

The following are examples of "group quarters":

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|----------------------------------|-----------------------|
| (1) Boarding Schools | (8) Hotels |
| (2) Homes for destitutes | (9) Nurses' Home |
| (3) Convents | (10) Hospitals |
| (4) Mental Institutions | (11) Leprosy Colonies |
| (5) Prisons | (12) Orphanages |
| (6) "Bush" Societies | |
| (7) Military and Police Barracks | |

4. RELATIONSHIP - Column (2), Form PH-3, PH-4

Enter in Column (2) the relation which each listed person bears to the head of the household, this is usually the person who is regarded as the head by the members of the household. Enter the word "Head" in this column on the same line as the name of the Head of household. Write "Wife", "Son", "Daughter", "Ward", etc., for other members of the household, according to their relationship to the head. Persons not related to the head who are living in the household should be listed with their relatives, if any. For example, list a "lodger", his wife, and their children in that order using the terms "lodger", "lodger's wife", "lodger's son" etc.

5. RELATIONSHIP - Column (2), Form PH-7

Persons living in institutions or individuals with no fixed address should be designated as "Patient", "lodger", "Prisoner", etc. If you cannot find a specific term, use "Inmate". Official titles should be used in cases of personnel who operate the institution, provided they do not live in houses separate from institution building. If they do, treat them as regular households and follow the standard listing order.

6. AGE - Column (4).

Enter the age (in completed years) of the persons at last birthday. Children under 1 year should be entered as "00" years old, unless it is obvious that the child is older but is unable to crawl. If the person does not know his age determine the age by applying whatever information you can obtain which will give a close approximation of his age.

In all cases where the enumerator estimates the age, circle the age. There is no such thing as "Age" in the census. Every person must have an age.

(b) Methods of estimating age.

(1) Relating ages of family members:

- a. If you know the age of one or more persons in the household it may be possible to relate the ages of persons of unknown age to those with known ages. For example, parents under normal circumstances can be 15 to 25 years older than their oldest child, depending on whether the parent is a woman or a man. Failing this, it may be possible to relate the number of rice or other annual crops sown since the occurrence of a marriage or birth.
- b. In some areas where circumcision rites are performed when a child has reached a certain age, reference to when these rites should be or have been performed on the person may provide good estimates of the person's age. In areas where the Poro or Sandi has operated, reference to attendance in such schools may provide estimates of the person's age.

(2) The Estimation of Age on the Basis of Annual ^{Crops} Groups:

- a. Since most persons in the hinterland operate or work on small farms, it is often possible to estimate reasonably well the person's age and the ages of members of his household by reference to the number of times he has "made farm" since the occurrence of an event. This takes advantage of the fact that farms are made only once a year.
- b. Since the most recent events are more readily recalled it is better to estimate the ages of the children first, proceeding from youngest to oldest.
- c. Estimating Children's Ages: Ask the head of the household: "how many times have you made farm since the birth of your youngest child?" Enter the answer in Column (4) adjacent to the child's name. Then ask, "how many times did you make farm between the birth of the next older child and the birth of the youngest child?" Add mentally the answer to the age of the youngest and enter the answer in Column (4) adjacent to the child's name.

If there are more than two children, repeat the procedure of finding out the number of times farm was made between the birth of successively older children. Add this figure to the age of the younger of the two children and enter the answer in Column (4). For example, suppose a family had three children. Farms have been made four times since the birth of the youngest child. The age of the youngest child is therefore four. This figure should be entered in Column (4). Farms were made twice between the birth of the younger child and the next older child. The age of the next older child is six, the age of the youngest child plus the number of times farms was made between the birth of the two children, ($4 + 2 = 6$), six (6) should be entered in Column (4) adjacent to the child's name. Farms were made three times between the births of the next oldest (or middle child) and the oldest child. The age of the oldest child is therefore nine (the age of the next older child, plus the number of times farms were made between the next older child and the oldest child, $6 + 3 = 9$), nine (9) should be entered in Column (4). Circle each of these estimated ages.

