire the more accurately, quickly, and easily you can do your job.

### 68. Sections

The questionnaire is divided into sixteen sections designated by Roman numbers and separated from one another by shaded bands containing the title of the section. Each section contains questions relating to the general subject stated in the title of the section. Some of the sections are further divided by heavy lines into groups of questions. The first question in a group is often a "lead" question, the answer to which determines whether you need to ask the remaining questions in that group.

### 69. Skip questions

There are several questions that are to be skipped if the answer to the immediately preceding "lead" question is "No" or "None." Instructions for these are given in italics on the questionnaire. The number of the question to be skipped to is always enclosed in brackets [ ] to help you spot it quickly and easily.

For example, the note on the A1 under question 44 (b) is (If "No" for (b), check and skip to question [62].) Thus, if the place does not grow vegetables for sale, you are not to ask questions 45 through 61.

Every "lead" question must be answered. Omit questions only when the questionnaire instructs you to skip.



70. Check questions

Many of the questions may be answered merely by placing a check (X) in a square (  ). Most of the squares are for checking "Yes," "No," or "None" answers. For examples see questions 11 through 15, 66, and 159 through 164. In every case where the answer to a question is "None," check the square and leave blank the space provided for a figure.

In a few cases, squares are provided for checking one, and only one, of several possible answers to a given question. For example, see question 105, relating to days worked off the farm.

71. Catchall questions

Redtop seed? . . . . .  
 33. Other field seed crops? Alsike clover?  
 Bluegrass? Bromegrass? Crimson clover?  
 Fescue? Orchard grass?  
 Give name -----

Use the "catchall" questions, such as question 33, for writing in the names, acreages, and, in some cases, quantities or values of crops not listed on the questionnaire. It is necessary to include crops not commonly grown in order to assure full coverage of all crops harvested in your ED this year. Separate questions are provided for all the commonly-grown crops.

72. Shaded squares

and steer calves? . . . Number -----  
 (The total for questions (a), (b), and (c) must equal the number for question 134.)

The shaded squares at the extreme right following certain questions indicate points at which you must make additions in order to be sure the entries are correct. Instructions are included to the left of each square telling you what entries to add together. The total of the entries added together must equal the answer given to a preceding question, as specified. For example, see questions 7 and 9. If the sum does not agree with the answer specified, review the entries with the respondent, draw a neat line through any incorrect figure, and write the correct one above it. When agreement is reached, place an "X" in the shaded square.

Question 7, "Acres in this place," requires both addition and subtraction and provides space where you must write in the result of your calculation. If the respondent does not agree with your figure, go back over the answers to questions 3 through 6 and make any necessary corrections. When you reach agreement on the figure, enter it and "X" the shaded square.

73. Remarks space

Space for "REMARKS" is included at the end of Section XV. Use this space for explaining unusual entries or situations, listing additional names or crops, making calculations, and writing notes which you think may be useful to the Census employees who will compile totals for the questionnaires. For example, a low crop yield may be the result of storm or insect damage.

Begin each remark with the number of the question to which it refers. For example, Question 9 (a)—"Corn heavily damaged by insects."

If you are not sure that an entry is correct, use the "REMARKS" space to explain the situation. Do not write in the columns headed "FOR OFFICE USE ONLY" and do not write in the spaces provided for names or figures. Also, do not use a separate sheet of paper.

74. Enumerator's Record

You must complete this record (Section XVI) on every questionnaire you fill. It is necessary for exact identification of the questionnaire. Your signature certifies that the information on the questionnaire is complete and accurate, to the best of your knowledge.  
 (See paragraphs 300 through 302.)

## QUESTIONNAIRES MAILED TO OPERATOR

75. Agriculture Questionnaires mailed to some farm operators



Except for some parts of the South, Agriculture Questionnaires were mailed to most households in rural areas a week or two before the start of the enumeration period. (See Appendix, Exhibit 5 for a list of the counties to which Al's were not mailed.) A letter was attached to each questionnaire asking the farm operator to fill the questionnaire and to give it to the enumerator when he called. The questionnaires mailed to farmers in your ED are the same as those in your portfolio, except that they are printed in brown ink.

76. Use the operator's questionnaire

When you visit a place for which an Agriculture Questionnaire is required, ask the operator if he received a questionnaire through the mail. If so, use it for your enumeration whether or not he has entered any information on it. If he has filled it, either partially or completely, review the entries with him, make any necessary corrections, and fill in any missing information before you leave the place. Do not copy the entries from his questionnaire onto another one. You will, of course, be paid for completing and reviewing mailed Agriculture Questionnaires, the same as if you had made all the entries yourself.

In a few cases, because mail routes sometimes cross State lines, the farm operator may have received a questionnaire for a State other than the one in which you are enumerating. If so, use it.

## ASKING THE QUESTIONS

77. Ask the questions as printed

Ask the questions in the order printed on the questionnaire. Read them exactly as they are written. They are so grouped and worded as to make their meaning clear to the respondent.

78. Explanations on the questionnaire

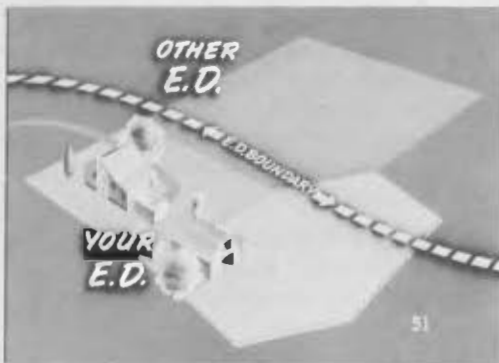
Always read to the respondent the explanatory notes which are not enclosed in parentheses. Some of them are at the top of various sections and others follow individual questions. These notes will help the respondent understand exactly what information is required.

79. Instructions in parentheses

Several instructions are given on the questionnaire to help you enter the correct information. They are enclosed in parentheses ( ). Ordinarily, you will not need to read these instructions to the respondent but you may do so if you see that he needs further explanation.

## SPECIAL PROBLEMS OF ENUMERATION

### 80. Places in two or more ED's



Part of the acreage in some places on which agricultural operations are conducted may be in your ED and part in another. The land may extend across your ED boundary or it may consist of two or more separate tracts, at least one of which is in another ED. In either case, if the person in charge has agricultural operations on the place where he lives, the entire place is to be enumerated in the ED where he lives.

For example, if the person in charge lives in your ED and grows crops in your ED but pastures his livestock outside your ED, you must get an A1 for him. Include all the land he operates and all his agricultural operations on the same A1—those on the land that is outside your ED as well as those on the land in your ED.

However, if land in your ED is operated by a person who lives outside your ED and also operates land in the ED where he lives, the enumerator in the ED where the operator lives will get the A1, including the acreage in your ED.

Tracts of land, such as timber or desert, that obviously are not used for agricultural purposes—and are not part of a farm or ranch—should be entered on the A2 listing, with a descriptive note in column 14. No A1 is required.

However, if you find tracts of land on which no one lives, but which are used for growing crops or grazing livestock, find out the name and address of the person in charge and enter this information in column 14 of the A2. Also, try to find out from persons on adjoining land whether the person in charge conducts agricultural operations where he lives. If he lives in your ED, make a note in your Callback Record, column 13, to remind you to obtain an A1 when you visit his dwelling. If he lives outside your ED, and has agricultural operations where he lives, the enumerator in that ED will obtain the A1. If he does not have agricultural operations where he lives, but lives within 25 miles of your ED, you are to visit him and obtain an A1. If he lives more than 25 miles outside your ED, and does not have agricultural operations where he lives, report his name and address to your crew leader.

### 81. Places where no one lives

### 82. Places with new operators

Always fill the Agriculture Questionnaire in the name of the person now in charge. In some cases, he may have moved to this place only a short time ago. Even so, the Agriculture Questionnaire must cover the land he operates at the time of enumeration and all the crops harvested from that land this year, regardless of who did the harvesting.

### 83. Places operated by tenants or sharecroppers

In cases where land is rented from others, used rent free, or worked on shares for others, the tenant is the person in charge—not the owner or landlord. The questionnaire for a tenant-operated tract must cover all the land operated by the tenant. The entries for crops harvested, value of crops sold, and number and value of livestock and livestock products must include the landlord's share, if any, as well as the tenant's share. Likewise, the expenditures in Section XII must include the amounts paid by both the landlord and the tenant for the place operated by the tenant.

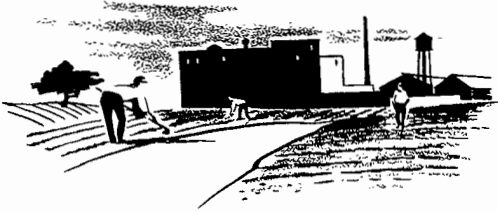
For purposes of the Agriculture Census, sharecroppers are tenant-farm operators. Obtain a separate Agriculture Questionnaire for the land and agricultural operations conducted by each sharecropper. Be sure that the landlord does not include the cropper operations when you are completing the A1 for his agricultural operations.

## ENUMERATOR'S INSTRUCTION BOOK

### 84. Partnerships

Fill only one questionnaire for places operated in partnership by two or more persons. Include all land used for the partnership operations, whether it is owned jointly or separately by the partners. For example, suppose that Mr. Smith, Mr. Jones, and Mr. Brown operate a farm in partnership. All the land in that farm and all its agricultural operations must be reported on the same A, regardless of whether the partners own the land together or individually. Enter the name of only one of the partners in question 1—either the partner who is primarily in charge of the agricultural operations or the eldest partner. List the names of the other partners in the margin or under "REMARKS."

### 85. Corporations and institutions



Fill an Agriculture Questionnaire for all farm or ranch land held by a corporation or by a school, hospital, prison, experiment station, grazing association, or other institution. Do not include land or buildings used primarily for nonfarm purposes. Enter the name of the manager of the agricultural operations in question 1 and the name of the corporation or institution in the block for landlords under question 4 (a). On questionnaires for institutions, include as sold any agricultural items produced on this land that were used by inmates of the institution.

### 86. Agricultural operations at urban residence

Sometimes a person living in an urban area operates a place outside the limits of the city, town, or village where he lives and goes to the place by the day, as necessary. If he keeps livestock or poultry at his residence or carries on some other farming operations there (not just a home garden), include his residence as part of the place. In such cases, the entire place is to be enumerated in the ED where the operator lives, regardless of whether the land where he conducts most of his farming operations is located in that ED or a different one. If a person having agricultural operations at his residence lives in a Code C or Code D ED that was assigned to you, but for which there is no Record Book, list the place in your Code A or Code B ED.

### 87. Indian Reservations

If your ED contains an Indian Reservation, you will find special instructions attached to the inside back cover of your Instruction Book.

### 88. Contract farming

Sometimes a farmer enters into a contract to grow a crop for a canner or other processor. Usually, the farmer grows the crop but sometimes he merely furnishes the land for the period required. Crops grown under contract are to be reported on the questionnaire for the farmer.

Livestock or poultry also are sometimes kept or fed for others on a contract basis. All such livestock or poultry operations should be reported on the questionnaire for the farmer or person caring for it. Also, include in the report for number sold all that were or will be sold this year, regardless of who shared in the sales receipts.

In contract operations, the contractor is in a position comparable to that of a landlord. He usually furnishes all or part of the seed, fertilizer, spray materials, feed, and labor expenses. In reporting expenditures on the questionnaire, be sure to include expenditures by the contractor as well as by the farm operator. For items calling for the value of sales, report gross market value, not the contract payment to the farm operator.

### 89. Farming combined with nonfarm activities

Sometimes farming is combined with nonfarm activities. For example, a cotton farmer may have his own gin; a sugarcane plantation may have its own sugar mill. Omit sugar mills when filling questionnaires for sugarcane plantations and omit cotton gins when enumerating cotton farms.

In instances where the processing is primarily for the disposal of raw materials produced on the farm where the plant is located, such a plant should be considered a part of the farm. For example, packing-shed operations in an apple orchard or on a potato farm are a part of the farm activities, and the expenditures for labor employed should be reported on the Agriculture Questionnaire.

90. U. S. land used by permit



In Western States you may find a person who has a "Permit" to graze a certain number of livestock on U.S. Forest Service land or on land administered by the U.S. Bureau of Land Management (formerly U.S. Grazing Service). Land used under such "per head" permits is not to be included on the questionnaire. Report the livestock in the ED where the operator has his headquarters.

91. State, railroad, and school land

Areas of western land owned by the United States, by States, school districts, and railroad companies frequently are leased by farm or ranch operators for the grazing of livestock. Leases differ from permits in that the farmer or rancher pays a per-acre fee and has sole use of the land during the life of the lease. Leased land is to be included in question 4 of the A1 as land leased from others.

## FILLING THE AGRICULTURE QUESTIONNAIRE

### Section I.—Person now in charge

92. Question 1  
Name of person in charge

Enter the full name of the person in charge of the day-to-day agricultural operations of this place. He is the person who does the labor or directly supervises the labor. He may be an owner, a tenant, a renter, a hired manager, or a sharecropper.

If the place is operated by a partnership, enter the name of the senior or active partner as the person in charge. List the names of all other partners under "REMARKS."

If the place is operated for a corporation or an institution, enter the name of the manager in charge of its farming operations in question 1 and the name of the corporation or institution in the space under 4 (a).

Get all information for the questionnaire from the person in charge or some other responsible person. Remember that all the questions relate to the person in charge and to the place he operates even though some other person gives the information.

## 93. Members of the household



Include on the questionnaire for the person in charge any farming operations carried on by members of his family or by other persons living in his household if they work on the land he controls and use his equipment.

Fill a separate questionnaire for a person living in the operator's household only if that person farms a separate tract of land for himself with his own equipment and machinery. For example, the operator may have a married son and daughter-in-law living with him. If the son operates land on his own account with his own equipment, fill a separate A1 in his name. Do not include his operations on the A1 filled out by the operator.

94. Question 2  
Address

Enter the mailing address entered in question 1. It must be the place he operates.

## Section II.—Ownership

95. Question 3  
Owned land

Report the total acreage of all land owned by the person in charge—cropland, pastureland, woodland, wasteland, and any other land—whether it is in one tract or at several locations. Be sure to include separate orchards, fields, and meadows.

Consider as owned all land which the person in charge, his wife, or both, hold under title, purchase contract, homestead law, or as heir or trustee of an undivided estate.

For a partnership, include all land owned by any of the partners, provided it is used for the partnership operations.

For a corporation or an institution, include all land normally used for the farm operations and all farm buildings; do not include land or buildings used primarily for nonfarm purposes.

If the operator is an Indian, report as owned all land allotted in trust to him and also any Reservation land assigned to him for his own use.

96. Question 4  
Land rented or leased  
from others

Report the total acreage of all land which the person in charge rents or leases from others, uses rent free, or works on shares for others, even if he, in turn, has rented or leased some or all of it to someone else or assigned it to sharecroppers. Include cropland, pastureland, woodland, wasteland, or other land, whether in one tract or several; include separate orchards, fields, or meadows.

Read to the respondent the explanation following the question. For the New England States and for New York, land rented from others includes any land owned by someone else from which the person in charge cut hay.

For certain Western States, it includes any Federal, State, county, school, railroad, or other land used by the person in charge under a lease arrangement. It does not include land used under a per head grazing permit from the U.S. Forest Service, U.S. Bureau of Land Management (formerly U.S. Grazing Service), or other public agencies.

If no land is rented from others, check "None" and skip to question 5.

97. Question 4 (a)  
Name and address of landlord

Enter the name and address of each landlord and the number of acres rented or leased from him by the person in charge. Include land which the person in charge uses rent free or works on shares. If you need more space, use the "REMARKS" section. The sum of the acres rented from all landlords must equal the entry in question 4.

Use this space also for the names of institutions, corporations, or other organizations on questionnaires for farms operated by them; and for the names and addresses of employers on questionnaires filled for hired managers.

98. Question 5  
Land managed for others

A hired manager is a person who is paid a salary or wage (sometimes plus a commission) to operate land for another person or for a corporation, institution, or other organization. He usually is responsible for the agricultural operations on that land and may supervise others in performing those operations. As such, he is the person in charge of the place he manages. Do not confuse him with a caretaker or hired man who merely carries out his employer's instructions.

Enter the total number of acres managed for all employers, including any of the managed land which is rented to others. Write the name and address of each employer and the number of acres managed for each in the block provided for landlords under question 4 (a). The sum of the acres managed for all employers must equal the entry in question 5.

99. Question 6  
Land rented to others

Report the total acreage of all land which the person in charge rents or leases to others, land he permits others to use rent free, and land worked for him by others on shares. Include cropland, pastureland, woodland, wasteland, and other land, whether in one tract or several; include separate orchards, fields, or meadows.

Report land assigned to tenants or croppers as land rented to others even if the landlord directed the farming operations and shared the crops. Do not include any land worked by other members of the operator's household with the operator's equipment, as, for example, land worked by a son living with his father.

100. Question 6 (a)  
Owned land rented to others

The land rented to others may be land which the person in charge owns or land which he rents from someone else. Report here only the number of acres which he owns and rents to others. The entry here must be equal to or less than the entry in question 6; it cannot be greater.

101. Question 7  
Acres in this place

ACRES OWNED  
(Question 3)  
PLUS  
ACRES RENTED  
FROM OTHERS  
(Question 4)  
LESS  
ACRES RENTED TO OTHERS  
(Question 6)  
EQUALS  
ACRES IN THIS PLACE  
(Question 7)

Your entry for "Acres in this place" must represent the total of all land used for agriculture by the person in charge. Include land he owns or homesteads, land he rents or leases from others, land he occupies rent free, and land he works on shares for others. Do not include land he rents to others, land he permits others to use rent free, and land worked on shares for him by others. On questionnaires for hired managers, include all land managed except any part of the managed land that may be rented to others.

Do not ask the respondent for this figure. Calculate the acres yourself from the entries on the questionnaire. On all questionnaires except those for hired managers, add the acres in questions 3 and 4, and subtract the acres in question 6. Enter the result in question 7.

102. Acres in this place  
for managed farms

ACRES MANAGED  
(Question 5)  
LESS  
ACRES RENTED TO OTHERS  
(Question 6)  
EQUALS  
ACRES IN THIS PLACE  
(Question 7)

103. Question 8  
Location of land

On questionnaires for hired managers, subtract the acres in question 6 from the acres in question 5. Enter the result in question 7.

Explain your calculation to the respondent as a further check on the information he has given you. Your wording will vary to fit the facts, but should be approximately as follows:

When I add the land you own to the land you rent from others and subtract the land you rent to others, I get a total of \_\_\_ acres operated by you. All the questions which I am now going to ask refer to these \_\_\_ acres.

Check the shaded square to show that you have verified these entries.

This question relates to the "Acres in this place" entered in question 7. Check the appropriate square. If "Yes," enter the number of acres located in this county (or parish) in question 8 (a); report the remaining acreage according to the counties (or parishes) where located, in question 8 (b). If you need more room, use the "REMARKS" space. The sum of the acres in questions 8 (a) and 8 (b) must equal the acres in question 7. Verify your entries, ~~and check the shaded square.~~

### Section III.—Crops harvested this year, 1959

104. Crops relate to  
"This Place"



Sometimes you may find that the person in charge is a new operator, or has increased his holdings and did not himself harvest all or part of the land now in this place. Nevertheless, the questions for crops harvested always relate to the land in this place, as recorded in question 7. Therefore, you are to ask the operator now in charge to estimate the acreages, quantities, and amounts sold (where asked) of all crops harvested or to be harvested this year from the land he is now farming. Likewise, if the person in charge is now farming less land than he had earlier this year, ask him to report only for the land he is farming at the time of enumeration.

105. Area and quantity  
harvested



The entries for crops harvested must include the total area and the total quantity harvested and to be harvested during the entire year 1959. In cases where the harvesting of a crop has not been completed at the time of enumeration, ask the respondent to include in his report an estimate of the amount yet to be harvested. For tenant-operated farms, report the total quantity harvested, including the share received by the landlord.



106. Quantities sold

The entries for quantities sold refer to total 1959 production and must include estimates of quantities not yet sold at the time of enumeration. Quantities sold are for the place and not necessarily for the person now in charge. Therefore, always report sales of crops for the place from which they were sold, regardless of who shared the receipts. Include, as sold, crops harvested this year but stored under Government loan. Do not include any crops or crop products purchased and later resold.

