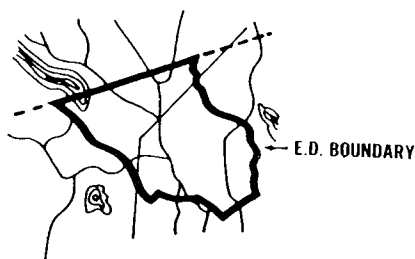


## Chapter II.—ENUMERATION ASSIGNMENT AND ED

### 16. Your Assignment

Your portfolio will contain a map of the area assigned to you for enumeration. This area is your enumeration Assignment. Your Assignment will consist of one or more enumeration districts, or "ED's" covering an area that the Census Bureau believes one enumerator can list and enumerate within the time requirement of the agricultural census.

### 17. Your ED's



Each ED is clearly outlined on the map by a heavy orange line. Within the boundaries of the ED is an identification number, shown in orange, and referred to simply as the **ED number**. If an Assignment contains only one ED, the Assignment boundary and the ED boundary are the same. If the Assignment contains more than one ED, the Assignment boundary is the orange line around all of the ED's.

For the purpose of helping you identify your ED, a short description of each ED may be printed on the map, for example, "Rome township, Precinct 6." If the boundaries of the area described are not the same as the boundaries indicated by the orange line, **always use the boundaries shown in orange on your map.**

### 18. Know your Assignment boundaries



You must know where the boundaries of your Assignment are because **you must enumerate only within your own Assignment**. You must be able to recognize the boundaries of each ED in your Assignment because each ED must be **enumerated separately**.

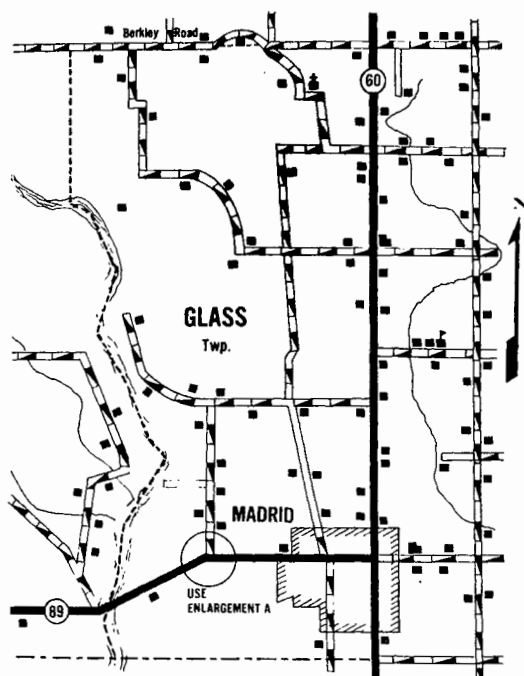
If a boundary of your Assignment, or of any ED in it, is a road or a stream, consider the **center** of the road or stream as your boundary for enumeration. The dwellings and places on one side of the road or stream are in one ED; those on the other side are in the adjoining ED.

If you have any difficulty identifying any of your 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 Assignment. Consequently, you will not be paid for such enumeration. Likewise, if you miss any places in your Assignment, you will be required to return and enumerate them before your crew leader will accept your work as complete.

### 19. Enumeration in two or more ED's

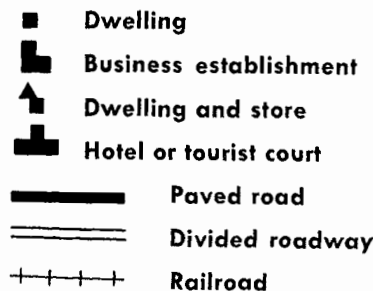
Your enumeration Assignment may include two or more ED's. If so, your map will show the ED's separately, each outlined in orange and marked with an ED number followed by a letter; for example, 56-15N and 56-15P. The page of the A9 Record Book, on which you are to start the listings for each ED is given on the cover of the A9 Record Book. You are **to list places in the record book for the ED where the places are located**. You must be sure to enter the correct ED number on each A1 you obtain. Keep all completed A1's in your portfolio but store them separately, according to ED number.

### 20. Maps for census taking



Your Assignment map is a copy of the best detailed map that is available to the Bureau of the Census. Maps for census taking are marked with houses, schools, churches, and other structures in addition to the roads, streams, and bridges that are shown on the maps usually used by automobile drivers. Most States do not issue such maps very often. Therefore, your map may not be up to date. For example: roads, houses, and other structures built since the map was drawn will not be shown on it. Also, it is likely that some buildings shown on your map no longer exist. Part of your job is to bring your map up to date by correcting it as explained in paragraph 25.