- d. Estimating the Mother's Age. Find out the number of times farm was made between the mother's marriage and the birth of her oldest child. Add this number to the age of the oldest child. Add fifteen (15) to the answer thus if the oldest child is nine years old and farm was made once between the birth of the oldest child and the mother's marriage, the mother should be approximately twenty-five years old ($9 + 1 + 15 = 25$), unless it is obvious that she is much older. In such a case the older age should be entered. Again, circle the estimated age.
- e. Estimating the Father's Age. In general, the father's age can be approximated by adding 7 years to the age of the mother, unless it is obvious that the father is much older or somewhat younger. In such a case enter in Column (4) the age that seems most reasonably correct.

(3) Relating Age to a Calendar of National, Local or International Historical Events.

- (a) Although many people do not know what year they or others in the household were born, they may remember that they were born on or about the same time that a famous national, local or perhaps international event occurred. For example they might know that they were born when World War II started (1939), then, by subtraction you know that the person is $1974 - 1939 = 35$ years old.
- (b) In some case the person knows that they were born before a given event but after another memorable occasion, such as born after President Truman died but before President Tolbert's 1st Inauguration celebration, or, between 1971 and 1972.
- (c) In order to help you help people to estimate their age by relating it to some well known event we have enclosed in the Appendix a Calendar of National and Local Historical Events.

(4) A Last Resort, Assignment of Ages.

- (a) In the event the above procedure is impractical a last effort should be made to determine whether a person is (a) an infant; (b) a junior child; (c) a senior child; (d) an adult in the economically active age; (e) a female in the child-bearing age; (f) an adult in the economically inactive age. The following criteria are given to distinguish between these functional groups specified above.
- (b) An Infant is one who may be a suckling or is of suckling age, but is not old enough to walk. The age of an infant is under 1 year. The age column should be double zero (00) if the child falls in this category.
- (c) A Junior Child is on the lower side, one who has ceased suckling or has passed suckling age, and is able to walk. On the higher side he is not yet old enough to take full care of himself on the road, or to be fully entrusted with the carrying of water for the family from a well, or with making simple purchases for the family (though he may have started these things) or to attend an elementary school. The age column should be marked three (3) if the child falls in this category. The range, however, is from 1 to 5 years inclusive. If it is possible, by asking other questions, to determine more accurately the child's age, use the appropriate

- (d) A Senior Child is, on the lower side, one who is old enough to take full care of himself on the road, and can be entrusted safely, with the carrying of water for the family from the well, or making simple purchases for the family or attending an elementary school. On the higher side, he is not yet old enough to marry or has not fully reached the age of puberty, i.e., the age of begetting or bearing children. His age group is 6-15 inclusive. As in the case of Junior Child, try, by asking questions to assign the age within the range the child most nearly approximates. Failing that, assign an age of eleven (11).
- (e) An adult male is a person who has fully reached the age of puberty and is old enough to marry, or has already married, having reached that age (excluding the case of child marriage). His age group corresponds to the age group of 16 and above. If he is not yet too old to work he is considered as in the economically active group. (It is assumed that persons over 60 years of age are not economically active). The lower limit is 16 years of age and the upper limit is 60 years of age. Again, if at all possible try to determine the approximate age within the range of 16-60. If this cannot be done, although it is unlikely that it cannot, assign thirty-eight (38) as the age.
- (f) An Adult Female is in the child-bearing age if she is an adult and is not yet too old to bear children. This age group for women is roughly from 15 to 45. As before, an effort should be made to ascertain the correct age. Failing that, an age of 31 should be assigned females falling in this group. Women over the child-bearing age but not yet too old to work should be reported as 53 years of age. The range, however, is from 46-60. If it is possible to approximate the true age more accurately you should do it.
- (g) A Senior Adult is in the economically inactive age if he is too old to work. This age corresponds to 61 and above. Again, effort should be made to ascertain the true age as nearly as possible.

A GUESSED AGE IS BETTER THAN NO AGE.

7. MARITAL STATUS -- Column (5)

- (a) Never Married: All persons who have never been married,

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If a person was married sometime during his or her lifetime they cannot be reported as Never Married. All persons under age 10 years are reported as Never Married.