On the questionnaire for a tenant, report the landlord's share as sold except for the quantity of each crop that was or will be used for feed or seed on the tenant-operated farm.

107. Crops used by inmates of institutions

Consider as sold any crops grown on institutional farms that were used by inmates of the institution. Report all 1959 production so used, including quantities placed in storage for later use.

108. Home use

Do not report as sold any crops produced on the place for use by the operator and his family or by families of hired workers on the place, or fed to livestock on the place where grown.

109. Value of sales

In questions on value of sales, report the total gross value, not the net returns. Include the estimated value, based on current local farm prices, of crops not yet sold at the time of enumeration. Do not deduct expenditures for fertilizer, seed, irrigation water, or for marketing (such as cost of containers, packaging, trucking, or freight).

110. Units of measure

For crops listed on the questionnaire, enter quantities in the units of measure specified. If the respondent cannot give you the information in those units, convert his figures to the required units on the basis of the conversion factors given in paragraphs 324 through 333 of this book.

"Catchall" questions provide space for you to write in the names, acreages, and quantities of crops not listed separately. Be sure to give the unit of measure whenever it is not preprinted on the questionnaire.

111. Include all methods of harvesting

Report all crops harvested and to be harvested in 1959 regardless of the method of harvesting—whether by cutting, digging, picking, or gathering, and whether by hand or machinery. Include as harvested, crops grazed or hogged off by livestock.

112. Two or more crops from the same land

In cases where two or more crops were harvested from the same land in 1959, report the total acres and quantity harvested in the question for each crop.

113. Succession crops

When two or more crops were planted and harvested in succession from the same land in 1959, report the entire acreage in the question for each crop. For example, if green peas were harvested from a certain plot of land in 1959 and then sweet corn was planted on the same land and also harvested in 1959, report the acreage harvested in the questions for both green peas and sweet corn.

114. Interplanted crops

When two crops were grown together—as soybeans or cowpeas planted in or between rows of corn—report for each crop the total acreage under both crops. In some States, the questionnaire provides for the acreages of soybeans, cowpeas, peanuts, and velvetbeans grown alone to be reported separately from the acreages grown with other crops.

115. Crops harvested  
in orchards



When a crop was grown and harvested in an orchard, report the combined acreage of the crop and of the orchard in the question for the crop and also in question 67 (land in orchards).

116. Two or more  
cuttings of hay

In cases where two or more cuttings of hay or of a forage crop were made from the same land in 1959, report the acreage only once but include the total quantity harvested from all cuttings.



117. Mixed crops

"Mixed crops" are two or more crops grown and harvested together as a mixture. Report mixed grain crops in question 15: "other grains threshed." Underline "mixed grains." If your version of the questionnaire does not have question 15, report mixed grains in question 85, the catchall question for other crops.

Report mixed hay crops according to the instructions given in questions 19 through 24. Be sure to follow those instructions exactly.

Report all other mixed crops not listed in separate questions under the crop that makes up the largest part of the mixture.

118. Crops cut and fed green

Report pasture and hay crops that are cut and fed green in question 85, the catchall question for other crops.

119. Question 9  
Corn

In question 9, corn for all purposes, report the total acreage of field corn harvested for grain; corn harvested for silage; and corn hogged off, grazed or cut for fodder. Break this total down in parts (a), (b), and/or (c), as specified on your version of the questionnaire. Be sure the acres entered in (a), (b), and (c) add to the total acreage reported in question 9. Note that quantities as well as acres must be entered in parts (a) and (b). Factors for converting corn to bushels of shelled corn are given in paragraph 326.

Do not report sweet corn harvested green for sale to fresh market or to processors, or popcorn in this question. They are to be reported in other parts of Section III.

120. Question 10  
Sorghums

Report the total acreage of all sorghums, regardless of variety or use, in question 10, sorghums for all purposes. Also, answer any detailed questions on sorghums which may be included on your version of the questionnaire. The sum of the acres in the detailed questions must be equal to or less than the acreage of sorghums for all purposes; it cannot be greater. Be sure to enter quantities where required.



Include sorghums harvested by cutting the heads from the stalks and fed unthreshed in question 10 (a), sorghum for grain.

Note that quantities of sorghums for sirup are to be reported in gallons of sirup.

Be careful not to confuse sweet sorghums and sugarcane. Sugarcane is not to be reported here but in questions 40, 41, or 42, according to purpose for which harvested. If those questions do not appear on your A1, report sugarcane in question 85.

## ENUMERATOR'S INSTRUCTION BOOK

121. Questions 11 through 15  
Small grains

These questions relate only to small grains that were threshed or combined this year. Separate questions are provided for the grains most commonly grown in your area. Report other small grains or mixtures of small grains in questions 15; underline the kinds of grains included.

When reporting quantities sold, include as sold any small grains being held in storage for sale at a future date. Also include as sold any wheat or other small grains being held under Government loan.

Do not include small grains cut and fed unthreshed or small grains hogged off or grazed. They are to be reported in other parts of Section III.

122. Question 15  
Rice

Rice is to be reported in the unit of measure given on the questionnaire for your State. Report threshed weight, before mill drying. Conversion factors are given in paragraph 326.

123. Questions 16 and 17  
Soybeans and cowpeas

Questions on soybeans and cowpeas are included for States where grown. In question 16, soybeans for all purposes; and question 17, cowpeas for all purposes, report the total acreage harvested for all purposes. Break these totals down in parts (a), (b), (c), and (d). Be sure the acres entered in (a), (b), (c), and/or (d) add to the total acreage reported in question 16 or 17.

In part (a), report acreages and quantities actually harvested for beans and peas as such, whether from selected parts of a field or from an entire field.

In parts (b) and (c), report beans and peas left on the vines and harvested with the vines when they were cut for hay or when they were hogged, grazed, or cut for silage.

In part (d), report beans and peas that were plowed under for green manure or grown as a cover crop for soil-improvement purposes.

On some questionnaires the acreage of beans and peas grown alone is to be reported separately from the acreage grown with other crops. The quantity of this year's harvest is always to be reported in total, however, wherever required.

Report green soybeans, blackeyes, and other green cowpeas harvested for sale under vegetables harvested for sale. If they are not given on the questionnaire, list them in question 60, "other" vegetables.

124. Question 18  
Peanuts

Report the acreage of all peanuts grown, regardless of use, in the question on peanuts for all purposes. In part (a), report only the acreage and quantity of peanuts picked or threshed.

In part (b), include peanut vines or tops saved for hay or forage, whether taken from a part or from all of the acreage harvested by picking or threshing.

Thus, the acreage reported in part (b) may duplicate some or all of the acreage in part (a); and the sum of the acres in parts (a) and (b) may be greater than the total acreage given for peanuts for all purposes.

125. Questions 19 through 24  
Hay crops



Be sure to report each kind of hay in the appropriate question.

In cases where two or more cuttings of hay were made from the same land, report the acreage cut only once but report the total production from all cuttings.

In question 19, be sure to include alfalfa cut for dehydrating as well as alfalfa cut for hay.

In question 23, any other hay, include all hay cut chiefly from wild or native grasses even if they included fill-in seedings of other grasses. Include wild hay cut from public or other land whether or not any rent was paid.

If both hay and grass silage were cut from the same land, include the total acreage of that land in questions for both crops. When reporting production of grass silage, include total quantities from all cuttings, whether harvested from land cut for hay or from land used for pasture.

Report production of hay in dry weight and grass silage in green weight:

3 tons green weight = 1 ton dry weight

If the respondent can report only in bales of hay, obtain from him the estimated weight per bale, then convert his figures to tons on the basis of the conversion factors in paragraph 326.

For each kind of seed, report the total acreage harvested even though you may have reported the same acreage in the questions for hay crops. Except for bluegrass, report quantities harvested in terms of clean seed. For bluegrass, write a note to the left of the question number, indicating whether the amount harvested is being reported on a "green-seed," "cured-seed," or "clean-seed" basis.

Report acres and quantity actually harvested for beans or peas.

Report the total acreage and quantity of cotton harvested or to be harvested, regardless of who shared the crop. For a tenant-operated farm, be sure to include the landlord's share.

Report production in number of bales of lint cotton. If a quantity is reported to you in pounds of seed cotton, convert the figure to bales of lint cotton on the basis that—  
1,500 lb. of seed = 1 bale of lint

126. Questions 25 through 33  
Seeds (grass, legume,  
and other field crop seeds)

127. Question 34—Dry field  
and seed beans and peas

128. Question 35  
Cotton



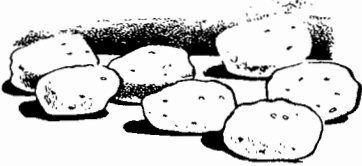
129. Question 36  
Popcorn

The acreage and quantity of popcorn harvested must be reported separately from other corn. If this question is not on your questionnaire, report popcorn in question 85, the catchall question for other crops.

Enter quantity in pounds of ear corn:

1 bushel = 70 pounds

130. Question 37  
Irish Potatoes



Report the total quantity of Irish (white) potatoes harvested, whether for home use or for sale and regardless of who shared the crop. Include potatoes grown in the home garden and any grown on a partnership or contract basis.

If the quantity amounted to 20 or more bushels (or 10 or more 100-lb. bags), enter the number of acres harvested to the nearest tenth of an acre. Otherwise, leave the space for acres blank.

131. Question 38  
Sweetpotatoes

Report the total quantity of sweetpotatoes and yams harvested, whether for home use, livestock feed, or sale. If the quantity amounted to 20 bushels or more, enter the number of acres harvested to the nearest tenth of an acre; if less than 20 bushels, leave the space for acres blank.

132. Question 39  
Sugar beets for sugar

Report only sugar beets harvested for sugar in this question. In question 85, report separately acres and quantity of sugar beets for seed or sugar beets for livestock feed.

133. Question 40  
Sugarcane for sirup

Report sugarcane harvested only for sirup. Report the total number of gallons of sirup made, whether made on the farm or at a mill. Include quantities given as pay to persons who made the sirup. Do not include sorghum sirup in this question; it must be reported in question 10 if specifically asked there, or in question 85 if no separate question appears in question 10.

134. Question 41  
Sugarcane for sugar

This question appears only on the questionnaire for Louisiana. In Florida, enter it in question 85. Report the total acreage and quantity of all sugarcane cut for sugar, whether for crushing in the operator's own mill or for sale to other sugar mills.

135. Question 42  
Sugarcane for seed

Report the acreage of sugarcane cut for planting. This crop is listed only on the questionnaire for Louisiana. In Florida, enter it in question 85, the catchall question for other crops.

136. Question 43  
Tobacco

Report separately the acreage and quantity harvested for each type of tobacco listed on the questionnaire. If only one question is given for tobacco, report the entire crop in that question, regardless of type.

## VEGETABLES FOR HOME USE AND FOR SALE

137. Question 44 (a)  
Vegetables for home use

Do not include Irish potatoes, sweetpotatoes, or yams in the questions in this group.

Check "Yes" if there is a home garden on the place. Also check "Yes" if the household used any sweet corn, melons, or other vegetables from plantings grown primarily for sale.

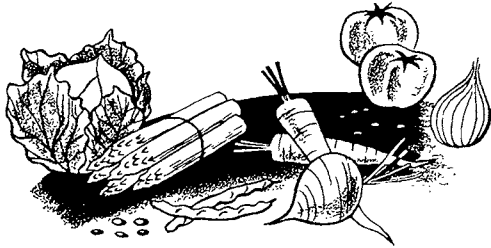
For an institutional farm, check "Yes" if any vegetables harvested on that farm were or will be used in the household of the manager.

138. Question 44 (b)  
Vegetables for sale

Check "Yes" if any vegetables or melons were or will be sold from the place for human consumption. Include fresh market sales and also sales to canners, freezers, dehydrators, or other processors.

For an institutional farm, check "Yes" if any vegetables harvested on that farm were or will be used by the inmates of the institution.

139. Questions 45 through 60  
Acreage of vegetables  
 harvested for sale



Ask the questions in this group only if you checked "Yes" for question 44 (b).

Report all vegetables grown for human consumption that were or will be harvested this year for sale on the fresh market or to canners, freezers, dehydrators, or other processors. Follow these general rules:

1. Report whole acres and tenths of acres for each vegetable crop that was or will be harvested this year for sale. Include vegetables sold from the home garden.

2. Count the acres for each crop grown. Thus, 6 acres of crops were harvested if 2 plantings were harvested from the same 3-acre field during 1959. The same land may be used during 1959 for the production of two or more vegetable crops, two or more plantings of the same vegetable crop, or for one or more vegetable crops followed by a field crop.

3. Include the acres of vegetables harvested from hospital and other institutional farms for use by inmates of the institution.

4. Do not include vegetables grown under glass, vegetable plants, or vegetable seeds grown for sale. These are to be reported in question 84, under Nursery and Greenhouse products.

5. Do not include the acreage of any vegetable crops, such as kale, turnips, pumpkins, or mangels, that were grazed, hogged off, or harvested for livestock feed. These are to be reported in question 85.

140. Beans and peas

Be sure to include only beans and peas for human consumption. Report snap beans in question 46; green lima beans in question 47; blackeyes and other green cowpeas in question 54; and green peas in question 55. If any of these questions are not on your questionnaire, list the beans and peas separately in question 60. Report cowpeas harvested green for livestock feed in question 85.

141. Broccoli

Include only green-headed varieties. Report white-headed broccoli with cauliflower.

142. Cabbage

Include common, Savoy, and red cabbage. Report Chinese cabbage separately in question 60.

143. Cauliflower

Include white-headed broccoli.

144. Celery

Include all varieties of celery except celeriac (turnip-rooted celery). Report celeriac separately in question 60.

145. Melons

Report cantaloups, honeyballs, honeydews, and muskmelons together in the same question. Watermelons are to be reported in question 59 if printed on the A1, otherwise report watermelons separately in question 60.

146. Onions and shallots

Report dry onions, green onions, and shallots in separate questions.

147. Peppers and pimientos

Report sweet peppers and pimientos in the same question. Report hot peppers—as chili, cayenne, and tabasco—separately in question 60.

148. Other vegetables

Enter the names and acreages of vegetables not separately listed. Include only vegetables from this year's harvest that were or will be sold for human consumption.

149. Question 61  
Value of vegetables sold

Report the total gross value of vegetables sold and to be sold from the 1959 harvest. Estimate the value of vegetables yet to be sold on the basis of current local farm prices. Include the gross market value of vegetables grown under contract to canners, freezers, or other processors. Do not deduct the cost of seed, fertilizers, or other materials furnished by the processors. Also do not deduct any production or marketing costs incurred by the operator.

Include the value of all vegetables sold from the place regardless of who did the selling and regardless of who shared the receipts. On the questionnaire for a tenant-operated farm, include the landlord's share of the receipts and also the estimated value of vegetables given to the landlord as payment for rent or services.

For an institutional farm, include the value of vegetables grown on that farm for use by inmates of the institution.

The value reported in this question must relate to the same vegetables for which you entered acres harvested for sale in questions 45 through 60. Therefore, do not include the value of Irish potatoes, sweetpotatoes, or yams; the value of vegetables grown under glass; nor the value of vegetables purchased and then resold.

## BERRIES AND OTHER SMALL FRUITS

150. Questions 62 through 65  
Berries and other  
small fruits



These questions refer only to tame or cultivated berries of all kinds harvested for sale this year. Do not include wild berries except in Maine, New Hampshire, Vermont, and Rhode Island. Report only the area from which berries were actually harvested this year and only if it amounted to  $\frac{1}{10}$  acre or more. Wild blueberries should be reported only when grown on land used primarily for their production.

If less than  $\frac{1}{10}$  acre was harvested, leave blank the space for acres but always report the total quantity, in quarts, of each kind of berry harvested. When necessary, convert the figures given by the respondent to quarts on the basis of the following factors:

$1\frac{1}{2}$  pounds = 1 quart  
2 pints = 1 quart  
1 gallon = 4 quarts

## TREE FRUITS, NUTS, AND GRAPES

151. Questions 66 and 66 (a)  
Fruits, nuts, and grapes  
on this place

Be sure to follow the instructions given with these questions. The answers will determine whether or not you need to ask the questions for individual crops.

If the total number of fruit and nut trees and grapevines of both bearing and nonbearing age on the place at the time of enumeration is 20 or more, check "Yes" in question 66 (a). Do not include trees or vines that have been definitely abandoned as unproductive, however.



152. Question 67  
Acres in fruits, nuts,  
and grapes



Enter the total acreage in bearing and nonbearing trees and vines to the nearest tenth of an acre. Include the acreage in trees and vines for production for home use as well as those grown for sale. Include also land in trees that did not bear in 1959 because the blossoms were killed by a late freeze. Do not include the acreage in berries or nurseries.

If the respondent cannot give you the total acreage figure, leave this question for the moment and complete questions 68 through 80, for individual fruits and nuts. In California add the acres of individual fruits, grapes, and nuts to obtain the total acres in orchard. In all other States calculate the number of acres in bearing and nonbearing trees and vines from the entries for those questions, according to the conversion table in paragraph 327. Proceed as follows:

1. For each kind of fruit and nut crop reported, find out the planting distance—that is, the approximate number of feet between trees in a row and the number of feet between rows.

2. Turn to the conversion table and find the planting distance that most nearly coincides with the planting distance estimated for each kind of fruit or nut trees on the place. Note the number of trees per acre that corresponds with that planting distance.

3. Add the number of bearing and nonbearing trees reported for that crop; divide the sum by the number of trees you noted from the conversion table. The result represents the approximate acreage for that crop.

4. When you have thus calculated all the acreages for the crops reported, add them together and enter the total in question 67.

Example: There are 350 apple trees on the place, planted approximately 20 feet apart in rows 22 feet apart. The conversion table shows that for a planting distance of 20 x 22, there are 99 trees per acre.

$$350 \div 99 = 3\frac{6}{10} \text{ acres of apple trees}$$

If fruit and nut trees are planted in borders or are interplanted among other crops, estimate the number of acres that would be required for them in orchard position—that is, at the number of trees per acre usual for the locality.

For example: If an operator has 35 walnut trees planted along field borders and the planting rate in his locality varies between 30 and 40 trees per acre, consider that his walnut trees occupy one acre; include this acre in the total for all trees reported in question 67.

154. Abandoned trees

Do not include number or acres of fruit or nut trees or vines that have been abandoned as being completely unproductive.

155. Questions 68 through 80  
Trees, vines, and quantities  
harvested

Fill the questions across the page for each fruit and nut crop on the place so that you will be sure to match the various items of information with the correct crop. Include all varieties of each crop in one total except where varieties are separately listed on the questionnaire.

## ENUMERATOR'S INSTRUCTION BOOK

For all States except California, proceed as follows:  
Column (1).—Enter the number of trees or vines that have not yet reached bearing age;  
Column (2).—Enter the number of trees or vines that are of bearing age;  
Column (3).—Enter the quantity harvested this year or, for citrus fruits, the quantity harvested from the bloom of 1958, as instructed on the questionnaire. Report the quantity in the unit of measure given on the questionnaire. In States asking for quantities in tons, note that tons are to be reported to the nearest tenth.

There may be entries in column 1 with no corresponding entries in columns 2 or 3. There must be an entry in column 2 to correspond with each entry in column 3, however, unless the trees or plants died or were pulled before the date of enumeration. In such a case explain the situation under "Remarks." Also, for each entry in column 2, there must be an entry in column 3 or else an explanation under "REMARKS" as, for example, "Question 68,—All fruit destroyed by frost."

For California, make the following entries:

Column (1).—The total acreage (to the nearest tenth of an acre) in both bearing and nonbearing trees or vines for each kind of fruit and nut grown on the place. Do not include acreages abandoned as completely unproductive.

Column (2).—The number of trees or vines that have not yet reached bearing age.

Column (3).—The number of trees or vines that are of bearing age.

Column (4).—The quantity harvested either this year or from the 1958 bloom, as instructed on the questionnaire.

For each entry in column 1, there must be an entry in columns 2 and/or 3. For each entry in column 3, there must be a corresponding entry in column 4 or else an explanation under "REMARKS."

## 156. Figs

Report figs on a fresh-weight basis except in California. In California, report figs (Kadotas and other varieties) that are sold fresh on a fresh-weight basis and figs that are sold dry on a dry-weight basis.