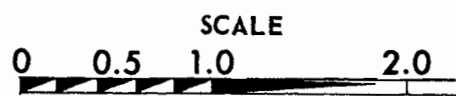
### 21. Map legend



To help you establish your location, your map has an arrow pointing north.

Roads, railroads, houses, churches, schools, stores, etc. are shown on your map by symbols. A "map legend" explaining these symbols is pasted inside your portfolio cover. By using the symbols as explained by the map legend you will know exactly where you are and be able to find the dwellings and places that you must visit.

### 22. Map scale



A scale of miles is printed on your map. If you do not live in your assignment or are not familiar with the roads, use this scale to measure distances. Carry a small ruler with you or make a paper or cardboard copy of the scale, marked with the same mileage measurements.

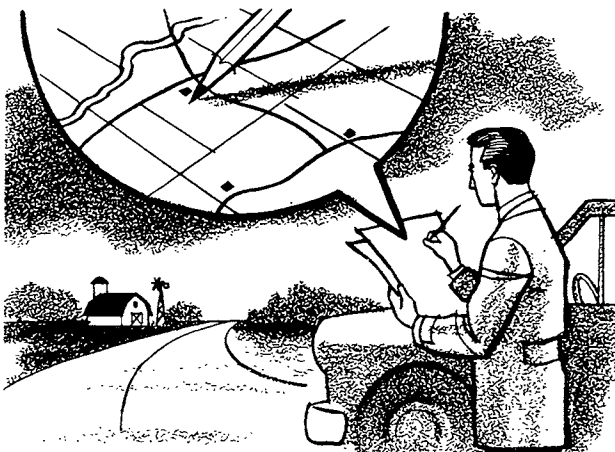
To measure the distance between two points on a fairly straight road, place the scale on your map so that "0" is at one of the points and the edge of the scale is alongside the road leading to the other point. You can then read the distance in miles and fractions of miles directly from your scale.

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. There may be slight errors in the map, in your measurements, or even in your speedometer, so you may find that the measurements will not match exactly. Usually, they will be accurate enough to bring you within sight of the point for which you are looking.

### 23. How to use your map

To use your map, lay it out flat so that the symbols on the map agree with the features on the ground. Find the road you are on and note the nearest city, town, or other place shown on your map. Then hold 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, town, or other place is the same on the map as it is on the ground.

### 24. How to find your location

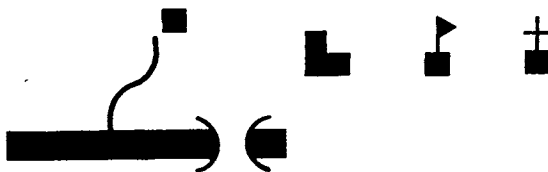


By using the map scale and by checking the map symbols against the ground features (roads, railroads, streams, etc.), you will usually be able to find your approximate location. Sometimes you will find out from road signs along the highway or at intersections how far you are from a city or town. You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

If you are not certain where you are, pick out several landmarks (map symbols) along the route. Then check those landmarks against the map.

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.

### 25. Correct your map



Even though your Assignment map is not entirely up to date, it should agree in most respects with what you find on the ground. However, you will almost certainly find some roads, houses, schools, or other ground features that are not shown on the map. Also, your map will probably have symbols for some roads or buildings that no longer exist. You may even find that a stream has changed its course since the map was drawn.

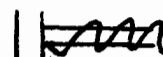
As you travel through your Assignment, look for changes. Also, ask respondents about roads and buildings not shown on your map or about any that you cannot find. Correct your map as necessary to make it agree with all the ground features in your Assignment. Following are examples of how to make corrections:

Draw in roads, bridges, or houses, that are not shown on your map. Use the symbols given on your map.

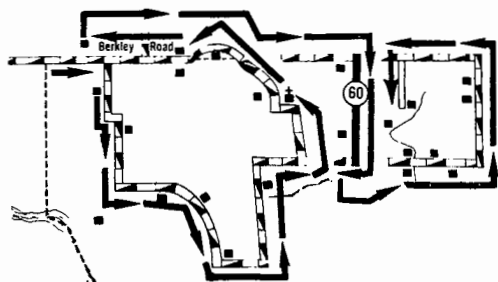
Mark X through the symbol for a building that no longer exists:



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



## 26. Plan your enumeration route

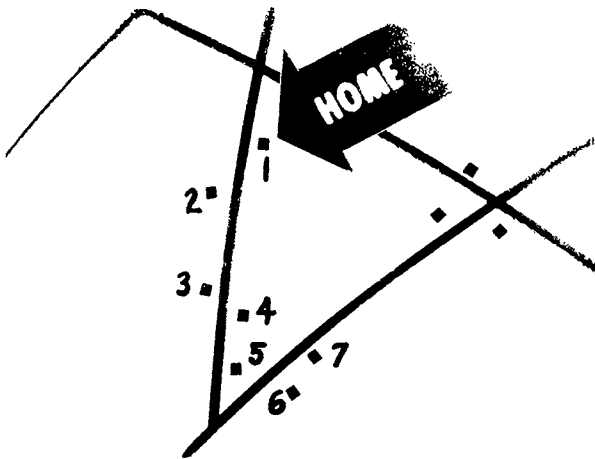


In planning the travel for your first area, if you live in your Assignment, start with the road where your home is. If you do not live in your Assignment, start in the part of your Assignment that is nearest your home. Enumerate along the road as far as the first intersection. Then enumerate along the 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 never pass an intersection without turning in a direction that will lead you toward completion of a piece of your Assignment. In determining the order in which you plan to enumerate parts of your Assignment, you should take into account weather and road conditions. You may decide to enumerate some parts early because of difficulties you may encounter because of rain, snow and resulting bad roads.

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

Make your plan carefully and follow it closely. If you sometimes have to change your plan because of bad weather, muddy roads, detours, etc., get back to it as soon as possible. Following an orderly plan of enumeration is the only way you can be sure of covering every part of your Assignment without missing any dwellings or places with agricultural operations.

**27. Enter A2 line numbers on Assignment map**



Each line of the A2 Listing has a number printed in the columns headed "A2 line number" at the left- and right-hand sides of the form. As you list a place on the A2 Listing, enter its line number on your Assignment map next to the symbol for the dwelling on that place. If there is no dwelling, indicate the location of the place by a triangle and enter the A2 line number beside the triangle. When an A1 comprises two or more tracts of land that are not adjacent, and when the person in charge lives in a dwelling located on one of these tracts, enter the A2 line number on the map by the dwelling and a  $\triangle$  with the same A2 line number for each of the other non-adjacent tracts. If there is a dwelling on the place but no symbol for it on your map, sketch in the symbol for a dwelling ( $\blacksquare$ ) and enter the A2 line number beside it. Enter a (V) beside the symbol of each vacant dwelling. Here are examples of the kind of entries that may appear on your map:

- $\blacksquare$  <sup>31</sup> Occupied dwelling
- $\blacksquare$  <sup>v</sup> Vacant dwelling
- $\triangle$  <sup>32</sup> An agricultural operation without a dwelling.
- $\triangle$  <sup>31</sup> A non-adjacent tract comprising part of place with agricultural operations.
- $\blacksquare$  <sup>v</sup>  $\triangle$  <sup>33</sup> A place with a vacant dwelling and agricultural operations around it.

In cases where the map is crowded, draw an arrow connecting the symbol with its A2 line number. Some areas of some maps have been enlarged. The enlargements have been labeled enlargement insets and assembled with the map of the Assignment. If your map has been assembled with an inset, enter the A2 line number on the inset.

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

**28. Rules for using Assignment map**

Always keep in mind that your Assignment map tells you where to enumerate. You will need to use it constantly to be sure you find all the dwellings and places with agricultural operations that are in your Assignment.

**Follow these rules** for using your map:

1. Work the entire area within the boundaries of the Assignment shown on your map. Do not work any of the area outside the orange boundary lines.
2. Make a plan on your map of the route you intend to follow while enumerating for a part of your Assignment. Your crew leader will review your enumeration plan for the first three pieces of your Assignment.
3. Show your map to respondents and ask them to help you locate houses or roads that may not be shown on the map. You might miss places unless you ask questions of people in the neighborhood.
4. Correct your map as necessary to make it agree with the ground features in your Assignment.
5. Copy onto your map the A2 line number for each dwelling and place as you list them on Form A2.