- (b) Married: All persons who report that they are presently married. "Married" as reported by the respondent is to be accepted as such. If person considers him or herself married, regardless of whether the marriage is legal or not, they are to be reported as married. Conversely, if a person is living in the married state but does not report as being married, accept the reply and circle either (1) or (2). Persons with multiple status. If a person is unmarried, as of the enumeration date, and has multiple status, such as being divorced in respect to one spouse and widowed in respect to another, classify him according to the more recent of the two events.
- (c) Widowed: Persons whose spouse is dead and who are not currently married or living in the married state.
- (d) Divorced or Separated: Persons legally or customarily divorced (whether or not legally separated), or, for persons who have been deserted or who have parted because they no longer want to live together but have not obtained a divorce.

8. PLACE OF BIRTH - Column (6).

- (a) The County or Territory of Birth: Do not write the District or any Clan or Chiefdom. If a person reports that he was born in Harper he is listed as Maryland County. County of Birth may not be the person's most frequent or longest term residence.
- (b) Write the present name of the county: Since 1964, all of the provinces have been changed into counties. For example, Western Province is now Lofa County. Do not use province names.
- (c) Persons who were born outside Liberia:
 (1) Persons of foreign birth, even though they are presently citizens of Liberia, should be recorded as to Country of Birth.

LENGTH OF RESIDENCE -- Column (7)

- (a) Number of years person lived in present county. (Note that this is not necessarily the county or country of birth).
- (b) For persons who have lived in a county all their lives, record "25" regardless of age.

CHAPTER VIII
CLOSING YOUR INTERVIEW

1. Internal Consistency Checks on Forms PH-3, PH-4, PH-5, PH-6, PH-7.

(a) Reviewing completed questionnaires.

- (1) In the process of interviewing it is easy to write down answers without considering their logic. For example: a woman may tell you her age is 17 years and then tell you that she has 5 children. Obviously she is either not 17 or the children are not here.
- (2) It is up to you to spot these inconsistencies and correct them before you leave the household. This is called field editing.

(b) Specific field editing procedure.

(1) Column 3 and 4, sex and age.

a. Both sexes and all ages.

1. Most people do not have an age ending in the digits "5" or "0".
2. Most people are rarely older than 65 years.

b. Males, all ages.

1. Cannot have any entries in Columns 13 and 14.

c. Males under age 10 years.

1. Cannot be married, widowed, divorced or separated.

2. Cannot have completed more than 5 years of school in Column 12.

3. Cannot be listed in Columns 13, 14, 15, 16, 17 and 18.

d. Females under age 10 years.

1. Cannot be married, widowed, divorced or separated.

2. Cannot have completed more than 5 years of school.

3. Cannot have any entries in Columns 13, 14, 15, 16, or 17.

(b) Group Quarters:

- (1) Group Quarters are defined as institutions where people reside on a permanent or semi-permanent basis and in which the residents are identified with the institution rather than with any family relationship.
- (2) Examples of Group Quarters are Prisons, Leper Colonies, Police and Military Barracks, Convents, "Bush Societies", Hotels.
- (3) In Item "C" write the name of the Group Quarter and if appropriate, enter the type of Quarters. For example enter "Travelers Roost" as the name of the Group Quarters and Hotel as the type of quarters.
- (4) Name-Column (1): Enter the name of each person interviewed, no particular listing order is required.
- (5) Relationship-Column (2): Enter the name which best describes the person's status in the Group Quarters. If for example, a prison is under enumeration, the persons relationship will be "inmate;" If the quarter is a hotel the relationship will be "lodger".
- (6) Remaining Columns Form PH-7: Enter all information required in Columns 2 through 18.

(c) Special Group Quarters:

- (1) In most E.A.'s the supply of Form PH-7 in your Enumeration Workbook will be more than sufficient, however, in areas where a large institution or other such place is located you will not have a sufficient supply. Your supervisor will give you extra Forms; these must be included in your Workbook when you complete your E.A.