## 157. Plums and prunes

In California, report prunes on a dry-weight basis. In all other States, combine prunes with plums and report the total quantity on a fresh-weight basis.

## 158. Grapes

Report grapes in total in all States except California.

On questionnaires for California, table grapes, raisin grapes, and wine or juice grapes are listed separately. These three classifications refer to variety and not to use. For example, all raisin variety grapes are to be reported as raisin grapes, whether they were sold for table use, for wine making, or as dried raisins. The varieties of grapes to be included in each of the three classifications are as follows:

1. Table grapes.—Emperior, Malaga, Red Malaga, Ribier, Tokay, Concord, and other American varieties.

2. Raisin grapes.—Muscat, Sultana, Thompson seedless, and Zante currant. Report grapes made into raisins on a dry-weight basis; report all other raisin variety grapes on a fresh-weight basis.



3. Wine or juice grapes.—Alicante Bauschet, Carignane, Grenache, Mataro, Mission, Petite Sirah, Zinfandel, Burger, Colombar, Franken Riesling, and Golden Chasselas.

159. Avocados

Report the quantity harvested from the bloom of 1958. The entry must relate to the crop produced for the 1958-59 marketing season. For California the marketing season was October 1, 1958, to September 30, 1959. For Florida the marketing season began July 1, 1958, and ended June 30, 1959. Report only the amount harvested between the dates specified for your State. Conversion factors are given in paragraph 328.

160. Olives

Report the total 1959 crop. In California, many oil olives of the 1959 crop will not be harvested until January or February 1960. Include an estimate of the quantity not yet harvested in your entry for the total.

161. Pecans

On some questionnaires, improved and seedling pecans are to be reported together; on others, they are listed separately. Improved pecans refer to pecan trees that have been budded, grafted, or top-worked. Report all other pecan trees as wild or seedling, whether grown in orchards, pastures, or elsewhere on the place.

162. Walnuts

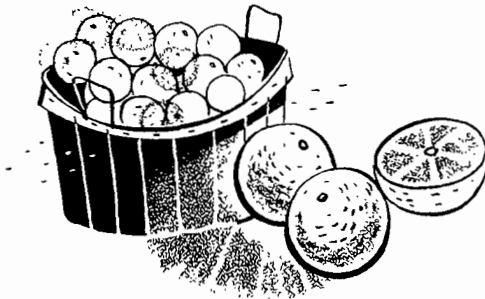
Include with English walnut trees not of bearing age any young black walnut seedlings planted in orchard position as rootstock for English walnuts. Report all other planted black walnuts and Persian walnuts in separate questions. If they are not listed on your questionnaire, include them in question 80.

163. Almonds

This question appears on questionnaires for western States only. Report quantity harvested in pounds of nuts in the shell, with hulls removed.

164. Citrus fruits

For each kind of citrus fruit (oranges, grapefruit, lemons, limes, etc.) grown on the place, report the quantity harvested from the bloom of 1958.



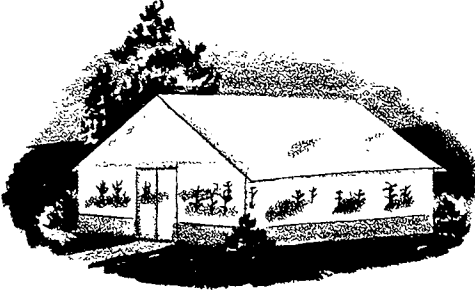
Be sure to enter quantities in the unit of measure indicated on the questionnaire. If the respondent reports in some other unit, convert his figures to the required unit according to the conversion table in paragraph 329. Note that the weights of field boxes, packed boxes, and bushels differ by type of fruit and by State. If citrus fruits are not given in separate questions on your questionnaire, list them in question 80. Enter in column 3 both the quantity and unit of measure.

165. Other tree fruits and nuts

Report under "Other," any tree fruits and nuts grown on the place that are not separately listed on the questionnaire. Write in the names, figures, and units of measure in which the quantities are reported to you.

## NURSERY AND GREENHOUSE PRODUCTS

166. Question 81  
Nursery and greenhouse  
products on this place



Check "Yes" if even one of the items listed was grown for sale on this place this year.

If you check "Yes," ask the remaining questions in this group. In column 1, enter the area occupied by the crops listed; in column 2, enter the sales value of the crops that were or will be sold this year.

Report the sales value only for crops grown on this place. Do not include crops bought for resale without additional cultivation. Report the retail value of crops sold directly from the greenhouse or nursery where grown. Report the wholesale value, however, for crops that were disposed of through a retail outlet located on a site separate from the greenhouse or nursery where the crops were grown. For example, wholesale values should be reported if the greenhouse or nursery is located on the fringe of a city, and the crops are retailed through a downtown sales-room.

167. Question 82  
Nursery products

Include all nursery stock—trees, shrubs, vines, and ornamentals—grown for sale this year.

168. Question 83  
Flowers and plants

Include all flowers and plants that were grown primarily for sale to or by florists. For plants grown under glass, report the square feet occupied by greenhouses, hothouses, hotbeds, or frames. For all other plants, including those grown under shade, enter the area in acres and tenths.

Report the total value of sales, for all flowers, plants, and florist greens, whether grown under glass or in the open.

169. Question 84  
Other greenhouse products

Include all vegetables grown under glass, vegetable seeds, vegetable plants, flower seeds, bulbs, mushrooms, and tobacco plants grown for sale this year. For crops grown in hotbeds or coldframes, report only the area actually in the beds or frames. Report the greenhouse area only once even if more than one crop was grown on it. Exception: If both flowers and another crop were grown in the same benches or beds during 1959, report the area used for both purposes in question 83 and also in question 84.

For mushrooms, report the area of bed space used this year; do not report the total floor space of the building where they were grown.

For crops grown under glass or in a house, report the area in square feet; for crops grown in the open, report area in acres and tenths. Enter the total sales value for all items included in this question.

## OTHER CROPS

170. Question 85  
All other crops

This is a "catchall" question. It refers to all crops not reported in questions 9 through 84 that were or will be harvested from the place this year. Remember that you must report every crop for the place whether or not it is printed on the questionnaire. If you check "Yes," enter the name, the area and quantity harvested and to be harvested, and the value of such part of the crop that has been or will be sold. If your need more space, use the "REMARKS" section.

171. Broomcorn



Report broomcorn for brush separately from broomcorn for seed. Enter quantity of broomcorn for brush in tons of brush:

6 bales = 1 ton

172. Mint for oil

Report both peppermint and spearmint harvested for oil. Enter quantity in pounds of oil.

173. Root and grain crops  
hogged or grazed

Include only root and grain crops—as turnips, stock beets, potatoes, small grains, for example—that were hogged off or grazed when they were mature or almost mature. Do not include corn, sorghums, cowpeas, or peanuts; nor any hay or grass crops grown and used only as pasture.

## Section IV.—Land use this year, 1959

174. Land use

In this section you are to report how the acres in this place, as reported in question 7, have been used this year. You must account for every acre once, and only once. In cases where two or more uses were made of the same land, report that land in the first question that applies to one of those uses. For example, if a tract of land or a field was pastured before or after crops were harvested from it, report that tract or field in question 87, cropland harvested; do not count it as land used for pasture.

The sum of the entries in the spaces for acres at the extreme right hand side must be the same as the entry for question 86 (Acres in this place). For example, if the acres entered for question 86 is 242; the acres entered in the column at the right hand side of the page for questions 87 through 95 must add to 242.

175. Question 86  
Acres in this place

Copy the figure entered in question 7.

176. Question 87  
Cropland harvested

Enter the total number of acres from which crops were or will be harvested by hand or by machinery at any time this year, whether for home use or for sale.

Include all the following:

1. Acres of all crops reported in Section III; (Count these acres only once even if two or more crops were harvested from the same acreage.)
2. Acres in home gardens;
3. Acres in both bearing and nonbearing fruit trees, nut trees, and grapevines, including those on which the 1959 blossoms, but not the trees, were killed by freezing;
4. Acres in nursery and greenhouse products;
5. Acres from which any crop was harvested even if the crop was considered a partial failure and the yield was abnormally low;
6. Acres of land pastured only if hay or other crops were harvested from it by hand or by machinery either before or after the land was pastured.

Do not include acres reported in question 16 (d) or 17 (d), soybeans and cowpeas plowed under for green manure.





If the respondent does not have a ready answer to question 87, "From how many acres of land were crops harvested this year?" ask him to name the fields from which crops were harvested and the acres in each. Then add the acres in each field to get the entry for question 87.

**177. Questions 87 (a), (b), and (c)**  
Verify entry for cropland harvested



You must fill the block labeled "TO BE FILLED BY CENSUS ENUMERATOR" on all questionnaires for your ED, including questionnaires filled by respondents before your visit. Its purpose is to make sure the entry for cropland harvested is correct.

1. Add all the acres marked with a star (★) in Section III. Be sure to distinguish between whole acres and tenths of acres. Enter the total in item (a), in whole acres.
2. Find out from the respondent the number of acres in fields or tracts from which two or more crops were or will be harvested this year. Enter the number in item (b).
3. Subtract the acres in item (b) from the acres in item (a). Enter the difference in item (c).

If the figure you enter in item (c) is anywhere from 3 acres less to 3 acres more than your entry for question 86, you may assume that all cropland harvested has been reported.

If the figure in item (c) varies by more than 3 acres from your entry for question 86, it is likely that some crops or fields have been overlooked or that the entry for question 86 is wrong. In such a case, review the entries in Sections III and IV with the respondent and make the necessary corrections.

178. Question 88  
Cropland used only  
for pasture



Report rotation pasture and all other land used only for pasture or grazing this year which could have been used for crops without additional improvement. Include land planted to crops that were not harvested if that land was pastured or grazed. Do not include land pastured before or after hay or other crops were harvested from it. Such land is to be reported in question 87.

179. Question 89  
Cropland in cultivated  
summer fallow



This question appears on questionnaires only for the States shown on the map.



Report all cropland that was left unseeded for the purpose of conserving moisture and conserving moisture. Do not include any land from which crops were or will be harvested this year.

180. Question 90  
Cropland used only for  
soil-improvement crops

Report land used only for cover crops to control erosion or to be plowed under for purposes of soil improvement. Do not include any land from which crops were harvested or any land used for pasture or grazing. For example, acres of clover, soybeans, or cowpeas that were plowed under for green manure should be reported here if no other use was made of the land during 1959.

## ENUMERATOR'S INSTRUCTION BOOK

181. Question 91  
Other cropland

Report all cropland not included in questions 87 through 90. This entry will include all cropland from which no crops were or will be harvested this year, such as—

1. Acres of complete crop failure due to drought, flood, insects, fire, or other cause
2. Acres not harvested
3. Acres not harvested
4. Acres which have been

182. Question 92  
Woodland pastured

Include all woodland when

Woodland refers to all wood lots or timber tracts, natural or planted; and to cutover and deforested land with young growth which has or will have value for wood products. It does not include cutover or deforested land that has been improved for pasture; such land is to be reported in question 94.

183. Question 93  
Woodland not pastured

Include all woodland not used for pasture or grazing this year.

184. Question 94  
Other pasture

Include all land other than woodland and cropland that was used only for pasture and grazing this year. This entry will include noncrop open or brush pasture and cutover or deforested land improved and used for pasture.



185. Question 94 (a)  
Improved pasture



If you made an entry for question 94, "other pasture," answer part (a). Improved pasture refers to land used for pasture and grazing that has been improved and is kept improved by liming, fertilizing, seeding, irrigating, draining, or the clearing of excessive weed or brush growth.

186. Question 95  
All other land

Report all land in this place that is not included in questions 87 through 94. Include land in house and other building lots, lanes, roads, and ditches; land area of ponds; and wasteland.

187. Verify land-use entries

Add the acres reported for the questions specified in the instruction given at the end of Section IV. The sum of those acres must be the same as the entry for question 86 (Acres in in this place). If it is not, go over the entries with the respondent and make the necessary corrections. When the two figures agree, enter the total in the space provided. Check the shaded square to show that you have verified these entries.

For example, if the entry in question 86 is 242 but your addition of the acres entered in questions 87 through 95 equals 250, you must find the error and correct it. Be sure you did not include in your addition, the acres entered in items (a), (b), and (c) of the block "TO BE FILLED BY CENSUS ENUMERATOR." Also, be sure you did not include the acres entered in question 94 (a). You may need to review all the entries in Section IV to make sure you did not count any acreage more than once. Remember that each acre must be included in the first question that applies to one of the ways in which it was used; an acre must not be included in more than one question.

If your addition comes out to a figure less than the entry in question 86, it may mean that the respondent forgot to report a certain field or tract of land. All his land must be accounted for, whether in your ED or elsewhere, and whether in one large tract or in several separate tracts, fields, or orchards.

## Section V.—Irrigation

### 188. Irrigated land



Irrigated land is land watered for agricultural purposes by artificial means. Include in this section all land watered by—

1. Surface irrigation, where water is applied directly on the ground surface;
2. Sprinkler irrigation, where water is carried in pipes above the soil and sprinkled on it;
3. Subirrigation, where water brought to the fields is applied beneath the ground surface and drawn upward by the plant roots.

Always include land flooded for rice cultivation. Include land flooded during high-water periods only if water was purposely applied for agricultural purposes by dams, canals, or other works.

Do not include land where the water table, or natural level of underground water, was controlled by drainage works, with no additional water brought to the fields in canals or pipes.

Irrigation is practiced widely in some States and very little in others. Therefore, question 96, on total land irrigated is asked in all States, whereas questions 97 through 100 are asked only in the 17 Western States and in Arkansas, Louisiana, and Florida.

### 189. Question 96 Total land irrigated

Report the total number of acres irrigated at this place at any time this year by any method of irrigation. Include all irrigated land, both bearing and nonbearing fruit trees, planted and volunteer crops, and all irrigated acre only once, no matter how many times irrigated or how many crops were raised.

### 190. Question 97 Land irrigated by sprinklers

Report the total number of acres irrigated by sprinklers at any time this year. If any land was also irrigated by other methods, report the greater than the entry for total irrigated land.



191. Question 98  
Irrigation of harvested  
cropland



Report the number of acres of harvested cropland that was irrigated at any time this year, regardless of the method of irrigation. Include all irrigated land from which hay was cut, all irrigated land in both bearing and nonbearing fruit and nut crops, and all irrigated land from which volunteer or other crops were or will be harvested this year. The entry for this question may be less but cannot be greater than the entry for question 87, cropland harvested. Count each acre only once, even if more than one crop was harvested from it.

192. Question 99  
Irrigation of individual  
crops

If the entire acreage of land from which crops were or will be harvested was irrigated this year, check "All." If only part of the cropland harvested was irrigated, check "Part" and enter the names of the crops and the acres irrigated for each crop. For example, if only the land in alfalfa was irrigated, but all the alfalfa was irrigated, list "alfalfa" and enter the same number of acres as reported for alfalfa in question 19.

If only part of an individual crop was irrigated, list that crop and enter the number of acres irrigated. For example, if 80 acres of corn were harvested but only 50 acres were irrigated, list "corn" and enter 50 acres. In this case, your entry for acres of corn irrigated would be less than your entry in question 2 for total acres of corn harvested.

If all fruit and nut trees, or all vegetable crops, were irrigated, report them in total as "Orchard" or "Vegetables." If only part of the orchard or vegetables were irrigated, however, list the kinds of fruit or vegetables separately and give the acres irrigated for each. For example, if a farm has orchards consisting of almonds and peaches, and all were irrigated, list "orchard" and give the total number of acres irrigated. If only the peaches were irrigated, list "Peaches" and report the number of acres of peaches irrigated.

If you need more space, use the "REMARKS" section.

193. Question 100  
Source of irrigation water



Report the approximate percentage of irrigation water used on this place this year, according to the instructions given below for questions (a), (b), and (c). Leave the space blank for any question that does not apply. Note that the sum of the percentages must equal 100.

Water obtained directly by this farm or from another farm should be reported in (a) or (b). "Water obtained directly by this farm" means water taken from a natural source (including sewage or drainage ditch) by works operated as part of this farm. Water obtained "from another farm" means water taken from a natural source by works similarly operated as part of another single farm; it does not include water from irrigation works operated by an enterprise organized to supply water to a group of farms.

In question (a), report water that this farm obtained directly from ground-water sources (pumped well, flowing well, or spring). Also, include water that this farm received from another farm provided the other farm obtained the water from ground-water sources.

In question (b), report water that this farm obtained directly from surface-water sources (stream, lake, reservoir, sewage, or drainage ditch). Also include water that this farm received from another farm provided the other farm obtained the water from surface-water sources.

Water obtained from an irrigation enterprise should be reported in question (c). Report all water that this farm obtained from an irrigation enterprise organized to supply water to a group of farms regardless of the source from which that enterprise obtained the water. Such an irrigation enterprise may be a legal organization with officers and employees, such as a Government agency, a State or county water department, an incorporated mutual or commercial company; or it may be a group of farmers organized informally to operate a supply ditch or other works to provide water for their farms. Also, include water that this farm obtained from another farm provided the other farm obtained the water from an irrigation enterprise.

Enter the name of each company, ditch, pipeline, or irrigation district that delivered water directly to this farm (or to another farm from which this farm obtained water). If the farmer paid money to more than one company, ditch, etc., for the same water, enter the name of the company in whose works the water last flowed before reaching the farm.

If in doubt about how to enter the water, make the entries as you think they should be, and explain in the "REMARKS" section. Also, use the "REMARKS" section if you need more space.

## Section VI.—Race, age, residence, off-farm work, and other income

### 194. Question 101 Race

Obtain the answer to this question from observation of the person in charge, if possible. Do not ask the question unless you are in doubt. Check "White" for Mexicans unless they are definitely of Indian or other nonwhite race. In cases where you check "Other," be sure to write in the race.

### 195. Question 102 Age

Enter the age at last birthday of the person whose name you wrote in question 1. If the questionnaire is for a partnership, give the age of the senior or active partner only.

### 196. Question 103 Residence

Check the appropriate square. "This place" refers to the acreage entered in item 7. If the person in charge does not live on the land being cultivated or grazed but has some agricultural operations at his dwelling, such as poultry or fruit trees, for example, consider that he lives on this place. If he has only a home garden at his dwelling, consider that he does not live on this place.

In cases where all the land is rented from others or worked on shares for others, consider that the person in charge lives on this place if the dwelling he occupies is included in the rental agreement; whether or not it is on the tract of land assigned to him for crop production.

### 197. Question 104 Date began operations

Enter the year when the person in charge began to operate this place. If the year is 1958 or later, also enter the month.

The year refers to the first year of the period during which the operator has been continuously in charge of this place or of any part of this place. If he has been in continuous operation but has more land now than when he started, report the year he began operating the first part of the land.



If the person in charge has returned to a place he previously operated, report the year he returned to resume operations.

## OFF-FARM WORK AND OTHER INCOME

198. Question 105  
Days worked off the farm

Check the square which covers the total number of days that the person in charge has worked or expects to work off his farm this year for pay. Include work on someone else's farm for pay and all nonfarm work, regardless of where such work was done. For example, if the operator worked 40 days for pay on a neighbor's farm during the spring and summer and expects to put in 12 days grading roads for the county by the end of the year, consider his total days of off-farm work to be 52 and check square (3), "50 to 99 days."

As off-farm work, include such work as operating a store or a trucking business, even if the operator did the work on the place he farms. Include any nonfarm business or professional work even if the person in charge has his office or workroom on the place he farms.

Also, include custom work and other work for pay on other farms. Do not include exchange work without pay.

199. Question 106  
Off-farm work by members of the family

Check the appropriate square. This question covers the same types of work as question 105 but it relates to those members of the family who live with the person in charge. If even one member worked off the operator's farm for pay at any time this year, check "Yes."

200. Question 107  
Other income of person in charge

Check the appropriate square. The question is intended to show if the person in charge had or will have any income this year other than income from the sale of agricultural products from the place he operates. The items listed are the most common ones but if the person in charge had income from any other sources, check "Yes." In the case of retired or semi-retired persons living off their savings or receiving income from land rented out, or receiving financial help from their children or relatives, check "Yes."