**29. Purpose of procedure codes**

ENUMERATION		A19 Portfolio Label																																																					
1 STATE	ED Number	5-3P	5-3N																																																				
2 COUNTY	Procedure Code	A B C D A B C D A B C D A B C D	A B C D A B C D A B C D A B C D																																																				
3 CREW LEADER DISTRICT NO.																																																							
4 To the Enumerator [This assignment is given to you as follows: ( ) Floor-to-ceiling ( ) Handy-unit built	<p><b>TO THE CREW LEADER -</b> The Enumerator will not be paid until all items assigned to him have been covered. Before starting, please verify the work assigned him, in the quantity specified, if so possible. Enter the number of each item in column 1. Be sure the Enumeration Training Kit is complete! Also be sure to carry the A19-Series 11 covering the work of this Enumerator.</p> <table border="1"> <thead> <tr> <th colspan="2">FORMS USED IN PORTFOLIO</th> <th colspan="2">FORMS TO BE RETURNED</th> </tr> <tr> <th>Number</th> <th>Form Name</th> <th>Number</th> <th>Form Name</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>A19</td> <td>1</td> <td>A19</td> </tr> <tr> <td>8</td> <td>A1</td> <td>1</td> <td>A1</td> </tr> <tr> <td>9</td> <td>A2</td> <td>1</td> <td>A2</td> </tr> <tr> <td>10</td> <td>A10</td> <td>1</td> <td>A10</td> </tr> <tr> <td>11</td> <td>A11</td> <td>1</td> <td>A11</td> </tr> <tr> <td>12</td> <td>A12</td> <td>1</td> <td>A12</td> </tr> <tr> <td>13</td> <td>A13</td> <td>1</td> <td>A13</td> </tr> <tr> <td>14</td> <td>A14</td> <td>1</td> <td>A14</td> </tr> <tr> <td>15</td> <td>A15</td> <td>1</td> <td>A15</td> </tr> <tr> <td>16</td> <td>A16</td> <td>1</td> <td>A16</td> </tr> <tr> <td>17</td> <td>A17</td> <td>1</td> <td>A17</td> </tr> </tbody> </table>			FORMS USED IN PORTFOLIO		FORMS TO BE RETURNED		Number	Form Name	Number	Form Name	7	A19	1	A19	8	A1	1	A1	9	A2	1	A2	10	A10	1	A10	11	A11	1	A11	12	A12	1	A12	13	A13	1	A13	14	A14	1	A14	15	A15	1	A15	16	A16	1	A16	17	A17	1	A17
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17	A17	1	A17																																																				
5 Begin your self study training as																																																							
6 Your Crew Leader will telephone you to check your progress on																																																							
7 You should complete your self study training as																																																							
8 Your Crew Leader will call in your home to review your self study training and when you are held enumeration on																																																							
Enumerator's name and address (Please print)																																																							
Name	Room No. or street address	Post Office	Telephone No.																																																				

Four listing procedures have been set up by the Census Bureau. These have been coded A, B, C, and D. Each ED had been assigned a procedure code indicating the procedure that must be followed for listing in that ED. The procedure code is given on the portfolio label below the ED number and on the cover of your A9 Record Book. You are to list dwellings and places on the A2 Listing as directed by the procedure code for the ED. The A2 line numbers on your Assignment map must show that you have covered each ED as directed by its procedure code.

**PROCEDURE CODES**

**30. Procedure code A**

For an ED assigned procedure code A, you must list every occupied dwelling and every place without an occupied dwelling that has agricultural operations. Be sure that your map has an A2 line number for every occupied dwelling and every place without an occupied dwelling that has agricultural operations.

You must find all agricultural operations in your Assignment. You should travel every road and ask questions about nearby agricultural operations at each place you visit.

31. Procedure code B



For an ED assigned procedure code **B**, follow the same procedure as for code A (see paragraph 30), except if you find a group of 50 or more dwellings, each on less than one acre, you probably should not list each dwelling but only those with agricultural operations. On your map, circle each built-up residential area of 50 or more dwellings on lots of less than one acre each. Tell your crew leader about these areas. He will agree with you to not visit each dwelling or he will direct you to list each dwelling in the area.

If your crew leader has agreed that you do not need to visit each dwelling in a circled area, you must visit some of the residents and make diligent inquiries to determine if there are any farms or any places with agricultural operations in the area. If there are, you must visit them, make an A2 Listing, and get an A1 if one is required.

For your code **B** ED, your map must have an A2 line number for every occupied dwelling and every place with agricultural operations, except for the dwellings with no agricultural operations in circled areas that your crew leader has agreed to omit from the listing.

32. Procedure code C

Confidential.—This inquiry is authorized by Act of Congress and guaranteeing that the information furnished be accurate.