CHAPTER IX
COMPLETING ENUMERATION WORKBOOK COVER

- e. All persons age 10-14 years:
1. Persons are not likely to have completed more than 9 years of school.
 2. Males are not likely to be married.
 3. Females are not likely to have had more than 1 child.
- f. Not literate persons over age 5 years.
1. Are not likely to be attending school.
 2. Are not likely to have completed any grade or school.
- g. Literate Persons:
1. Are likely to have completed some grade of school.
- h. Married, widowed or divorced/separated women ages 15-45 years.
1. Are likely to have had at least one baby ever born.
 2. Are likely to have had a child every 2 years.
- i. Women age 45 or over.
1. Are likely to have had over 5 children not all of whom may be still living.

(2) Form PH-3 Long Form housing questions

- a. H-1 permanent housing is not likely to be constructed of mud, mat, reed, bamboo, grass or other such material.
- b. H-1 Semi-permanent housing is not likely to be constructed of stone, concrete or cement blocks.
- c. H-5 Inside flush toilets must have inside piped water, and, most likely has electricity, and does not share toilets or kitchens.

Purpose of Workbook Cover:

(a) Geographic Identification Purposes:

- (1) Each Workbook contains all the questionnaires for an Enumeration Area. There are approximately 3,500 such EA's in Liberia. These EA's when combined, form specific Clans, Chiefdoms, Districts, and Counties. It is absolutely essential therefore that each workbook be exactly identified on the cover. All the questionnaires in the Workbook will be assigned the particular code of the Workbook cover.
- (2) Make sure you print the name of the County or Territory, and the names of the District, Clan, Township or Concession in Items 1 through 4. Write the EA number in Item 5. If your EA was split, write the letter suffix in the box provided.

(b) Enumerator's Identification Purposes:

(1) Enumeration Assignment Responsibility:

- a. Although there are records of your name and address, field contingencies sometime arise where the enumerators originally assigned an EA are changed. Furthermore, if there are any discrepancies or poor workmanship in the Workbook we must be able to pin-point the responsibility directly on the enumerator and his supervisor so that corrective measures may be taken to salvage the data collected.

(2) Payroll requirements:

- a. Payroll Regulations require that the name of the enumerator shown on the Workbook cover in Item 6 and 25 must match the payroll records and Pay Authorization slip.

(3) Completing Item 6:

- a. Print your name clearly on the first line in Item 6. On the second and third lines print the address in which you can always be contacted.

CATALOGUE OF NATIONAL AND LOCAL HISTORICAL EVENTS

<u>Date of event</u>	<u>Age of respondent as of 1974</u>
1900 G.W. Gibson became President of Liberia	74
1900 Colman resigned from the Presidency.	74
1901 First telephone established in Monrovia	73
1904 Arthur Barclay became President of Liberia	70
1912 Daniel Edward Howard became President.	62
1914 First World War declared.	60
1915 British gunboat, "Highflyer", offered assistance to the Liberian Government (in the effort to control the Krus). Government expressed thanks but preferred to wait for the "Chester", which was expected from the United States.	59
1917 Liberia declared war against Germany, and turned the Germans who were still here over to the Allies to be interned in France	57
1918 Monrovia was bombarded by German Submarine April 10	56
1920 C.D.B. King became President of Liberia.	54
1923 Road to Kakata Completed.	51
1924 First request of the Firestone Company for a rubber concession.	50
1926 The Planting Agreement with the Firestone Company signed.	48
1926 A loan of \$5,000,000. was obtained from the United States. Firestone Plantations Company began.	48
1927 Opening of the Government Hospital in Monrovia	47
1929 Booker Washington Institute founded at Kakata by Mr. James L. Sibley, Advisor on Education.	45
1929 Liberia suffered from a world-wide depression (heavy fall of coffee price).	45
1929 The International Commission investigated charges of slavery in the Republic of Liberia	45