201. Question 108  
Amount of other income

This question refers to the total income received and to be received this year by the person in charge and by those members of his family who live with him from sources other than the sale of agricultural products from this place. If the gross value of agricultural products sold and to be sold from this place this year is equal to or greater than the family's total income from nonfarm sources for the year, check "No"; if less, check "Yes."

## Section VII.—Forest products this year, 1959

202. Forest products

In this section include only the forest products mentioned on your version of the questionnaire. The questions relate to all trees on this place except trees growing in orchards or nurseries. Report quantities and values for the entire year 1959, including estimates for the period from the time of enumeration to the end of the year.

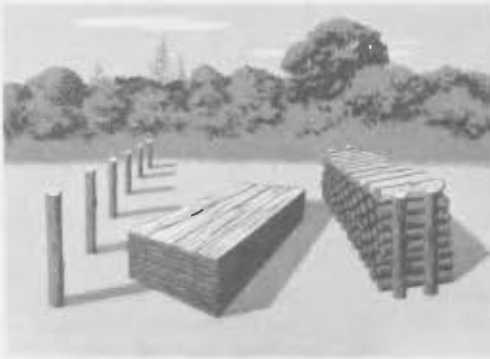


203. Question 109  
Value of sales of  
standing timber or trees

This question refers only to sales of standing timber, that is, trees that were or will be cut by the buyer. Standing timber is sometimes sold on a lump sum basis (an agreed amount for the privilege of cutting timber or pulpwood from a tract). More and more frequently, however, standing timber is being sold at an agreed price per board feet cut and removed by the buyer.

Report the total value of all such sales made this year, whether or not the timber will be cut this year. Also, include the value of standing timber sold for pulpwood.

204. Forest products cut



Questions 110 through 114 refer to all forest products on this place that were or will be cut this year. Include all forest products cut by the person in charge or by others, whether for home use or for sale. Do not include forest products cut by the purchaser of standing timber.

205. Question 110  
Firewood and fuelwood

Include all wood cut or to be cut on the place this year for heating, cooking, tobacco-curing, or other fuel purposes, whether cut by the person in charge or by someone else. In column 1, report the total quantity of firewood cut for home use or for sale. In column 2, report only the quantity sold or to be sold this year.

Enter quantity in standard cords of 4' x 4' x 8', or 128 cubic feet. If the respondent reports in some other measure, convert his figure to standard cords.

206. Question 111  
Pulpwood

Report only the quantity of cut pulpwood sold or to be sold this year. Do not include standing timber sold for pulpwood. Report the quantity in standard cords of 4' x 4' x 8'.

207. Question 112  
Fence posts

In column (1), report the number of fence posts cut or to be cut on the place this year, whether for home use or for sale. In column (2), report the number sold or to be sold this year.

208. Question 113  
Sawlogs and veneer logs

Report all timber cut or to be cut this year for sawlogs or veneer logs. Include all lumber sawed on the place. In column (1), report the total quantity cut for home use and for sale. In column (2), report only the quantity sold or to be sold this year. Enter quantity in number of board feet. (A board foot is equal to a square foot one inch thick.)

Do not include any cuttings made by the purchaser of standing timber.

209. Question 114  
Christmas trees

Report the estimated number of Christmas trees to be sold as cut trees from this place this year. Do not include Christmas trees sold as standing trees to be cut by the purchaser. Do not report Christmas trees cut for personal use of operator or given to friends.

210. Question 115  
Sales of other forest products

Report the total amount of money received and to be received this year from the sale of the forest products mentioned in this question. Include the value of poles and piling, bark, bolts, mine timbers, maple sirup, maple sugar, and any other products specified on your questionnaire that were or will be sold from this place this year. Do not report the value of products mentioned in the foregoing questions in this section, even if those questions do not ask for value of sales.

Section VIII.—Poultry and livestock now on this place and livestock production this year, 1959

211. Report all poultry and livestock

Report all poultry and livestock on this place at the time of enumeration, whether owned by the operator, his landlord, hired help, or others. Include any being grown or fed under contract at the time of enumeration. (See paragraph 88.) Report livestock running loose on unfenced land or grazing in National forests, grazing districts, or open range, as being on the place where the operator has his headquarters.



If any kind of livestock asked for on the questionnaire is not on this place, check "None" and leave blank the space for number.

212. Bees and honey

Honey production is an agricultural operation, even though the A1 does not provide separate questions for reporting number of hives or amount of honey produced. If you find a place on which the only agricultural operation is bee-keeping, check "Yes" for column 4 of the A2 listing and fill an A1. Report the number of hives of bees and the amount of honey sold or to be sold this year in the "REMARKS" section.

213. Poultry

In questions about sales of poultry and eggs, report all poultry and eggs sold and to be sold from this place this year. On the questionnaire for a tenant-operated farm, include poultry and eggs sold for the landlord and, also, any given to the landlord as payment for rent or services. On the questionnaire for an institutional farm, include as sold poultry and eggs produced on that farm for use by inmates of the institution.



Include broilers and other poultry marketed under contract arrangements as sold from the place where they were raised. For example, a feed dealer may have furnished baby chicks and feed to a farmer who then raised the chicks to broiler age for a fixed fee per bird delivered to market. Those broilers and the gross value of their sales are to be reported on the questionnaire for the farmer, whether or not he received any income from the sales, and whether or not he owned any broilers himself.

Include estimates of sales to be made from the time of enumeration to the end of the year. Report total quantities and gross values, regardless of who did the selling or shared the receipts. Do not deduct any costs of production or marketing, as feed, containers, or trucking.

214. Question 116  
Poultry on this place

Check "Yes" if any chickens, turkeys, ducks, geese or other poultry were on this place at any time this year, regardless of whether any poultry are on it at the time of enumeration. Include poultry owned by the operator, members of his family, his landlord, hired help, or others. Include poultry kept at the operator's dwelling, whether or not the dwelling is actually on this place.

If you check "No," do not ask the other questions about poultry in this section.

215. Question 117  
Chickens 4 months old and over

Report the total number of chickens 4 months old and over, both male and female, that are on this place at the time of enumeration, regardless of who owns them.

216. Question 118 (a) and (b)  
Chickens sold

Report all chickens sold and to be sold from this place this year, whether sold alive or dressed. Include as sold chickens given to others in payment of goods or services.

In part (a), report broilers only. Broiler production is usually a specialized, large-scale operation involving the growing of several thousand chickens. The person in charge may own the chicks; he may share ownership with a feed dealer, poultry dealer, or other person; or he may have no ownership interest. In this last case, he may receive payment for each chick grown to market weight or he may share in the profits from sales. Always report sales of broilers on the questionnaire for the person who furnished the housing and labor, whether or not he owned the broilers. Include all broilers raised to market weight that have been sold this year and also any that will be sold during the remainder of the year. An operator may have produced several lots of broilers during the year; be sure to include sales from all lots.

In part (b), report the number of chickens other than broilers, that were or will be sold from this place this year. Include male and female chickens of all ages except baby chicks.

217. Question 119  
Chicken eggs sold

Combine the total number of dozens of chicken eggs already sold from this place this year with the estimated number to be sold from the time of enumeration to December 31. Report all sales, regardless of who did the selling or shared the receipts. Include as sold eggs traded for goods or services and eggs used for hatching baby chicks for sale.





Include turkeys raised from poults hatched on this place or from purchased poults. Always report turkeys on the questionnaire for the person who furnished the housing and labor, whether he owned the turkeys himself or raised them under contract for someone else.

Report separately the number of light-breed, heavy-breed, and cross-breed turkeys raised during 1959 whether or not they have been or will be sold. Make your entries on line (1), (2), or (3), as indicated by the respondent. If the respondent names a breed, the light breeds are Beltsville, Jersey Buff, Royal Palm, and wild turkeys. All others are heavy breeds, and cross breeds include all crosses of light breeds with heavy breeds. Check with the respondent when making the entry for kind of turkeys raised. If in doubt, write all pertinent information under "REMARKS."



219. Question 121  
Turkey hens for breeding

Of the turkey hens on hand at the time of enumeration report the number that will be kept for breeding hens in 1960.

220. Question 122  
Other poultry sold

Report all poultry other than chickens and turkeys that were or will be sold from the place this year. Do not enter the name of the breed or variety—write "Ducks," "Geese," "Guineas," "Pheasants," "Squabs," or whatever is raised. If two kinds are raised enter separate kind and number for each, regardless of who did the selling or shared the receipts. If you need more space, use the "REMARKS" section.

221. Question 123  
Value of poultry and eggs other than chickens and chicken eggs

This question relates to turkeys, ducks, geese, guineas, and all other poultry except chickens and broilers. Report the total value of eggs other than chicken eggs and the value of poultry other than chickens and broilers that were or will be sold from this place this year, whether sold alive or dressed.

222. Question 124  
Sheep and lambs

Report the total number of ewes, rams, wethers, and lambs of all ages that are now on any part of this place. Report sheep and lambs running loose on unfenced land or grazing in National forests, grazing districts, or on open range as being on the place where the operator has his headquarters. Break this total down by age and sex in the detailed questions, (a), (b), and (c). If sheep are reported, there also should be an entry in question 130 or 131 for lambs or sheep shorn, or an explanation in "REMARKS."



223. Question 124 (a)  
Lambs under 1 year old

Include all male and female lambs born less than one year ago, regardless of where they were born.

224. Question 124 (b)  
Ewes 1 year old and over

Include all female sheep born more than one year ago, whether or not they are kept for breeding purposes, and regardless of where they were born.

225. Question 124 (c)  
Rams and wethers 1 year old and over

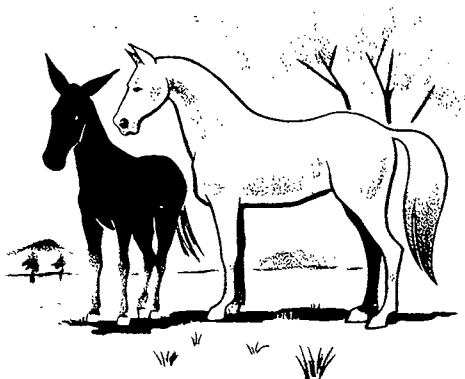
Include all sheep other than ewes that were born more than one year ago, regardless of where they were born.

226. Verify your entries

The sum of the entries for the detailed questions must be the same as the entry for total sheep and lambs. If it is not, review the entries with the respondent and make the necessary corrections. Then check the shaded square.

227. Question 125  
Mules and horses

Report the total number of mules, horses, colts, and ponies of all ages that are now on this place, regardless of how they are used. Do not include asses, burros, or donkeys.



228. Questions 126  
through 128  
Goats and kids and  
mohair clipped

Questions 126 through 128 appear on the questionnaires for only the following seven States: Arizona, California, Missouri, New Mexico, Oregon, Texas, and Utah. Goats, kids, and mohair are not to be reported for any other States. Exception: If you find a place on which the only agricultural operation is the keeping of goats, either for milk or for mohair, check "Yes" for column 4 of the A2 listing and fill an A1. Use the "REMARKS" space to report the information, such as number of Angora or other goats on hand, number of goats clipped or milked, and pounds of mohair or amount of milk sold.

229. Question 126  
Goats and kids

Report the total number of goats and kids of all kinds that are now on this place. Include any belonging to this place that may be grazing on public land. Break this total down and give the number of Angora (or mohair) goats and kids in part (a); and the number of all other goats and kids in part (b). The sum of those two figures must be the same as the total entered in question 126. Make sure it is and then check the shaded square.

230. Question 127  
Goats and kids  
clipped

Report the total number of goats and kids belonging to this place that were clipped this year, whether or not they are now on this place.

231. Question 128  
Mohair and kid hair

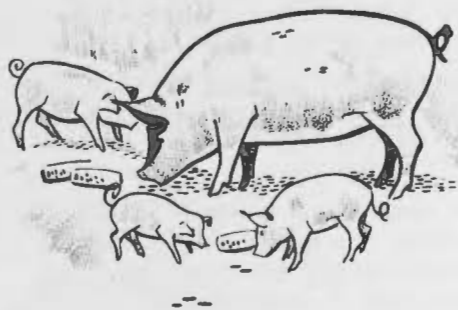
If you entered a number for goats and kids clipped, you must have an entry for this question. Report the total number of pounds of mohair and kid hair clipped this year from goats and kids belonging to this place. Include both spring and fall shearings.

232. Questions 129  
through 131  
Sheep and lambs shorn

Check "Yes" if any sheep or lambs belonging to this place were shorn at any time this year, whether or not they are still on this place. If sheep were reported to be on this place in question 124 but none were shorn this year, give the reason under "REMARKS." Also, explain in "REMARKS" if sheep are reported shorn but none are reported on hand in question 124.

Give information on shearings separately for sheep and lambs. In column (1), report the number shorn; in column (2), report the total weight in pounds, grease basis, of all wool obtained this year, whether from one or two shearings of each animal.

233. Question 132  
Hogs and pigs



Report the total number of hogs and pigs of all ages, both male and female, that are on this place at the time of enumeration. Break this total down by age. In part (a), report the number of pigs born on or after June 1 this year; in part (b) report all hogs and pigs, including brood sows and boars, that were born before June 1. The sum of those two entries must be the same as the entry for total hogs and pigs. Make sure it is and then check the shaded square.

234. Question 133  
Sows and gilts farrowing



This question refers to the number of litters farrowed on this place, whether or not the sows or gilts that farrowed them are still on this place. Do not report the total number of pigs born. Also, do not report the number of sows or gilts that farrowed.

In part (a), report the number of litters farrowed between December 1, 1958, and June 1, this year; in part (b), report the number of litters that were or will be farrowed between June 1 and December 1, this year.

235. Question 134  
Cattle and calves



Include cattle and calves of all ages, male and female, that are now on this place. Be sure to include bulls, cattle on feed, milk cows on beef cattle farms, and beef cattle on dairy farms. Break this total down in the detailed questions (a), (b), and (c).

236. Question 134 (a)  
Cows

Report as cows all cattle now on this place that have given birth to at least one calf, whether on this place or elsewhere. Young cows are often called heifers; include them as cows only if they have calved.

237. Question 134 (b)  
Heifers and heifer calves

Report as heifers and heifer calves all female cattle now on this place that have not had a calf.

238. Question 134 (c)  
Other cattle

Report all cattle not included in questions (a) and (b) that are now on this place. This entry refers to bulls, steers, bull calves, and steer calves.

239. Verify your entries

The sum of the entries in questions 134 (a), (b), and (c) must be the same as the total reported in question 134. If it is not, go over the figures with the respondent and make the necessary corrections. Then check the shaded square.

240. Question 135  
Cows milked yesterday

Include all cows and heifers milked yesterday, by hand or by milking machine. Do not include cows sucked by calves unless some milk was also taken for other purposes.

241. Question 136

Milk cows on this place  
yesterday

If you have a report for cows milked yesterday (question 135), you must have a report for this question. This report cannot be smaller than the number of cows milked yesterday; it may be the same, or it may be larger since it should include both dry cows and the cows now being milked.

Report the total number of cows and heifers on this place yesterday that are kept to supply milk or dairy products, for home use or for sale, regardless of whether the cows are of dairy breeding.

Unless cows were sold from this place during the day before the A1 was filled, the entry for question 136 cannot be larger than the entry for question 134 (a), cows on this place. It may be the same, or it may be smaller, since the "cows on this place" includes any beef cows on hand as well as cows kept for milk production.

242. Question 137

Milk produced yesterday

Report in pounds the total amount of milk obtained from cows and heifers milked yesterday.

Gallons x 8.6 = pounds

Quarts x 2.15 = pounds

If you reported number of cows milked yesterday, you must have an entry here. Do not include goat milk.

243. Question 138

Butter

This question appears only on questionnaires for certain southern States.

Report in pounds the total amount of butter churned on this place last week, whether for home use or for sale. Include only butter churned from milk produced on this place. "Last week" means the week before the questionnaire is filled, whether filled by you or by the respondent.

The questionnaire does not call for butter sold. If you find a farm that makes a practice of selling butter, report the pounds sold or to be sold in 1959, and the value of sales in the "REMARKS" space—not in the space for cream sold.

244. When to fill Sections  
IX through XV

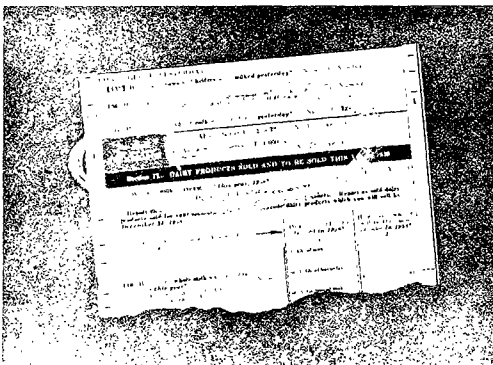
When you have completed Sections I through VIII of the A1, you are ready to determine whether you need to fill Sections IX through XV as well. First, fill both parts of "This block for use by ENUMERATOR" at the beginning of Section IX. Proceed as follows:

Part (a).—Look back at the A1 number in the upper left hand corner of the first page. This is the number you assigned to the A1 when you listed this place on Form A2. If the A1 number ends in 2 or 7 (examples: 2, 12, 22, 52, 102, 172, etc.; or 7, 17, 37, 87, 137, 207, etc.), check "Yes" in question (a). If the A1 number does not end in 2 or 7, check "No" in question (a).

Part (b).—Look back at the entry in question 7, "Acres in this place." If that entry is 1,000 or more, check "Yes" in question (b). If "Acres in this place" is less than 1,000, check "No" in question (b).

A "Yes" answer for either question (a) or (b) means that you must fill Sections IX through XV of the A1. A "No" answer for both (a) and (b) means that you are to skip directly to Section XVI, omitting Sections IX through XV.

A respondent who received a questionnaire by mail may have filled Sections IX through XV before your visit. Even in such cases, you must fill "This block for use by ENUMERATOR." If you get a "Yes" answer for either (a) or (b), you must review the entries made by the respondent in Sections IX



through XV, and make any necessary corrections. If you get "No" for both (a) and (b), do not review Sections IX through XV, but skip to Section XVI.

Note: You must fill Section XVI on ALL Agriculture Questionnaires you obtain.

## Section IX.—Dairy products sold and to be sold this year, 1959

245. Question 139  
Milk or cream sold



Check the appropriate square. The question refers to milk and cream produced on this place that was or will be sold this year. Include all sales of whole milk and cream, whether made by the person in charge or by others, regardless of who shared the receipts. Estimate the value of milk and cream to be sold from the time of enumeration to December 31, on the basis of current local farm prices. Report the sales as either whole milk or cream, according to the form in which the product is taken from the place where produced. On the questionnaire for a tenant-operated farm, include as sold all quantities given to the landlord or sold for him. On the questionnaire for an institutional farm, include as sold all milk or cream produced on that farm for use by inmates of the institution.

Do not include milk or cream purchased from some other place and then resold.

246. Question 140  
Whole milk sold

This question refers to whole milk only. Report dairy products sold under whole milk if that is the form in which they are taken from the place where produced. In column (1), report the quantity sold and to be sold during this entire year. Enter quantity in one of the units of measure given on the questionnaire, according to the method by which payment was made.

If the respondent can report only the value of milk sold and not the quantity, calculate the quantity on the basis of local prices.

In column (2), enter the gross sales value of whole milk sold and to be sold this year. The gross value of sales is the amount shown on the statement before the creamery, milk plant, or dealer subtracts handling and hauling charges and the cost of supplies. Explain to the respondent that you need to know the value of the milk before any deductions.

247. Question 141  
Cream sold

Report the total quantity and the gross value of cream separated on this place that was or will be sold this year. Enter quantity in pounds of butterfat in the cream. If it is necessary to convert quarts or pints of cream to pounds of butterfat:

Multiply { quarts by .6  
                  { or  
                  { pints by .3

## Section X.—Animals sold and to be sold alive this year, 1959

248. Questions 142  
through 146  
Live animals sold

For each kind of animal listed in this section, report the number sold alive and also report the value of sales when required. Include animals of all ages, regardless of ownership and regardless of who shared the receipts. Report as calves all young cattle considered calves by the respondent.



Include animals fed under contract for others as sold if they were or will be moved off this place this year. Also, include animals sold for a landlord and animals given to a landlord or others in trade or in payment for goods or services. Do not include animals bought and then resold within 30 days.