A2 Listing		Part I.—LIST OF PLACES IN ED
FORM 44-A2 (2-5-55)		Instructions
Number or name of road		1 List the head of every household living in this ED
		AND ALSO
		2 List every person, not living in this ED, who has agricultural operations in this ED
		Name
(1)	(2)	(3)
	1	<del>Thomas D. Butler</del> James L. Green P.O. Box 278, Wilson
	2	C. W. Smith 750 N. Hodges, Wilson
	3	Wilson Nursery 950 W. 8th St., Wilson
	4	Ned's Nursery 1800 N. Fruit St., Wilson
	5	Wilson Municipal Farm 2670 W. 9th St., Wilson
	6	Herman Olds Rt. 2, Wilson
	7	Oren Palamino Rt. 2, Wilson
	8	Ted F. Brown Rt. 3, Wilson

For an ED assigned procedure code **C**, the places enumerated in 1959 are already listed in your record book for that ED. The listing will usually give the name of the person in charge in 1959 and his street address, rural delivery number, or some other identification as to where the place is located. You are to enumerate the place. If the person in charge is not the same as listed on your A2, draw a line through the name already listed and write the name of the person who is in charge at the time of your visit.

Be sure to enumerate all place having agricultural operations even though they are not prelisted in your A2. You must make diligent inquiries to locate and enumerate every agricultural operation in the ED which will include asking the respondent at each place that you visit if there are other places with agricultural operations in your ED. If there are, list and enumerate them.

The places prelisted in your A2 for your code **C** ED were taken from the 1959 census records. If a local governmental unit has changed its boundaries, your ED may be larger or smaller than it was in 1959. If it covers a larger area, be careful not to miss places now inside the boundaries which were not prelisted. Add them to your A2 Listing.

For your code **C** ED, your map must have an A2 line number for every place with agricultural operations. These will be those places prelisted in your A2 plus those located through your painstaking efforts.

A procedure code **C** ED will always be combined with a procedure code **A** or **B** ED to make an enumerator Assignment.

### 33. Procedure code **D**

If you have an Assignment with a procedure code **D** you will not have any ED's with a procedure code **A**, **B**, or **C**.

For an ED assigned procedure code **D**, the Census Bureau has made A15 Special Farm Cards for persons who had agricultural operations in 1959 or who may have agricultural operations in 1964. (See paragraph 69 for use of Form A15.) In some cases, additions have been made to the list of farms enumerated in 1959. In most cases, these additions represent hog or cattle feedlots, nurseries, and greenhouses.

Procedure code **D** ED's are assigned to two kinds of areas. They are—

1. **Cities and built-up areas adjacent to cities.** Use a telephone to contact the farm operators listed in item 2 of the A15. If the telephone directory does not have a listing for the person listed in item 2, try to obtain a number for the person or persons listed in item 4. When a responsible respondent has been contacted by telephone or by a visit, ask question 4, 5, and 6 of the A2 to determine if the farm operator listed on the A15 has agricultural operations. If he has agricultural operations list him in column 3 of the A2 and get an A1. If the person listed on the A15 does not have agricultural operations but someone else does have agricultural operations on the place, correct the name and address in item 2 of the A15, list the present operator in column 3 of your A2 and get an A1. (See exhibit 3 in the appendix.) If there were no agricultural operations on the place in 1964, do not list the person in column 3 of your A2 but mark the appropriate square on the back of the A15 and make an explanation under "Remarks."



If an A1 is required you may complete it by telephone, by sending the person in charge an A1, a callback letter (Form A16), and an envelope addressed to you or by making a personal visit. Since census information is confidential, you must have the respondent's permission to take the information over the telephone. If a personal visit is required, make an appointment by telephone, if possible.

Be sure to enumerate **all places having agricultural operations** even though you do not have an A15 Special Farm Card for the place. You must make diligent inquiries in an effort to locate and enumerate **every** agricultural operation in your assignment. This includes asking the respondent listed on Form A15 and each place you visit if there are other places with agricultural operations in your ED. If there are, list and enumerate them. Some of the A15 Special Farm Cards for your code **D** ED were taken from the 1959 census records. If a local governmental unit has changed its boundaries, your ED may be larger than it was in 1959. If it covers a larger area, be careful not to miss places with agricultural operations now inside the boundaries for which you do not have A15's. Add them to your A2 Listing and get an A1.

**2. Rural areas with farms scattered over a relatively large area.** When a telephone is available, you may use it to contact the farm operator listed on the A15. However, you must locate and enumerate **every** agricultural operation in your assignment by traveling through your Assignment and asking the respondent at each place if there are other places with agricultural operations in your Assignment. You must account for every farm and ranch for which you have an A15 card, and for every place with agricultural operations in your Assignment.

For your code **D** ED, your map must have an A2 line number for every place with agricultural operations. These places will include places for which you have A15 Special Farm Cards that require an A1 as well as those places you locate.