1930 Proclamation by President C.D.B. King outlawing punning and all forms of domestic service.	44
1930 Resignation of President King.	44
1930 Edwin Barclay became President of Liberia.	44
1931 Nifu destroyed in Sasstown war	43
1939 Second World War declared.	35
1942 United States currency made legal tender in Liberia.	32
1942 United States troops reached Liberia in World War II.	32
1943 End of the use of British currency as legal tender	31
1943 Instruction opened at Barclay Training Center, on the South Beach, Monrovia, under U.S. Army officers	31
1943 President E.J. Barclay and President-elect W.V.S. Tubman visited U.S.A.	31
1944 Raymond Concrete Pile Company began work in the Monrovia Harbor.	30
1944 Krutown was moved from the mainland to Bushrod Island to make room for machine shops, truck yards, and railroad for the construction of the Harbor.	30
1944 William V.S. Tubman became President of Liberia.	30
1944 Death of Mrs. Martha Aletha Tubman, wife of President Tubman at Monrovia.	30
1945 The war in Europe ended May 12.	29
1945 Liberia was a member of the United Nations conference on International Organization at San Francisco, California, U.S.A., April 25.	29
1945 President Tubman left for the Central and Western Provinces to convene the Provincial Council of Chiefs.	29
1946 Ground-breaking for the new Liberia College buildings near Camp Johnson Road, Monrovia.	28
1946 Bridge over Mesurado River to Bushrod Island opened to the public.	28
1946 Road reached Sanniquellie.	28
1946 Construction began on the road from Owencroove to Edina from the Farmington River to the Mouth of the St. John's.	

1946	Re-opening of the Nursing School at the Baptist Hospital in Monrovia.	23
1947	Cornerstone of the first University of Liberia laid December 13.	27
1947	100th Anniversary of the Independence of the Republic of Liberia celebrated on July 26.	27
1947	Bridge over St. John's River near Sanniquellie opened.	27
1948	January 3, Centennial Jubilee was brought to a close marking one hundred years after the inauguration of J.J. Roberts, First President of Liberia,	26
1948	State Wedding in the Executive Mansion of His Excellency, President W.V.S. Tubman to Miss Antionette Padmore, granddaughter of the late ex-president Arthur Barclay.	26
1948	Work began on the St. Paul River Bridge, near Brewerville.	26
1949	Liberia College building burned. Building belonged to A.M.E. Mission, was occupied temporarily by Liberia College.	25
1949	Formal opening of New Cuttington College at Suakoko.	25
1952	January 4, Centennial Memorial Building dedicated.	22
1952	January 7, President W.V.S. Tubman and Vice-President W.R. Tolbert inaugurated for second term.	
1953	Dr. Kwame Nkrumah, the leader of government business in the Gold Coast visits Liberia	21
1955	President Edwin Barclay died November.	19
1958	March, Honourable A. Dash Wilson becomes 13th Chief Justice of Supreme Court of Liberia.	16
1959	July 24, a 66 year old woman died for 4 days came back to life in Nahah, Grand Cape Mount County	15
1958	July 18, the "Big Three" -- Dr. Tubman, Dr. Kwame Nkrumah, and Sekou Toure -- held Summit Conference in Sanniquellie, Central Province.	15
1959	June 24, President Tubman paid state visit to Sierra Leone.	15
1960	September 4, Former President Charles D.B. King	13

1961	August 19, 2-headed baby born at the Ganta Methodist Mission Hospital.	13
1962	First Census in Liberia	12
1962	November 29, Vice-President Dr. William R. Tolbert hosts birthday party for the President of Liberia, Dr. William V.S. Tubman	12
1964	Tubman's 5th Inauguration.	10
1964	March 5, Lebanese-owned two-story building demolished by an explosion on Benson Street.	10
1965	November 29, 71st birthday of Dr. Tubman in Sanniquellie, Nimba County.	09
1965	November 12, President Tubman opens Bong Mine.	09
1966	Firestone Rubber on strike. LAMCO also on strike	08
1967	Mount Coffee Hydro-electric plant opened.	07
1968	President Wm. V.S. Tubman's 6th Inauguration.	06
1969	President Tubman's Silver Jubilee Celebration.	05
1971	President Wm. V.S. Tubman died	03
1972	President Wm. R. Tolbert's 1st. Inauguration.	02