Column (1).—Report the number of live animals that have already been sold this year.

Column (2).—Report the estimated number that will be sold from the time of enumeration to the end of the year.

Column (3).—For calves and cattle, report the total value of live animals sold and to be sold during the entire year. Do not deduct any costs of production or marketing, such as feed, trucking, freight, and sales commissions.

Explain under "REMARKS" any unusual sales or situations. For example, if an operator has a large number of livestock but reported only a few sold in 1959, he may be building up his herd. A high per head price for cattle or calves may be explained by the purity of breed of the animals sold.

## Section XI.—Fertilizer and lime

### 249. Fertilizer and lime used

All the questions in this section refer to fertilizer and lime used this year, regardless of when it was purchased. Report total quantities used, whether purchased or paid for by the person in charge, his landlord, or others. Include fertilizer and lime acquired under the Agriculture Conservation Program. If side dressings, either liquid or dry, were applied to growing crops on land previously fertilized during or before seeding, count the acres only once, but count the total tons of fertilizer used in both applications.

For example, suppose that 5 tons of fertilizer were applied to a 40-acre field at the time it was planted to corn, and that 2 tons more were applied later as a side dressing. You would report 40 acres of corn fertilized and 7 tons of fertilizer used.

### 250. Question 147 Fertilizer and fertilizing materials

Report the total number of acres on which commercial fertilizer, or other fertilizing materials, including rock phosphate, were used this year. Count each acre only once, even though fertilizer may have been applied to it more than once. If you have an entry for this question, answer the detailed questions for crops on which fertilizer was used.

### 251. Questions 147 (a) through 147 (h) Crops on which fertilizer was used

For each crop, report in column (1), the number of acres fertilized this year. If the same land was used for more than one crop, report the acres fertilized separately for each crop. The sum of the acres reported here must be equal to or greater than the total acreage reported in question 147.

In column (2), report the quantity of dry fertilizer and fertilizing materials used on each crop; and in column (3), report the quantity of liquid fertilizer and fertilizing materials used. "Dry" and "liquid" refer to the form in which the fertilizers and fertilizing materials were purchased, and not to the way in which they were applied. For example, report as "dry" all those purchased in dry or solid form as powders, dusts, granules, pellets, or the like; report as "liquid" all those purchased in fluid form, as solutions or liquified gases. Thus, if a farmer put powdered fertilizer into the irrigation water, report that fertilizer as dry.

Report all quantities to the nearest tenth of a ton. For each acreage entry in column (1), there must be an entry in columns (2) and/or (3).

Report the total number of acres on which lime or liming materials were used this year for conditioning the soil.

If you have an entry for acres limed in question 148, report in whole tons the total quantity of lime or liming materials used on this place this year for conditioning the soil. Do not include lime used for spraying or sanitation purposes.

252. Question 148  
Acres limed

253. Question 149  
Lime or liming materials



## Section XII.—Selected farm expenditures and land-use practices this year, 1959

254. Question 150  
Specified expenditures



Report all specified expenditures made or to be made during this calendar year for this place. Include debts incurred this year, whether or not the debts will be paid before January 1, 1960. The person in charge may have difficulty estimating his expenditures for the period from enumeration to the end of the year. If so, suggest he estimate them as best he can on the basis of current costs.

For a tenant-operated farm, report the total expenditures for the place—those made by the landlord as well as those made by the tenant. For a farm operator who rents part of his land to others, report only the expenditures for the land he operates himself.

255. Question 150 (a)  
Feed



Include expenditures for pasture, salt, condiments, concentrates, and mineral supplements as well as expenditures for grain, hay, and millfeeds. Include the estimated cost of feed, mineral supplements, etc., furnished by landlord or other owner for feeding livestock kept on this place, as well as the cost of feed furnished by the contractor for livestock fed under contract. Also, include money spent for grinding and mixing feed.

Do not include payments made by a tenant for the purchase of all or part of the landlord's share of a feed crop grown on the tenant's place.

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256. Question 150 (b)  
Gasoline and other  
petroleum fuel and oil

Include the cost of gasoline, butane, propane, kerosene, fuel oil, lubrication oil, grease, and other petroleum fuel and oil used in the farm business. Include the cost of oil or other petroleum fuel used for curing tobacco. Include that part of the amount spent for gasoline and oil for the family automobile which represents farm business use.

Do not include expenditures for butane or propane gas (tank gas or bottled gas), kerosene, fuel oil, or other petroleum products used in the farm home for cooking, heating, or lighting.

257. Question 150 (c)  
Livestock and poultry  
purchases

Include the total amount spent or to be spent this year for the purchase of livestock and poultry, including the cost of baby chicks and turkey poults. Include the cost or estimated purchase value of baby chicks, chickens, cattle, hogs, or sheep provided by others and cared for by the operator under a contract feeding arrangement.

Do not include the cost of livestock purchased for resale within 30 days. Such short-term transactions are considered to be dealer operations.

258. Question 150 (d)  
Seeds, bulbs, plants,  
and trees

Include only cash outlay. Do not include value of seed grown on the place. For nurseries and greenhouses, do not include the cost of products purchased for resale without further cultivation and growth.

259. Question 150 (e)  
Machine hire

Machine hire refers to custom machine work, such as tractor hire, threshing, grain combining, silo filling, baling, cotton ginning, corn picking, vegetable picking, fruit picking, plowing, spraying, and dusting. For example, a farm operator who does not own all the machinery needed for his agricultural operations may pay another farmer, a cooperative, a contractor, or other enterprise to do his machine work for him.

Report the total amount paid and to be paid this year for the hire of machines and for the labor of operating the machines. Do not include exchange work without pay. Also, do not include the cost of freight or trucking.

260. Question 150 (f)  
Hired labor

Report the total cash amount paid and to be paid this year to both family members and to others for farm labor. Include payments for piecework such as for fruit or vegetable picking, as well as payments made by the hour, day, or other time period for plowing, cultivating, harvesting, caring for livestock, and other farmwork.

Do not include payments for housework or contract construction work. Also, do not include payments to the contractor and crew hired to do custom machine work; such payments are to be included in question 150 (a).



261. Questions 151 through 154  
Land-use practices

Every question in this group requires an answer. You must either check "None" or enter the number of acres for each land-use practice listed.



262. Question 151  
Cover crops



Cover crops are usually annual legumes or grasses grown for erosion control or soil improvement. Report the land on which cover crops were turned under for green manure this year and which was then planted to another crop. Include the entire acreage of cover crops so used even if the following crop failed.

For example, acres of soybeans and cowpeas plowed under, reported in questions 16 (d) and 17 (d), would also be reported here if the land was then planted to another crop.

263. Question 152  
Contour crops



Contour farming is the practice of planting row crops, close-sown crops, or hay or other grass crops in level rows around the slope of a hill. It prevents the rapid run-off of water from the soil, conserves moisture, and reduces erosion.

Report the total acreage of grain and row crops farmed on the contour this year. Do not include land planted to crops in straight rows running up and down a hill.

264. Question 153  
Stripcropping



Stripcropping is not interplanting or the seeding of two kinds of crops in alternating bands in order to improve per acre yield or per acre income. Stripcropping is the practice of alternating close-sown crops such as small grains or hay and pasture crops, with strips or bands of row crops, or of alternating either type of crop with bands of cultivated fallow land. Its purpose is to control soil erosion by slowing the rate of water run-off or to conserve moisture and thus reduce wind erosion.

Report the total acreage of all stripcropping systems used on the place this year.

265. Question 154  
Terraces



Terraces are ridges or channels constructed across sloping land. They control erosion by slowing the rate of water flow. Ridge-type terraces, usually built on the level, hold water back until it can soak into the ground. Channel-type terraces are usually graded and lead surplus water off the soil into prepared outlets.

Report the number of acres of sloping cropland and pastureland on this place that have a system of terraces.

### Section XIII.—Farm labor

266. Farm labor

The questions in this section relate to the week immediately before the week the questionnaire is filled, whether filled by you or by the respondent. Therefore, when you review a questionnaire filled by the respondent, remember that "last week" means the week before the questionnaire was filled. If you make corrections or obtain more information, use the same week for which the respondent filled the questionnaire. Include as farm labor any work, chores, or planning necessary to the agricultural operations of the place, such as the following:

Working in fields, orchards, or home gardens.  
Feeding and caring for livestock and poultry.  
Irrigating crops.  
Hauling farm or ranch products to market.  
Hauling feed, fertilizer, and other supplies to the farm or ranch.  
Cleaning and caring for milk pails and separators.  
Cleaning and repairing machinery and other farm equipment.  
Constructing or repairing regular farm help.  
Contract farmwork which machines and farm operator.  
Planning farm or ranch.  
Keeping farm or ranch.  
Supervising hired.  
Cutting firewood, etc., except by person for this purpose.

Do not include:

Housework.  
Contract construction work.  
Custom work for which equipment is hired from a contractor who also supplies the labor for operating the equipment.  
Repair, installation, or construction work done by persons employed specifically for such work.

267. Question 155  
Hours worked by  
person in charge



Check the square covering the total number of hours which the person in charge did farmwork on this place last week. For a partnership, report the hours only for the senior or active partner whose name is entered in question 1.

268. Question 156  
Unpaid family workers



Report the number of persons in the operator's family who did farmwork on this place for 15 or more hours last week without receiving cash pay. For a partnership, include all members (except the senior or active partner) who did farm work on the place for 15 or more hours last week without receiving cash pay.

For institutional farms, do not include inmates of the institution.

269. Question 157  
Hired persons

Report the number of persons who did farmwork on this place at any time last week for pay. Include—

1. Members of the operator's family if they were paid any cash;

2. Regular hired farm workers even if they were doing construction or repair work along with their farmwork;

3. Temporary workers hired on a piecework on contract basis, and paid directly by the operator of this place;

4. Temporary workers supplied by a contractor or a cooperative organization and paid directly by their crew boss rather than by the operator.

Do not include operators of hired machines if their pay is included in the cost of custom machine work. For an institutional farm, do not include inmates of the institution.

270. Questions 157 (a) and (b)  
Hired persons; days  
employed

If you made an entry in question 157 for number of hired persons doing farmwork on this place last week, you must answer the remaining questions in this section.

## ENUMERATOR'S INSTRUCTION BOOK

Of the hired persons (including paid family members) who worked on this place last week, report in part (a) the number employed for 150 days or more this year and in part (b), the number employed for less than 150 days. The sum of these two figures must be the same as the entry for total hired persons in question 157.

271. Question 157 (c)  
Hours and rates  
of pay

Distribute the number of hired persons employed for farm-work on this place last week according to their rates of pay and their hours of work. In column (1) report the number of persons paid by the month, week, day, or hour, or by piece-work. The sum of the entries here must be the same as the entry for total hired persons in question 157.

In Column (2), report the agreed rate of pay at which these persons were employed. In cases where two or more persons were employed on the same basis, enter their average rate of pay. Obtain the average rate of pay by adding together the rates for each person and dividing the total by the number of persons employed. For example, if two persons are employed by the month, one at \$150 and the other at \$120, the average rate of pay would be \$135 per month. Do not report the total amount paid to all workers in a group. Enter whole dollars for persons paid by the month, week, or day; and dollars and cents for those paid by the hour.

In Column (3), report the average number of hours that a hired person was expected to work per month, per week, or per day. Be sure to enter the hours per person for the workers in each monthly, weekly, or daily group. Do not report the total hours for all workers in a group.

### Section XIV.—Facilities and equipment now on this place

272. Question 158  
Kind of road

Check the square that best describes the kind of road on which the most frequently used entrance to the place is located. If the place consists of two or more tracts, relate this question to the tract on which the operator has his dwelling or headquarters.

Hard surface roads include concrete, asphalt, and oil-bound or water-bound macadam.

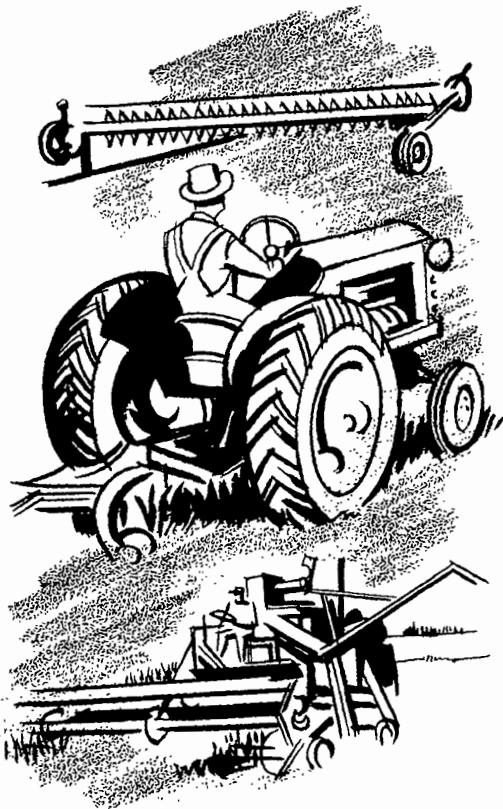
If you check square (c)—dirt or unimproved roads—enter in part (d) the number of miles, by road or lane, from this place to the nearest hard surface road. If the nearest hard surface road is less than one mile away, check the square and leave blank the space for whole miles.

273. Facilities and equipment

The questions relate to facilities and equipment that are on this place at the time of enumeration. Include each item listed that is on the place, whether belonging to the person in charge or to others. Report equipment owned in partnership as being on the place where it is at the time of enumeration. Report hired equipment used for custom machine work on the questionnaire for the person from whom it was hired. Include equipment that is temporarily out of order but do not include any that is worn out.

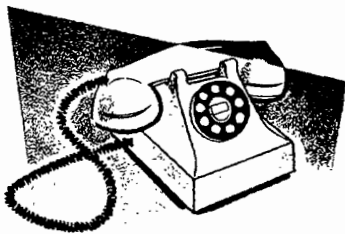
274. Questions 159 through 165  
Equipment on this place

Check one square for each and every question in this group.



275. Question 159  
Telephone

Check "Yes" if there is a telephone on the place, whether it is in the dwelling of the person in charge or in some other building on the place.



276. Question 160  
Home freezer

Home freezers are used for quick freezing and for storage of frozen foods. Do not include refrigerators used primarily for keeping foods at above freezing temperatures even though they may have large compartments for storing frozen food. Also, do not include ice cream freezers.

277. Question 161  
Milking machine

Check "Yes" if there is any type of mechanical milking equipment on the place, regardless of size. Include both stationary pumping outfits and portable outfits with built-in power units.

278. Question 162  
Electric milk cooler

Include all types of milk coolers operated by electricity, whether for cooling milk in containers or in bulk.

279. Question 163  
Crop drier

Include all types of mechanical crop driers. The drying may be done by natural or heated air and the drier may be operated by tractor power or equipped with furnaces.

280. Question 164—Power-operated elevators, conveyors, and blowers



Include all types of power-operated elevators, conveyors, and blowers used in moving, storing, and cleaning hay, silage, grain, or other crops, regardless of the type of power used.

281. Question 165  
Bulk milk cooler

Include only tank type milk coolers used for cooling milk in bulk. Note that these are also to be included in question 162. Do not include coolers used for cooling milk in cans.

282. Questions 166 through 174  
Quantity of equipment

Enter the number of each type of equipment on this place at the time of enumeration. Leave the space blank for any item not on this place.

283. Question 166  
Grain combines

Report the number of combines on this place used for harvesting and threshing operations only. Include all types and sizes.

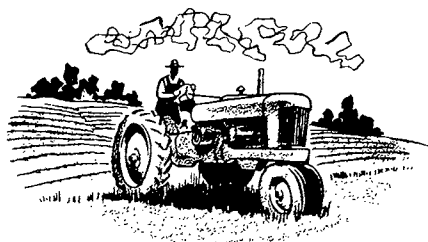


284. Question 167  
Corn pickers

Report the number of machines used for picking corn, whether used in separate or in combined picking-shelling operations. Include both one-row and two-row pickers, regardless of the type of power used.



285. Question 168  
Pick-up balers
286. Question 169  
Field forage harvesters
287. Question 170  
Motortrucks
288. Question 171  
Wheel tractors



289. Question 172  
Garden tractors
290. Question 173  
Crawler tractors
291. Question 174  
Automobiles

## Section XV.—Cash rent, farm values, and mortgage debt

292. Question 175  
Rental agreements
293. Question 176  
Landlord's share in farm operations
294. Questions 177 and 177 (a)  
Cash rent
295. Questions 178 through 180  
Other rental arrangements

Report the number of pick-up balers, both hand-tie and automatic. Do not include stationary balers.

Report the total number of all types of field forage harvesters on the place. Forage harvesters are used primarily for cutting and chopping silage, hay, or small grains in the field. Some types are also used for cutting hay and other forage crops to be fed green.

Include pick-up trucks and truck-trailer combinations. Include jeeps and station wagons only if they are used primarily as trucks. Do not include school buses.

Include all wheel tractors except garden tractors, whether home-made or purchased. Do not include implements with built-in power units, as self-propelled combines or powered buck rakes. Also, do not include the power unit of a truck-trailer combination.

Include all garden tractors, whether home-made or purchased.

Include all track-laying tractors, whether called crawler or caterpillar tractors.

Include all automobiles kept on the place, whether owned by the person in charge, members of his family, his landlord, hired help, or others. Include jeeps and station wagons if they are used primarily as passenger cars.

Look back at your entry for question 4 to see if the person in charge of this place rents or leases any land from others. If he does not, check the square for "No" and skip to question 181. If he does, check the square for "Yes" and ask questions 176 through 180.

This question appears only on questionnaires for certain southern States. Check "Yes" only if the landlord furnished free, ALL the work animals or ALL the tractor power used by the person in charge at any time this year. If he furnished none or only a part, check "No."

Check "Yes" in question 177 if the person in charge pays any cash rent to his landlord. If "Yes," enter in question 177 (a) the total amount paid and to be paid this entire year, whether paid for cropland, pastureland, or buildings.

There may be two or more rental agreements between the person in charge and his landlord, as, for example, cash for part of the rent and a share of products for the remainder. If so, check "Yes" for each one.

Note that questions 178 and 179 refer only to a share of farm products as, for example,  $\frac{1}{4}$ ,  $\frac{1}{3}$ ,  $\frac{1}{2}$ , etc., with no mention of the exact quantity.

Question 180 refers to all rental arrangements other than cash or a share of the products. Check "Yes" for this question if the operator gives his landlord a fixed quantity of

## ENUMERATOR'S INSTRUCTION BOOK

products as, for example, 100 bushels of potatoes, 500 pounds of milk, 3 bales of cotton, etc., or if he has the land under any other rental agreement. If you check "Yes," explain the arrangement under "REMARKS." Examples: "Supplies chickens and eggs to landlord." "Cares for landlord's livestock." "Works 10 acres for landlord," etc.

296. Question 181  
Value of land and  
buildings

Before you ask the respondent for the value of the land and buildings on this place, fill in the columns for "None" and "Acres" yourself. Copy the entries for land owned, rented, or managed from Section I. Be sure to copy those entries correctly and to match them with the corresponding items in this section. When you finish, you must have either a check for "None" or a figure for acres in all parts, (a) through (d).

For each acreage entry in column (1), report the present market value of the land and the buildings on that land. The market value refers to the price which the person in charge would expect to receive for the land and buildings if he sold them today. Do not report the assessed value.

Report the total value in whole dollars. Include the value of fruit packing sheds, vegetable sheds, etc., that are used to prepare the products of the farm for marketing.

Do not include the value of major agricultural manufacturing or processing plants, such as cotton gins or sugar mills, that happen to be located on the place, nor the value of institutional or other buildings used for non-agricultural purposes. Examples are hospitals, dormitories, administrative offices, stores, filling stations, factories, tourist cabins, motels, restaurants, etc.

Accept the respondent's figure without question, other than to make sure he understands that he is not to include the value of nonfarm buildings. If he hesitates to place a market value on the land and farm buildings or says he doesn't know, try to obtain an estimate. Point out that an estimate will be better than no entry at all.

297. Question 182  
Mortgage debt

You can tell from question 3 if the person in charge owns any land or buildings. If he does not own any land or buildings, check the square for "No land owned" and do not ask this question. If he does, find out if he owes any mortgage debt and check either "No" or "Yes."

Some of the terms the respondent may use are listed below. Notice that you are to include only those debts that are on the land and buildings.

<u>Include</u>	<u>Do not include</u>
Farm mortgages	Crop liens
Purchase money mortgages	Mortgages on livestock
Land purchase contracts	Mortgages on machinery
Deeds of trust	Chattel mortgages
Deeds to secure debt	Promissory notes
Bonds for deeds	Delinquent taxes
Confessions of judgment	Judgments
Vendors' liens (deed with vendor)	Mechanics' liens



298. Question 183  
Date of questionnaire

The date refers to the month and day on which this questionnaire was filled, whether by you or by the respondent. If you filled the questionnaire, enter the date when you filled it. If the respondent filled the questionnaire, make sure the date when he filled it is entered.

299. Remarks space

Be sure to write notes in the "REMARKS" space about any unusual entries on the questionnaires. Any additions or other calculations that you made when filling the questionnaire should also be included here. The number of the question to which each remark or calculation refers should be entered.

## Section XVI.—Enumerator's record

300. Identifying information

Fill in the name of the State, county (parish in Louisiana), and locality (township, district, precinct, Census division, etc.) where this place is situated, and your ED number, on your first visit to the household. Ask the respondent for the name of the locality if it is not given on your map.

301. Source of information

Check one or more squares (X) to indicate who gave you the information reported on the questionnaire. If you check the "Other" square, write the name of the person.

302. Sign questionnaire  
after review

Sign the questionnaire after you have made a final review of it. Go over all the entries and make sure all required information is given, whether you filled the questionnaire yourself or obtained one filled by the operator.

## REVIEW EVERY COMPLETED AGRICULTURE QUESTIONNAIRE, A1

303. Review of every  
questionnaire

It is necessary for you to review each questionnaire you obtain. Make this review before you leave the place you have enumerated. Learn the following list of rules and form the habit of making this minimum review as you complete each A1 questionnaire.

A1 number

An A1 number must appear at the top of the first column of the A1.

Shaded squares

Shaded squares appear on the A1 in the "OFFICE USE ONLY" Column opposite question [ 7 ], and below questions [ 9 ], [ 10 ], [ 95 ], [ 100 ], [ 124 ], [ 126 ], [ 132 ], [ 134 ], and [ 157 ]. Instructions for performing the checks required for each shaded square are given in the A1 opposite each shaded square. Be sure that you have made the necessary checks and have indicated that you have done so by placing a check (X) in each shaded square.

Entries in  
Section III

If acres are entered for any question in Section III, there should be an entry for quantity harvested whenever the A1 has space for an entry of quantity harvested opposite the space for acres harvested.

Acres in  
this place

The entry for question 86 must be the same as the entry for question 7.

Enumerator entries  
after question 87

Be sure you have entered the answers for questions 87 (a), 87 (b), and 87 (c).

Sections VI, VII,  
and VIII

Be sure that you have made entries for the questions in these sections.

Enumerator entries  
before Section IX

Both questions (a) and (b) in the block for use by the enumerator above Section IX must be answered.

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Sections IX, X, XI,  
XII, XIII, XIV,  
and XV

When either (or both) of the questions (a) or (b) in the enumerator's block above Section IX is checked "Yes," entries must appear in each of the Sections IX, X, XI, XII, XIII, XIV, and XV.

Question 181

Be sure you have copied the entries for questions 3, 4, 5, and 6 into parts (a), (b), (c), and (d) of question 181. If acres are entered in part (a), question 182 also requires an answer.

### SUMMARY OF INSTRUCTIONS FOR FILLING THE A1

304. Summary of  
instructions for  
filling A1

The purpose of this paragraph is to provide you with a consolidated item-by-item list of the instructions for determining whether the Agriculture Questionnaire is filled properly. In order that you may acquire a complete understanding of how to fill the A1, and of the way in which certain questions are related to other questions, you are requested to follow these rules, point by point, in making a complete review of the first five A1's you fill. Thereafter, a quick review of the A1 at the end of the interview in accordance with the instructions in paragraph 303 will usually be sufficient. The detailed review of the first five A1's you complete should be made before you leave the place you have enumerated. Explain to the respondent that you need to take a minute or two to see that you have obtained all the required information so that you will not need to visit him again.

A1 number

The A1 number must be in the space provided for it at the top of the first page.

Sections I and II

1. Each question, 1 through 8, must have an entry.
2. Questions 3, 4, 5, and 6 must have either a check (X) for "None" or an entry for acres.
3. If questions 4 or 5 have entries for acres, one or more names must be given under 4 (a), together with an address and an acres figure for each one. The sum of acres rented from others must equal the entry in question 4; the sum of acres managed for others must equal the entry in question 5.
4. If question 6 has an entry for acres, question 6 (a) must have either a check (X) for "None" or an entry for acres. The entry for acres cannot exceed the entry in question 3.
5. Question 7 must have an entry equal to:  

$$\text{Question 3 plus question 4 minus question 6,}$$

$$\text{or, for a manager-operated farm,}$$

$$\text{Question 5 minus question 6.}$$
6. Question 8 must have a check (X) in one square. If "Yes," both parts (a) and (b) must be answered. The acres in part (a) plus the acres in part (b) must equal the entry in question 7.

Section III

Each crop question has its own number. When the question is omitted from the A1, the question number also is omitted. The review instructions in this paragraph have been written to cover all questions. You may ignore the instructions for questions not shown on the A1 for your State.

1. Question 9 must have either a check (X) for "None" or an entry for acres in column (1). If acres are entered in question 9, there must also be at least one entry in part (a), (b), or (c) of column (1). The sum of those entries must equal the total in question 9; and the shaded square at the far right below part (c) must have a check to show that you

have verified the addition. Entries for acres in column (1) of parts (a) and (b) require entries for quantities in column (2). The entry in column (3) of part (a) cannot be larger than the entry in column (2).

2. Question 10 must have either a check (X) for "None" or an entry for acres in column (1). ~~If question 10 has an entry for acres and part (a) only is shown for your State, then the acres entered in part (a) or part (a) plus acres of sorghum in question 85 must equal the total in question 10.~~ If parts (a), (b), and (c) are shown, then the sum of their entries in column (1) must equal the total in question 10, and the shaded square at the far right below part (c) must have a check to show that you have verified the addition. Entries for acres in column (1) of parts (a), (b), and (c) require entries for quantities in column (2). Entries in column (3) cannot be larger than the entries in column (2).

3. Each question, 11 through 15, must have either a check (X) for "None" or entries in both columns (1) and (2). Entries in column (3) cannot be greater than the entries in column (2). One or more grains must be underlined in question 15 if figures are entered.

4. Each question 16, 17, and 18 must have either an entry for "None" or an entry for acres. For each of these questions, if acres are entered, there must also be at least one entry in part (a), (b), (c), or (d), in column (1) for the States where only one column for acres is printed, and in column (1) or column (2) in States where acres grown alone and acres grown with other crops are to be reported separately. The sum of the acres in parts (a), (b), (c), and (d) under each question 16 and 17 must be equal to the total acres for all purposes. The shaded squares must have checks to show that you have verified the addition. Acres in either the (a) or (b) parts of question 18 cannot be larger than the acres for all purposes. Entries for acres in parts (a) or (b) of questions 16, 17, and 18 require entries for quantities harvested.

5. Each question 19 through 24 must have either a check (X) for "None" or entries in both columns (1) and (2). Entries in column (3) cannot be greater than the entries in column (2).

6. Question 25 must have a check (X). If "Yes," there must be entries for both acres and quantities for one or more of the crops listed in questions 26 through 33. For any crop not harvested this year, there must be a check for "None." The name of the crop should be given for any report in question 33.

7. Each question, 34, 35, and 40 through 43, must have either a check (X) for "None" or entries in both columns (1) and (2).

8. Question 36 must have either a check (X) for "None," entries in both columns (1) and (2), or column (1) blank and an entry of less than "10" in column (2).

9. Question 37 must have either a check (X) for "None," entries in both columns (1) and (2), or column (1) blank and an entry of less than "20" in column (2).

10. Question 44 must have a check (X) in one square each in both parts (a) and (b). If "Yes" is checked for part (b), acres and tenths of acres must be entered for one or more of the crops listed in questions 45 through 60 and question 61 must be answered. If question 60 has entries, the names of the crops must be entered.

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11. Question 62 must have a check (X) in one square. If "Yes," there must be entries for both acres and quarts in one or more of questions 63 through 65. If question 65 has entries, the names of the crops must be entered.

12. Question 66 must have a check (X) in one square. If "Yes," question 66 (a) must also have a check in one square. If "Yes," question 67 must be answered and there must be entries for one or more of the crops listed in questions 68 through 80.

Questions 68 through 80:

(a) If the A1 for your State does not require acres and tenths of acres to be reported, there may be entries in both columns (1) and (2) for each crop on the place. If column (2) has entries, column (3) must also have entries or an explanation under "REMARKS."

(b) If the A1 for your State does require acres and tenths of acres to be reported in column (1) for each entry in column (1), there may be entries in both columns (2) and (3) for each crop on the place. If column (3) has entries, column (4) must also have entries or an explanation under "REMARKS."

If question 80 has entries, the names of the crops must be entered.

13. Question 81 must have a check (X) in one square. If "Yes," there must be entries in both columns (1) and (2) for one or more of questions 82 through 84.

14. Question 85 must have a check (X) in one square. If "Yes," information about one or more crops, including the crop name, must be entered in part (a).

### Section IV

1. Question 86 must have the same entry as question 7.

2. Question 87 must have a check (X) for "None" or an entry for acres. If acres are entered, the block "TO BE FILLED BY CENSUS ENUMERATOR" must be completed. The entry in part (c) must be within 3 acres of the entry in question 87.

3. Each part of questions 88 through 95 must have a check (X) for "None" or an entry for acres. If acres are entered in question 94, part (a) must have a check (X) for "None" or an entry for acres.

4. The space for acres at the end of Section IV must have the same entry as question 86. The shaded square at the right must have a check (X) to show that you did the required addition and that the total is the same as the entry in question 86.

### Section V

1. Question 96 must have a check (X) for "None" or an entry for acres. If acres are entered, questions 97 and 98 must be answered if they are on the A1 for your State.

2. If question 98 has an entry for acres, question 99 must have a check (X) in one square. If the square for "Part" is checked, one or more crops together with an acres figure for each must be entered in the space provided.

3. Question 100, if it is shown on the A1 for your State, must be answered if question 96 has an entry for acres. The entries in parts (a), (b), and (c) must add to 100 percent. The shaded square must have a check to show the addition is correct. If part (c) has an entry, one or more names must be entered.

Section VI

1. Each question 101 through 107 must be answered. In question 101, if square (3) has a check (X), the race must be entered. In question 104, if the year is 1958 or 1959, the month must be entered.

2. Question 108 must have a check (X) in one square if question 105 is checked in any part (2) through (5) or if "Yes" is checked in questions 106 or 107.

Section VII

1. Question 109 must have a check (X) for "None sold" or an entry for dollars.

2. Each question, 110, 112, and 113, must have a check (X) for "None" or entries in both columns (1) and (2). Each question, 111 and 114, must have a check for "None" or an entry in column (2).

3. Question 115 must have a check (X) for "None sold" or an entry for dollars.

Section VIII

1. Question 116 must have a check (X) in one square. If "Yes," questions 117 through 123 must be answered by either a check (X) in the square or a figure. In question 122, if a number is entered, the name must also be entered.

2. Question 124 must have a check (X) in the square or an entry for number. If a number is entered, there must also be a number in one or more of parts (a), (b), and (c). Those entries must add to the total in question 124 and the shaded square must have a check to show the addition is correct. If question 124 has an entry, there must also be entries in questions 130 and/or 131 or an explanation in "REMARKS."

3. Question 125 must have a check (X) for "None" or a number.

4. Question 126 must have a check (X) for "None" or a number. If a number is entered, parts (a) and/or (b) must also have a number. Those numbers must add to the total in question 126 and the shaded square must have a check to show the addition is correct. If question 126 has an entry, there must also be an entry in question 127 or an explanation in "REMARKS."

5. Question 127 must have a check (X) for "None" or a number. If a number is entered, question 128 must be answered.

6. Question 129 must have a check (X) in one square. If "Yes," questions 130 and/or 131 must have entries in both columns (1) and (2).

7. Question 132 must have a check (X) for "None" or a number. If a number is entered, parts (a) and/or (b) must also have a number. Those numbers must add to the total in question 132, and the shaded square must have a check to show the addition is correct.

8. Each part of question 133 must have a check (X) for "None" or a number.

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9. Question 134 must have a check (X) for "None" or a number. If a number is entered, there must also be a number in one or more of parts (a), (b), and (c). Those entries must add to the total in question 134 and the shaded square must have a check to show the addition is correct.

10. Each question, 135 through 137, must have either a check (X) for "None" or a number. If question 135 has a number entry, questions 136 and 137 must each have number entries. If the entry for question 136 is greater than the entry for question 135 or if either of these entries is greater than the entry for the (a) part of question 134, there must be an explanation in "REMARKS."

Enumerator's block

1. Both parts (a) and (b) of "This block for use by ENUMERATOR" must be filled. If the A1 number (not the A2 line number) ends in 2 or 7, part (a) must have a check (X) for "Yes." If the Acres in This Place, in question 7, are 1,000 or more, part (b) must have a check (X) for "Yes."

2. If both parts (a) and (b) are answered "No," you are not required to fill Sections IX through XV, nor to review any answers that have already been entered in Sections IX to XV by the respondent.

3. If either part (a) or part (b) is answered "Yes," Sections IX through XV must contain answers.

Section IX

1. Question 139 must have a check (X) in one square. If "Yes," questions 140 and 141 must be answered by either a check for "None" or entries in both columns (1) and (2).

Section X

1. Each question, 142 through 146, must be answered. Both columns (1) and (2) must have either a check (X) for "None" or a number. If numbers are entered in either column (1) or (2), for questions 142, or 143, column (3) must have entries for dollars.

Section XI

1. Question 147 must have a check (X) for "None" or an entry for acres. If acres are entered, each part (a) through (f) must have a check for "None" or entries in column (1). For each entry in column (1), there must also be an entry in columns (2) and/or (3).

2. Question 148 must have a check (X) for "None" or an entry for acres. If acres are entered, question 149 must be answered.

Section XII

1. Each part of question 150 must have a check (X) for "None" or an entry for dollars.

2. Each question, 151 through 154, must have a check (X) for "None" or an entry for acres.

Section XIII

1. Question 155 must have a check (X) in one square.

2. Questions 156 and 157 must have a check (X) for "None" or an entry for number of persons. If a number is entered in question 157, parts (a), (b), and (c) must be filled. The entries in parts (a) and (b) must add to the total in question 157 and the shaded square must have a check to show the addition is correct. The entries in column (1) must also equal the total in question 157, and in part (c) columns (2) and (3) must have entries for each entry in column (1) except where shaded spaces indicate no entry is required.

Section XIV

1. Question 158 must have a check (X) in one square. If (c) is checked, part (d) must have either a check (X) in the square or an entry for miles.

2. Each question, 159 through 165, must have a check (X) in one square. If question 165 is checked "Yes," question 162 should have a check for "Yes," also.

3. For each question, 166 through 174, if there is no number, make no entry at all.

Section XV

1. Question 175 must have a check (X) in one square. If "Yes" is checked in question 175, questions 176 through 180 each must have answers. If question 177 is checked "Yes," part (a) must have an entry for dollars.

2. Question 181 must have a check (X) for "None" or entries in both columns (1) and (2) for each part (a) through (d). The entry in column (1) for part (a) must be the same as the entry for question 3; part (b), question 4; part (c), question 5; and part (d), question 6.

3. Question 182 must have a check in one square.

4. Question 183 must have an entry for month and day.

Remarks space

1. All entries must be legible and identified by question number.

Section XVI

1. This section must be completed on all questionnaires.

2. All identifying information (State, County, locality, and ED number) must be entered. One or more squares must be checked to indicate who gave the information for the A1. If "OTHER" is checked, a name must be entered.

3. When you have finished your review, made any necessary corrections, and filled in any missing information, sign your name in the space provided. Your signature certifies that you have filled the questionnaire completely and accurately, to the best of your knowledge.

4. In the space following your signature enter the month and day on which you completed the questionnaire.

## CHECKING YOUR PORTFOLIO

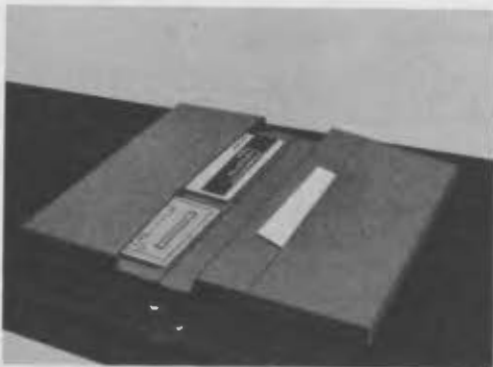
305. Check contents of your portfolio

After you have completed the work in the ED's assigned to you, notify your crew leader. He will review your work and will check the contents of your portfolio with you. Your portfolio must contain all the following materials when you turn it over to your crew leader:

1. Record Book
2. ED map
3. Agriculture Questionnaires filled (Form A1)
4. Blank forms which you did not use
5. Identification badge (unless you have been given another assignment)

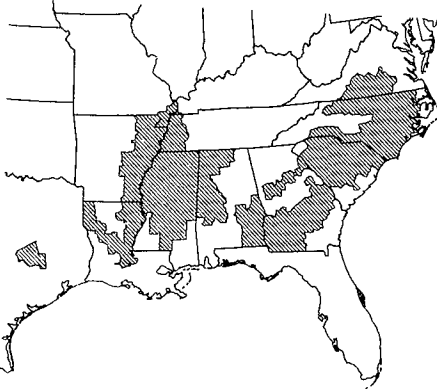
Your portfolio must also contain any auxiliary enumeration materials that were given to you with your assignment. Examples are:

1. Special farm cards (Form A15)
2. Landlord-Tenant Questionnaires filled (Form A3)
3. Township Sketch (Form A18)
4. Citrus grove listing card (Form A96, Florida only)
5. Citrus - cotton coverage card (Form A97, Texas only)
6. Citrus coverage card (Form A98, California only)
7. Special lists for the enumeration of specified Indian Reservations (Form A92)



## LANDLORD-TENANT QUESTIONNAIRE— FORM A3

306. Where is the A3 used?



The Landlord-Tenant Questionnaire (A3) is to be used in 347 specified counties in the following States: Alabama, Arkansas, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, South Carolina, Tennessee, Texas, and Virginia. For list of counties, see Appendix, Exhibit 3.

307. A3 does not replace A1

The Landlord-Tenant Questionnaire (A3) does not replace the Agriculture Questionnaire (A1). It is an additional form to be completed in the counties where it is required for every person who has any land worked by a sharecropper.

308. Why is the A3 used?

The Landlord-Tenant Questionnaire brings together on one reporting form key information for all the land under the control of one landlord. It has three main purposes:

1. It helps you to get all the required A1's. In some cases the landlord will think he should include on his A1 information for all the operations under his control including those of his tenants, renters, and sharecroppers. Also some tenants—especially croppers—will consider their operations as belonging to the landlord. You are required to get an A1 for each tenant, cropper, and renter.

2. It helps to prevent duplication and omission of any of the required information. If the landlord includes information on his A1 for his tenants or croppers we will have information reported twice for the part operated by his tenants. On the other hand, the information will not be complete if the tenant or cropper fails to report information because he thinks the landlord should report it on his A1.

3. It provides statistical information for the overall operations by persons who farm their land with sharecroppers.

309. When to get an A3

Column 12 of Form A2 shows you when you are to get an A3. (Column 12 will be printed in the A2 books only for the counties in the landlord-tenant area.) These instructions indicate you are to get an A3 for the landlord when the answer to column 12 "Does this person work any land as a sharecropper?" is "Yes."

In other words an A3 must be filled for any landlord or landowner who has any land worked by a sharecropper, whether or not the landlord has any agricultural operations himself.



310. Who gets the A3?

Sometimes the landlord or some of his tenants may live in another enumeration district (ED). In such cases, only one enumerator should get the A3. The following rules tell you whether or not you are to get the A3:

1. If you get an A1 for the landlord, you should also get the A3.
2. If an A1 is not required for the landlord, but he lives in your ED and one or more of his tenants are in your ED, you get the A3.
3. If the landlord lives outside of your ED but all his land is in your ED, you get the A3. Get the information from the landlord if he does not live more than 25 miles away; otherwise, get the information from the tenants, croppers, and renters.
4. If the landlord lives outside of your ED but farms land where he lives, or has tenants where he lives, you do not get the A3.
5. If you have any doubt whether you should get an A3, fill one and explain the situation under "REMARKS" or in the margin of the A3.

311. When to fill the A3

You should fill the A3 before you fill all the A1's when the landlord has more than 1 sharecropper. This method will enable you to copy some of the information from Form A3 onto the A1. In case the tenant rents all the land from one landlord, you may omit asking those questions on the A1 for which you have already obtained the information from the landlord.

312. What to do if A1 is filled before you get A3

If you get an A1 for a tenant before you get an A3 for the landlord, compare all the entries on the A3 with those on the A1 for the tenant. If the tenant does not rent land from anyone else, correct the information on the A1 for the tenant. You must ask the tenant if he owns any land or rents any land from another landlord. If the tenant owns land or rents land from another landlord, then you must ask all questions on the A1.

## FILLING THE A3

313. Section I

Notice that the questions in Section I refer to the landlord (or hired manager) and to the total acreage under his control.

314. Section II

You are to ask the landlord the questions in Section II (lines 1 through 10) for each tenant, cropper, and renter.

315. Section III

The questions in Section III are for you to answer. You do not ask the landlord these questions.

316. Section IV

You are to ask the landlord the questions in Section IV (lines 1 through 10) only for those tenants who pay (or receive) a share of the crops as rent for the land they use.

317. Do you get the A1?

To determine the answer to the question in column 4 "Do you get the A1 for him?" refer to columns 9 and 10 of the A2. You get an A1 if—

1. The tenant lives in your ED.
2. The tenant <sup>or</sup> does not live in your ED and does not have agricultural operations where he lives.

You are to visit each tenant for whom you are to fill an A1.

318. What if tenant has moved?  
If a tenant, renter, or cropper has moved and the landlord has not yet rented the land to someone else, include the information for the tenant's operations with the home farm (line B).
319. Checking the A3  
The entry for column 2 on line C (Section II) must agree with the entry in question 7 of Section I.
320. Checking A3 with A1's  
The entries for line B, the home farm, must agree with the corresponding entries on the A1 for the landlord.
321. Fill an A1 for each tenant  
Be sure to fill an A1 when required for each tenant, cropper, and renter who is listed in column 1.
322. Line A  
Enter the sum of these entries for all tenants on line A. If you fill more than one sheet for a landlord, enter the total for all sheets on sheet 1.
323. Transfer applicable information to A1  
You may transfer the applicable information from the A3 to the A1's for the tenants, croppers, and renters listed in column 1.

CONVERSION FACTORS

324. Land area

- 144 square inches..... = 1 square foot.
- 9 square feet..... = 1 square yard.
- 30¼ square yards..... = 1 square rod.
- 160 square rods..... = 1 acre.
- 640 acres..... = 1 square mile (or section).
- 1 acre..... = { 160 square rods.  
4,840 square yards.  
43,560 square feet.

325. Capacity of silos with different dimensions

Depths of silage (feet)	Tons										
	Capacity with an inside diameter in feet of—										
	10	11	12	13	14	15	16	17	18	19	20
20.....	27										
22.....	30	37									
24.....	34	41	49								
26.....	38	46	55	65							
28.....	43	52	61	72	84						
30.....	47	57	68	80	92	106	121				
32.....	51	62	74	87	100	115	131	148			
34.....	56	67	80	94	109	125	142	161	180		
36.....		73	86	101	117	135	153	173	194	216	
38.....			93	109	126	145	165	186	209	233	258
40.....			100	117	135	155	177	200	224	249	276
42.....				124	144	165	188	212	237	264	293
44.....					152	174	198	224	251	279	310
46.....						184	209	236	265	295	327
48.....							220	248	279	310	344
50.....								261	293	326	361

326. Weights of various units of measure for crops

- Corn:**
- 56 lb. shelled corn..... = 1 bu.
  - 70 lb. ear corn..... = 1 bu.
  - 2 leveled bushel baskets of ear corn, or 1¼ heaped baskets..... = 1 bu. shelled corn.
  - 6 leveled bushel baskets of corn in the husk or 4 heaped bushel baskets..... = 1 bu. shelled corn.
  - 1 barrel of corn..... = 5 bu. shelled basis.
- To measure corn in a crib:*
- 1 bu. of ear corn (70 lb.) occupies about 2¼ cu. feet.
  - Bushels of ear corn in a crib..... = length x width x average depth x ¾.
- Sorghums:**
- 56 lb. of sorghum grain..... = 1 bu.
  - 1 ton of heads..... = 25 bu. of grain.
- Small grains:**
- Wheat, 60 lb..... = 1 bu.
  - Oats, 32 lb..... = 1 bu.
  - Barley, 48 lb..... = 1 bu.
  - Rye, 56 lb..... = 1 bu.
  - Buckwheat, 48 lb..... = 1 bu.
  - Emmer and spelt, 40 lb..... = 1 bu.
  - Flax, 56 lb..... = 1 bu.
  - { 45 lb..... = 1 bu.
  - 162 lb..... = 1 barrel.
  - 3¾ bu..... = 1 barrel.
- Rice { 170 to 200 lb..... } = 1 bag, Southern States.  
 { or  
 1 to 1¼ bbl..... }

# ENUMERATOR'S INSTRUCTION BOOK

	<i>Pounds per bushel</i>
<b>Dry beans and peas:</b>	
Soybeans.....	60
Cowpeas.....	60
Peanuts (unshelled):	
Virginia type.....	22
Runners, Southeastern.....	28
Spanish.....	30
Velvetbeans (hulled).....	60
Lima beans (dry).....	56
Other beans and lentils (dry).....	60
Peas.....	60

**Hay crops:**  
 3 tons (green weight)..... = 1 ton (dry weight).

If the weight per bale is approximately	Then the weight of the following number of bales equals approximately 1 ton
<i>Approximate weight per bale of hay</i>	<i>Bales per ton</i>
30.....	67
35.....	57
40.....	50
45.....	44
50.....	40
55.....	36
60.....	33
65.....	31
70.....	29
75.....	27
80.....	25
85.....	24
90.....	22
95.....	21
100.....	20
105.....	19
110.....	18
115.....	17

	<i>Pounds per bushel</i>
<b>Seeds (grass, legume, and other field):</b>	
Alfalfa.....	60
Austrian winter peas.....	60
Bentgrass.....	30
Bermuda grass.....	40
Bluegrass.....	14
Bromegrass.....	14
Canary grass.....	48
Castor beans.....	46
Clover.....	60
Common and perennial ryegrass.....	24
Crested wheatgrass.....	22
Hungarian grass.....	50
Italian ryegrass.....	20
Johnson grass:	
New Mexico and Oklahoma.....	25 to 28
Arkansas.....	28
North Carolina.....	25
Lespedeza:	
Common.....	28
Kobe.....	30
Korean.....	40
Lupine.....	60
Meadow fescue.....	24
Millet.....	50
Orchard grass.....	14
Redtop.....	14
Slender wheatgrass.....	18

	<i>Pounds per bushel</i>
<b>Seeds—Continued</b>	
Sudan grass.....	40
Sunflower.....	24 to 28
Timothy.....	45
Vetch.....	60
Western wheatgrass.....	18
<b>Dry field and seed beans:</b>	
Lima, dry.....	56
Others, dry.....	60
<b>Potatoes:</b>	
Irish { 60 lb..... = 1 bu.	
{ 165 lb. or 2¼ bu..... = 1 bbl.	
{ 1½ bu..... = 1 100-lb. bag.	
Sweet, 55 lb..... = 1 bu.	
50 lb..... = 1 crate	
<b>Broomcorn:</b>	
333 lb..... = 1 bale of broomcorn brush.	
6 bales..... = 1 ton of broomcorn brush	
<b>Sugarcane for sirup:</b>	
11.45 lb..... = 1 gal.	
<b>Popcorn:</b>	
70 lb..... = 1 bu. ear corn.	
56 lb..... = 1 bu. shelled ear corn	
<b>Hops:</b>	
200 lb..... = 1 bale.	
<b>Cotton:</b>	
Seed cotton, 1500 lb.... = 1 bale (500 lb. lint)	

**327. Number of fruit and nut trees per acre according to planting distance**

<i>Planting distance (feet):</i>	<i>Number per acre</i>	<i>Planting distance (feet):</i>	<i>Number per acre</i>
8 x 8.....	680	22 x 24.....	82
8 x 10.....	545	24 x 24.....	75
8 x 12.....	454	25 x 25.....	70
9 x 9.....	538	26 x 26.....	64
10 x 10.....	436	27 x 27.....	60
10 x 12.....	363	28 x 28.....	56
12 x 12.....	302	28 x 30.....	52
12 x 14.....	259	30 x 30.....	48
14 x 14.....	222	32 x 32.....	43
15 x 15.....	194	35 x 35.....	35
16 x 16.....	170	36 x 36.....	34
18 x 18.....	134	40 x 40.....	27
18 x 20.....	121	40 x 45.....	24
18 x 22.....	110	45 x 45.....	22
20 x 20.....	109	45 x 50.....	19
20 x 22.....	99	50 x 50.....	17
20 x 24.....	91	55 x 50.....	16
22 x 22.....	90	60 x 60.....	12

*Instructions for use.*—Determine the planting distance between trees and then note the number of trees per acre. Then multiply the number of trees per acre by the number of acres. For example, if the planting distance is 25' x 25', there are 70 trees per acre and there would be 700 trees on 10 acres.

**328. Weights and measures for tree fruits, nuts, and grapes**

**Tree fruits:**

**Apples:**

48 lb.....	= 1 bu.
1 bu.....	= 1 box, Western and Northwestern
44 lb.....	= 1 packed box, Western and Northwestern
54 lb.....	= 1 packed box, Eastern
140 lb. or 3 bu.....	= 1 bbl.
41.67 bu.....	= 1 ton.

**Peaches:**

48 lb.....	= 1 bu.
20 lb.....	= 1 Western lug box.
41.67 bu.....	= 1 ton.
1 lb. dried peaches.....	= 7 lb. fresh fruit for clings or 6½ lb. fresh fruit for freestones.

## ENUMERATOR'S INSTRUCTION BOOK

## Tree fruits—Continued

## Pears:

50 lb.....	= 1 bu.
40 bu.....	= 1 ton.
48 lb.....	= 1 box, California
50 lb.....	= 1 box, other States
22 lb.....	= 1 crate, Western (4½ x 16 x 16¼).
1 lb. dried pears.....	= 5½ lb. fresh fruit

## Cherries:

56 lb.....	= 1 bu., unstemmed.
1¼ lb.....	= 1 qt., unstemmed.
64 lb.....	= 1 bu., stemmed.
2 lb.....	= 1 qt., stemmed.

## Plums and prunes:

56 lb.....	= 1 bu.
20 lb.....	= 1 box, Western.
10 lb.....	= 1 box, Northwestern suitcase.
1 lb. dried fruit.....	= 2½ lb. fresh fruit for California and 3¼ lb. fresh fruit for Washington and Oregon.

## Apricots:

48 lb.....	= 1 bu.
24 lb.....	= 1 4-basket crate, Western.
1 lb. dried fruit.....	= 5½ lb. fresh fruit.

## Avocados:

1 single layer flat.....	= 13 lb. for California and 12 to 15 lb. for Florida.
50 lb.....	= 1 bu.

## Figs:

1 California single layer crate.....	= 6 lb.
1 California deep crate.....	= 15 lb.
1 lb. dried fruit.....	= 3 lb. fresh fruit for California and 4 lb. fresh fruit for other areas.

## Olives:

1 lug box.....	= 25 to 30 lb.
----------------	----------------

## Grapes:

48 lb.....	= 1 bu.
28 lb.....	= 1 Western lug box.
18 lb.....	= 1 Eastern 12-qt. basket.
32 lb.....	= 1 Western lug.
34 lb.....	= 1 box, sawdust pack.
41.67 bu.....	= 1 ton.
4 lb. grapes.....	= 1 lb. raisins.

## Nectarines:

50 lb.....	= 1 bu.
------------	---------

## Japanese persimmons:

22 lb.....	= 1 standard persimmon box.
26 lb.....	= 1 standard lug box.

## Guavas:

54 lb.....	= 1 bu.
------------	---------

## Mangoes:

55 lb.....	= 1 bu.
------------	---------

## Pineapples:

70 lb.....	= 1 crate.
------------	------------

## Quinces:

48 lb.....	= 1 bu.
------------	---------

329. Citrus Fruits—units of measure — weights

Unit of measure and kind of fruit	California and Arizona	Texas	Florida	Louisiana	Alabama and Mississippi
<b>Field box:</b>					
Satsumas.....			90		
Tangerines.....			90		
Other oranges.....	50-60		90		
Grapefruit.....	40-50		80		
Lemons.....	55-65				
<b>Packed box:</b>					
Satsumas.....			90	85	85
Tangerines.....			90	90	90
Other oranges.....	77	90	90	90	90
Grapefruit.....		80	80	80	80
California desert valleys and Arizona.....	65				
Other California areas.....	68				
Lemons.....	79				
Limes.....			80		
<b>Bushel:</b>					
Satsumas.....				53	53
Tangerines.....				53	53
Other oranges.....				56	56
Grapefruit.....				50	50
Limes.....			55		
<b>Mesh bags (½ box):</b>					
Oranges.....		45	45		
Grapefruit.....		40	40		

<sup>1</sup> A half-strap equals 40 to 42 lb. or ½ bu.

330. Berries and small fruits

- 1 qt. .... = 1½ lb.
- 1 gal. .... = 4 qt.
- 2 pints..... = 1 qt.
- 1 24-lb. crate..... = 36 lb. stemmed strawberries.

331. Whole milk and cream

- 1 gal. .... = 8.6 lb.
- To convert cream to butterfat—
- Multiply { pints by .3
- { quarts by .6
- { gallons by 2.5

332. Lumber

- 1 board foot = 144 cu. inches
- (1" x 12" x 12"; 2" x 6" x 12")
- ( 2" x 4" x 18" )
- ( 4" x 4" x 9" etc. )

333. Conversion of fractions to nearest tenth  
(Do not report fractions of 1/20 or less)

The nearest tenth will be the fraction shown at the bottom of the column in which the denominator appears for a specific numerator. For example, if the fraction is ½, then 3 is the denominator and 1 is the numerator. Thus looking on the line for 1 as numerator for 3 as denominator and then reading the figure at the bottom of the column in which the denominator appears, we find that ½ should be reported as 5/10ths.

Numerator	THE FRACTION REPORTED									
	Denominator									
1.....					2		3	4-6	7-19	
2.....			3		4	5	6-7	8-12	13-39	
3.....		4		5	6	7-8	9-11	12-20	21-59	
4.....		5	6	7	8	9-11	12-15	16-26	27-79	
5.....		6	7	8-9	10-11	12-14	15-19	20-33	34-99	
6.....	7	8	9	10	11-13	14-17	18-23	24-40	41-119	
7.....	8	9	10	11-12	13-15	16-20	21-27	28-46	47-139	
8.....	9	10	11-12	13-14	15-17	18-22	23-31	32-53	54-159	
9.....	10	11-12	13	14-16	17-19	20-25	26-35	36-60	61-179	
Nearest tenth.	1/10	2/10	3/10	4/10	5/10	6/10	7/10	8/10	9/10	10/10





# **APPENDIX**

## **EXHIBITS**

(93)

# ENUMERATOR'S INSTRUCTION BOOK

Exhibit 1.—FORM A12 AND FORM A14

Form 60-11-12 (A12) (6-3-58)		U. S. Department of Commerce Bureau of the Census									
TRAVEL AND WORK RECORD 1959 CENSUS OF AGRICULTURE											
Part A.—DAILY TRAVEL AND WORK RECORD											
Date (1)	Travel				Agriculture questionnaires filled (A1's)		Hours worked at piece rate		Hours worked at hourly rate		
	Speedometer reading at—		Miles driven		Today (6)	To date (7)	Today (8)	To date (9)	Today (10)	To date (11)	
	Start of official travel (2)	End of official travel (3)	Today (4)	To date (5)							
11-9	32,110	32,141	31	31	10	10	9	9			Enter hours worked to nearest ¼ hour.
11-10	32,156	32,180	24	55	12	22	8 ¼	17 ¼			
11-12	32,213	32,240	27	82	14	36	10	27 ¼			Only one entry of miles driven today for each date.
11-13	32,245	32,251	2	103	1	47	8 ½	35 ¾			
11-14	32,295	32,308	13	116	7	54	5	40 ¾			
11-16	32,339	32,364	25	141	13	67	10 ¼	51			
11-17	32,369	32,380									
	32,389	32,397	19	160	9	76					
11-18	32,408	32,431	23	183	12						
11-19	32,447	32,444	21	204							
11-21											
Total				642		260		201			

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON 25, D. C.  
OFFICIAL BUSINESS

POSTAGE AND FEES PAID  
U. S. DEPARTMENT OF COMMERCE

CENSUS OF AGRICULTURE

Copy these entries  
from Form A-12.

Form 60-11-14 (A14)  
(6-5-58)

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

ED NUMBER 21-7

DATE 11-16-59

INSTRUCTIONS: Complete and mail this report to your Crew Leader at the close of each day.

TYPE OF ED  
 PIECE RATE  HOURLY RATE

Operation (1)	Today (2)	Total including today (3)
A. Agriculture Questionnaires Filled (A1)	13	67
B. Total Lines Filled in A2 Listing Form		121
C. Total Callbacks Still Remaining to be Completed		6
D. Hours Worked	10 ¼	51
E. Miles Driven	25	141

F. Is This ED Now Complete?  
 No  Yes  
 Except for callbacks

Enumerator: John L. Smith  
(Signature) 16-1-59

Exhibit 1.—FORM A12—Continued

Form 60-11-12 (A12)

TRAVEL AND WORK RECORD (Continuation)						This section will be used only by those enumerators who are authorized to claim mileage and per diem while attending training class. If your crew leader authorizes such claims, he will instruct you on how to fill this section.				
Part B.—TRAINING MILEAGE AND PER DIEM (if authorized)										
Date (1)	Specify A.M. or P.M.		Points of travel		Speedometer reading		Miles driven			Days of per diem claimed (11)
	Left (2)	Arrived (3)	From (4)	To (5)	Begin (6)	End (7)	Total (8)	Less 60 miles (9)	Net miles claimed (10)	
								-60		
								-60		
								-60		
								-60		
								-60		
								-60		
Total claimed										

Part C.—TELEPHONE CHARGES (Receipt must be attached for each call over \$3.00)									
Date (1)	Person called (2)	Toll calls				Local calls			Total tele- phone cost (10)
		Places between which call was made		Minutes charged for (5)	Total toll cost paid (6)	Number calls (7)	Cost per call (8)	Total cost paid (9)	
		From— (3)	To— (4)						
11-22					\$		2	.10	20
11-22							3	.10	30
11-22	Lourence L. Miller	San Francisco	Flotland	5	25				
11-24							1	.10	10
11-25	Charles R. ...	San Francisco	Wharton	5	1.15				
11-25							1	.10	10
11-31							2	.10	20
Total					\$ 2.11			\$ 7	\$ 2.11

FOR TOLL CALLS:  
Enter name of person called  
and places between which  
call was made.

Attach a receipt to Form A 12  
for each toll call over \$3.00

DO NOT REMOVE THIS FORM FROM THIS LISTING BOOK

Part D.—ROAD, BRIDGE, AND FERRY TOLLS					
Date (1)	Name of facility used (2)	Total cost (3)	Date (1)	Name of facility used (2)	Total cost (3)
11-22	Flotland Parkway	\$ 25			\$
11-22	Moore River Bridge	15	11-22	Mill Bridge	
11-22	Moore River Bridge	15			
11-22	Gardner's Turnpike	35			
11-22	Mill Bridge	10			
11-22	Mill Bridge	10			
11-22	White River Ferry	40			
11-22	White River Ferry	40			
11-22	Gardner's Turnpike	35			
11-22	Gardner's Turnpike	35			
Subtotal—Carry total forward		250	Total		250

Carry subtotal forward when  
first half of Part D is  
filled.

Enter grand total  
here.

ENUMERATOR'S INSTRUCTION BOOK

Exhibit 2.—FORM A15

Copy A1 number from column 11, Form A2.

If this farm is now operated by someone else, correct item 13.

1954 INFORMATION			1959 INFORMATION		
1. State <i>Ohio</i>	3. MCD of headquarters <i>Burke</i>		10. 1959 ED (Based on 1954 Hdqrs.) <i>19-7</i>	11. Corrected 1959 ED	
2. County <i>Foster</i>			12. A1 number (If no A1 is obtained, explain in "Remarks") <i>23</i>		
4. Total land in this place (Line 5 + Line 6 - Line 8; If Manager, Line 7 - Line 8)		Acres <i>1140</i>	13. Name and address of farm operator		
5. Land owned	Acres <i>985</i>		<i>Mr. Joseph Gates</i> <i>Mr. Harry Brown</i> <i>Route 2, Fairfax, Ohio</i> <i>Route 4, Garvin, Ohio</i>		
6. Land rented from others	Acres <i>230</i>				
a. Name and address of landlord		Acres rented to operator			
7. Land managed for others		Acres			
a. Name and address of employer			14. Total land in this place		Acres <i>1350</i>
8. Land rented to others		<i>75</i>	15. Land located in other counties		
9. Land located in other counties			a. Name of county	Acres	
a. Name of county			<i>Marshall</i>	<i>210</i>	
			16. Remarks <i>New operator took over in 1957.</i>		
NOTE: If additional space is needed for any items, continue in "Remarks."		FORM 60-11-15 (A15) (8-12-56) USCOMM-DC 10410	U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		
		<b>SPECIAL FARM CARD</b> <b>1959 CENSUS OF AGRICULTURE</b>			

Copy entry made in question 8, Form A1.

Copy entry made in question 7, Form A1.

Exhibit 3.—COUNTIES IN LANDLORD-TENANT AREA

<u>ALABAMA</u>	<u>GEORGIA—Continued</u>	<u>LOUISIANA—Con.</u>	<u>MISSOURI</u>	<u>SOUTH CAROLINA—Con.</u>
Barbour	Clay	Grant	Dunklin	Cherokee
Bibb	Coffee	Madison	Mississippi	Chester
Bullock	Colquitt	Morehouse	New Madrid	Chesterfield
Chambers	Cook	Natchitoches	Pemiscot	Clarendon
Coffee	Coweta	Ouachita		Darlington
Colbert	Crisp	Pointe Coupee		Dillon
Dale	Decatur	Rapides	<u>NORTH CAROLINA</u>	Dorchester
Dallas	Dodge	Red River	Alamance	Edgefield
Elmore	Dooly	Richland	Anson	Fairfield
Fayette	Dougherty	St. Landry	Beaufort	Florence
Franklin	Early	Tensas	Bertie	Greenville
Geneva	Elbert	West Carroll	Bladen	Greenwood
Greene	Emanuel		Brunswick	Horry
Hale	Evans	<u>MISSISSIPPI</u>	Caswell	Kershaw
Henry	Fayette	Alcorn	Chowan	Lancaster
Houston	Grady	Attala	Cleveland	Laurens
Lamar	Hart	Benton	Columbus	Lee
Lauderdale	Henry	Bolivar	Craven	Lexington
Lawrence	Irwin	Calhoun	Cumberland	McCormick
Lee	Jeff Davis	Carroll	Duplin	Marion
Limestone	Jefferson	Chickasaw	Durham	Marlboro
Macon	Jenkins	Choctaw	Edgecombe	Newberry
Madison	Johnson	Clay	Forsyth	Orangeburg
Marengo	Lamar	Coahoma	Franklin	Richland
Marion	Laurens	Copiah	Gaston	Saluda
Montgomery	Lee	Covington	Gates	Spartanburg
Morgan	Lowndes	De Soto	Granville	Sumter
Perry	McDuffie	Grenada	Greene	Union
Pickens	Macon	Hinds	Guilford	Williamsburg
Pike	Meriwether	Holmes	Halifax	York
Russell	Miller	Humphreys	Harnett	
Sumter	Mitchell	Issaquena	Hertford	<u>TENNESSEE</u>
Tuscaloosa	Montgomery	Itawamba	Hoke	Crockett
Winston	Morgan	Jasper	Johnston	Dyer
	Newton	Jefferson Davis	Jones	Fayette
	Oconee	Jones	Lee	Gibson
<u>ARKANSAS</u>	Oglethorpe	Kemper	Lenoir	Hardeman
Arkansas	Pike	Lafayette	Lincoln	Haywood
Ashley	Pulaski	Lauderdale	Martin	Lake
Chicot	Quitman	Lawrence	Mecklenburg	Lauderdale
Clay	Randolph	Leake	Moore	Madison
Craighead	Schley	Lee	Nash	Obion
Crittenden	Screven	Leflore	New Hanover	Shelby
Cross	Seminole	Lowndes	Northampton	Tipton
Desha	Spalding	Madison	Onslow	
Drew	Stewart	Marion	Orange	<u>TEXAS</u>
Greene	Sumter	Marshall	Pender	Brazos
Jackson	Tattnall	Monroe	Person	Burleson
Jefferson	Telfair	Montgomery	Pitt	Grimes
Lawrence	Terrell	Neshoba	Polk	Milam
Lee	Thomas	Newton	Richmond	Robertson
Lincoln	Tift	Noxubee	Robeson	
Lonoke	Toombs	Oktibbeha	Rockingham	<u>VIRGINIA</u>
Mississippi	Treutlen	Panola	Rutherford	Amelia
Monroe	Turner	Pontotoc	Sampson	Appomattox
Phillips	Walton	Prentiss	Scotland	Bedford
Poinsett	Warren	Quitman	Stokes	Brunswick
Prairie	Webster	Rankin	Surry	Campbell
Randolph	Wheeler	Scott	Union	Charlotte
St. Francis	Wilcox	Sharkey	Vance	Cumberland
Woodruff	Worth	Simpson	Wake	Dinwiddie
		Smith	Warren	Franklin
<u>GEORGIA</u>	<u>KENTUCKY</u>	Sunflower	Washington	Halifax
Appling	Fulton	Tallahatchie	Wayne	Henry
Bacon		Tate	Wilkes	Lunenburg
Baker	<u>LOUISIANA</u>	Tippah	Wilson	Mecklenburg
Ben Hill	Avoyelles	Tishomingo	Yadkin	Nottoway
Berrien	Bossier	Tunica		Patrick
Bleckley	Caddo	Union	<u>SOUTH CAROLINA</u>	Pittsylvania
Brooks	Catahoula	Walthall	Abbeville	Prince Edward
Bulloch	Concordia	Washington	Aiken	
Burke	De Soto	Webster	Anderson	
Butts	East Carroll	Winston	Bamberg	
Calhoun	Franklin	Yalobusha	Barnwell	
Candler		Yazoo	Calhoun	

# ENUMERATOR'S INSTRUCTION BOOK

Exhibit 4.—FORM A18

FORM BU-11-18 (A18)  
17-22-541

TOWNSHIP SKETCH  
1959 Census of Agriculture

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

ED No. 22-3 State Kansas  
County Mason

Range 3W 19, 20, 21 ← Range 2W

42 <sub>6</sub>	42 <sub>6</sub>	43 <sub>5</sub>	43 <sub>5</sub>	23 <sub>2</sub>	23 <sub>2</sub>	23 <sub>1</sub>	18 <sub>2</sub>	18 <sub>2</sub>	13 <sub>1</sub>	13 <sub>1</sub>	13 <sub>6</sub>	X <sub>5</sub>	X <sub>5</sub>	X <sub>5</sub>				
40 <sub>8</sub>	40 <sub>8</sub>	43 <sub>8</sub>	43 <sub>8</sub>	23 <sub>8</sub>	23 <sub>8</sub>	22 <sub>8</sub>	18 <sub>17</sub>	18 <sub>17</sub>	13 <sub>17</sub>	13 <sub>17</sub>	13 <sub>17</sub>	X <sub>17</sub>	X <sub>17</sub>					
39 <sub>7</sub>	39 <sub>7</sub>	43 <sub>8</sub>	43 <sub>8</sub>	23 <sub>9</sub>	21 <sub>10</sub>	21 <sub>10</sub>	17 <sub>11</sub>	17 <sub>11</sub>	14 <sub>12</sub>	14 <sub>12</sub>	12 <sub>12</sub>	12 <sub>8</sub>	X <sub>8</sub>					
38 <sub>8</sub>	37 <sub>8</sub>	37 <sub>8</sub>	37 <sub>8</sub>	11 <sub>11</sub>	11 <sub>11</sub>	24 <sub>10</sub>	24 <sub>10</sub>	17 <sub>11</sub>	14 <sub>12</sub>	14 <sub>12</sub>	12 <sub>12</sub>	12 <sub>12</sub>	12 <sub>12</sub>	X <sub>12</sub>	X <sub>12</sub>			
38 <sub>0</sub>	37 <sub>17</sub>	37 <sub>17</sub>	37 <sub>17</sub>	11 <sub>16</sub>	11 <sub>16</sub>	24 <sub>15</sub>	24 <sub>25</sub>	16 <sub>14</sub>	16 <sub>14</sub>	14 <sub>11</sub>	1 <sub>18</sub>	1 <sub>17</sub>	2 <sub>17</sub>	2 <sub>16</sub>	2 <sub>16</sub>	3 <sub>15</sub>	3 <sub>15</sub>	3 <sub>15</sub>
0 <sub>19</sub>	37 <sub>19</sub>	33 <sub>20</sub>	33 <sub>20</sub>	33 <sub>32</sub>	32 <sub>21</sub>	25 <sub>22</sub>	25 <sub>22</sub>	15 <sub>21</sub>	15 <sub>21</sub>	14 <sub>24</sub>	1 <sub>19</sub>	2 <sub>20</sub>	2 <sub>20</sub>	2 <sub>20</sub>	2 <sub>3</sub>	3 <sub>21</sub>	3 <sub>22</sub>	3 <sub>22</sub>
36 <sub>19</sub>	36 <sub>19</sub>	33 <sub>20</sub>	33 <sub>20</sub>	32 <sub>21</sub>	32 <sub>21</sub>	25 <sub>22</sub>	25 <sub>22</sub>	15 <sub>21</sub>	15 <sub>21</sub>	7 <sub>24</sub>	7 <sub>19</sub>	2 <sub>20</sub>	2 <sub>20</sub>	2 <sub>20</sub>	3 <sub>21</sub>	3 <sub>22</sub>	3 <sub>22</sub>	0 <sub>21</sub>
36 <sub>19</sub>	36 <sub>19</sub>	36 <sub>20</sub>	34 <sub>20</sub>	32 <sub>21</sub>	31 <sub>21</sub>	26 <sub>22</sub>	26 <sub>22</sub>	15 <sub>21</sub>	15 <sub>21</sub>	7 <sub>24</sub>	7 <sub>19</sub>	7 <sub>19</sub>	6 <sub>20</sub>	6 <sub>20</sub>	6 <sub>21</sub>	4 <sub>22</sub>	4 <sub>22</sub>	4 <sub>22</sub>
35 <sub>10</sub>	35 <sub>10</sub>	34 <sub>29</sub>	34 <sub>29</sub>	31 <sub>28</sub>	31 <sub>28</sub>	26 <sub>27</sub>	26 <sub>27</sub>	11 <sub>26</sub>	11 <sub>25</sub>	7 <sub>25</sub>	7 <sub>10</sub>	0 <sub>10</sub>	6 <sub>10</sub>	6 <sub>10</sub>	5 <sub>28</sub>	5 <sub>28</sub>	5 <sub>28</sub>	4 <sub>28</sub>
30 <sub>30</sub>	30 <sub>30</sub>	29 <sub>29</sub>	29 <sub>29</sub>	27 <sub>27</sub>	27 <sub>27</sub>	26 <sub>10</sub>	10 <sub>10</sub>	10 <sub>10</sub>	7 <sub>10</sub>	7 <sub>10</sub>	7 <sub>10</sub>	0 <sub>10</sub>	0 <sub>10</sub>	5 <sub>10</sub>	5 <sub>10</sub>	5 <sub>10</sub>	5 <sub>10</sub>	5 <sub>10</sub>
30 <sub>11</sub>	30 <sub>11</sub>	29 <sub>12</sub>	29 <sub>12</sub>	27 <sub>11</sub>	27 <sub>11</sub>	10 <sub>14</sub>	10 <sub>14</sub>	10 <sub>15</sub>	10 <sub>15</sub>	8 <sub>16</sub>	8 <sub>11</sub>	8 <sub>11</sub>	5 <sub>11</sub>	5 <sub>11</sub>	5 <sub>11</sub>	5 <sub>11</sub>	5 <sub>11</sub>	5 <sub>11</sub>
0 <sub>6</sub>	0 <sub>6</sub>	28 <sub>5</sub>	28 <sub>5</sub>	X <sub>9</sub>	X <sub>9</sub>	10 <sub>2</sub>	10 <sub>2</sub>	9 <sub>1</sub>	9 <sub>1</sub>	9 <sub>1</sub>	1 <sub>6</sub>	1 <sub>6</sub>	1 <sub>6</sub>					
0 <sub>7</sub>	0 <sub>7</sub>	28 <sub>8</sub>	28 <sub>8</sub>	X <sub>9</sub>	X <sub>9</sub>	X <sub>10</sub>	X <sub>10</sub>	9 <sub>9</sub>	9 <sub>9</sub>	9 <sub>9</sub>								
0 <sub>7</sub>	28 <sub>8</sub>	28 <sub>8</sub>	28 <sub>8</sub>	X <sub>9</sub>	X <sub>9</sub>	X <sub>10</sub>	X <sub>10</sub>	9 <sub>9</sub>										
0 <sub>7</sub>	44 <sub>4</sub>	44 <sub>4</sub>	44 <sub>4</sub>	44 <sub>4</sub>	44 <sub>4</sub>	X <sub>10</sub>	X <sub>10</sub>											
45 <sub>18</sub>	45 <sub>18</sub>																	
45 <sub>18</sub>																		
45 <sub>18</sub>																		

Identify each township and range.

For small farm areas, enter A1 numbers in margin.

Enter ED number, State, and county.

ED BOUNDARY

Mark O for land operated by persons who live in another ED and conduct agricultural operations in the ED where they live.

Mark X for all nonfarm areas.

For areas covered by an agriculture questionnaire, enter A1 numbers in each quarter section or part of a quarter section.

## Exhibit 4.—Continued—COUNTIES IN TOWNSHIP SKETCH AREA

<u>COLORADO</u>	<u>KANSAS—Continued</u>	<u>MONTANA—Continued</u>	<u>NEW MEXICO</u>
Baca	Phillips	Stillwater	Colfax
Bent	Pratt	Sweet Grass	Guadalupe
Cheyenne	Rawlins	Teton	Harding
Conejos	Reno	Toole	Mora
Costilla	Republic	Treasure	Quay
Crowley	Rice	Valley	San Miguel
El Paso	Rocks	Wheatland	Union
Kiowa	Rush	Wibaux	
Kit Carson	Russell	Yellowstone	
Las Animas	Saline		<u>NORTH DAKOTA</u>
Lincoln	Scott		All counties
Logan	Sedgwick	<u>NEBRASKA</u>	
Morgan	Seward	Adams	<u>OKLAHOMA</u>
Otero	Sheridan	Arthur	Alfalfa
Phillips	Sherman	Banner	Beaver
Prowers	Smith	Blaine	Beckham
Pueblo	Stafford	Box Butte	Blaine
Sedgwick	Stanton	Boyd	Caddo
Washington	Stevens	Brown	Canadian
Yuma	Sumner	Buffalo	Carter
	Thomas	Chase	Cimarron
	Trego	Cherry	Cleveland
	Wallace	Cheyenne	Comanche
	Washington	Clay	Cotton
	Wichita	Custer	Custer
		Dawes	Dewey
		Dawson	Ellis
	<u>MINNESOTA</u>	Deuel	Garfield
	Clay	Dundy	Garvin
	Grant	Fillmore	Grady
	Kittson	Franklin	Grant
	Lac qui Parle	Frontier	Greer
	Marshall	Furnas	Harmon
	Pipestone	Gage	Harper
	Polk	Garden	Jackson
	Roseau	Garfield	Jefferson
	Swift	Gosper	Kay
	Traverse	Grant	Kingfisher
	Wilkin	Greeley	Kiowa
		Hall	Lincoln
	<u>MONTANA</u>	Harlan	McClain
	Big Horn	Hayes	Major
	Blaine	Hitchcock	Marshall
	Carbon	Holt	Oklahoma
	Carter	Hooker	Osage
	Cascade	Howard	Payne
	Chouteau	Jefferson	Pottawatomie
	Custer	Kearney	Roger Mills
	Daniels	Keith	Stephens
	Dawson	Keya Paha	Texas
	Fallon	Kimball	Tillman
	Fergus	Lancaster	Washita
	Garfield	Lincoln	Woods
	Glacier	Logan	Woodward
	Golden Valley	Loup	
	Hill	McPherson	
	Judith Basin	Morrill	<u>SOUTH DAKOTA</u>
	Liberty	Nuckolls	All counties
	McCone	Perkins	
	Meagher	Phelps	<u>WYOMING</u>
	Musselshell	Redwillow	Goshen
	Park	Rock	Laramie
	Petroleum	Saline	Platte
	Phillips	Scotts Bluff	
	Pondera	Sheridan	
	Powder River	Sherman	
	Prairie	Sioux	
	Richland	Thayer	
	Roosevelt	Thomas	
	Rosebud	Valley	
	Sheridan	Webster	
		Wheeler	

Exhibit 5.—EXTRACTS FROM THE CENSUS ACT, TITLE 13, U.S. CODE
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**§ 212. Refusal or neglect of employees to perform duties**

Whoever, being an employee referred to in subchapter II of chapter 1 of this title, and having taken and subscribed the oath of office, neglects or refuses, without justifiable cause, to perform the duties enjoined on such employee by this title, shall be fined not more than \$500.

**§ 213. False statements, certificates, and information**

(a) Whoever, being an officer or employee referred to in subchapter II of chapter 1 of this title, willfully and knowingly swears or affirms falsely as to the truth of any statement required to be made or subscribed by him under oath by or under authority of this title, shall be guilty of perjury, and shall be fined not more than \$2,000 or imprisoned not more than five years, or both.

(b) Whoever, being an officer or employee referred to in subchapter II of chapter 1 of this title—

(1) willfully and knowingly makes a false certificate or fictitious return; or

(2) knowingly or willfully furnishes or causes to be furnished, or, having been such an officer or employee, knowingly or willfully furnished or caused to be furnished, directly or indirectly, to the Secretary or to any other officer or employee of the Department of Commerce or bureau or agency thereof, any false statement or false information with reference to any inquiry for which he was authorized and required to collect information provided for in this title—

shall be fined not more than \$2,000 or imprisoned not more than five years, or both.

**§ 214. Wrongful disclosure of information**

Whoever, being an employee referred to in subchapter II of chapter 1 of this title, having taken and subscribed the oath of office, publishes or communicates, without the written authority of the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, any information coming into his possession by reason of his employment under the provisions of this title, shall be fined not more than \$1,000 or imprisoned not more than two years, or both.

**§ 221. Refusal or neglect to answer questions; false answers**

(a) Whoever, being over eighteen years of age, refuses or willfully neglects, when requested by the Secretary, or by any other authorized officer or employee of the Department of Commerce or bureau or agency thereof acting under the instructions of the Secretary or authorized officer, to answer, to the best of his knowledge, any of the questions on any schedule submitted to him in connection with any census or survey provided for by subchapters I, II, and IV of chapter 5 of this title, applying to himself or to the family to which he belongs or is related, or to the farm or farms of which he or his family is the occupant, shall be fined not more than \$100 or imprisoned not more than sixty days, or both.

(b) Whoever, when answering questions described in subsection (a) of this section, and under the conditions or circumstances described in such subsection, willfully gives any answer that is false, shall be fined not more than \$500 or imprisoned not more than one year, or both.