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Social Surveys of Urban Communities

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SOCIAL SURVEYS OF URBAN COMMUNITIES.

Need of a General Survey.

Every succeeding generation brings with it changes which give it a distinctive mark in history. But history does not record any greater achievements than were accomplished in this country during the last century. We are moving today with impulsive speed. The problems we need to solve are not the ones discussed two or three generations ago. Each day new issues are swept in upon us which must be met at once, (so that often we barely have time to bury the dead issues of yesterday). Aided by the great natural resources of the country, and the inventions which led to our present systems of rapid transportation and communication, we have erected upon places which but a short time ago were almost impenetrable forests or marshes reeking with malaria, cities which are today, the homes of millions of people who have come here from all quarters of the world seeking to better their condition of life.

Only recently have we begun to observe the terrible waste of our nation's wealth, which is taking place in the process of transforming the natural products to suit our needs. With the awakening to the situation, there have sprung into existence in every part of the country movements to stop this needless waste. In almost every state, commissions have been formed, the national government has taken a leading part in the movement, and today, with the co-operation and coordination of the various phases of the agitation, the waste in our natural resources
is rapidly being reduced to a minimum.

Following in the wake of our efforts toward the conservation of our natural resources, people are slowly awakening to the wasteful and entirely unnecessary leakage in human resources. They are beginning to see a wasting of forces in the social world, beside which the waste of our natural resources is negligible. Not only are they becoming aware of the countless thousands of unnecessary premature deaths, but in every community there are lives which are being stunted, or idled away because there is no available opportunity to develop them. Human life and human achievement are all too frequently burdened by the neglect and self-interest of industry and business, and by our own ignorance of, and indifference to our political affairs. Men are beginning to recognize that our social institutions have not progressed as have our various industries. Whereas the institutions affecting our industrial life have combined into great organizations in which every effort put forth is used to the very best advantage, the institutions effecting our social life are largely unorganized, and often conflicting. The efforts of these social organizations, while often of inestimable value in themselves overlap and frequently counteract each other, and, what is more important, in the haste to get into their particular field of action at once, the real source of the leakage they are trying to stop is frequently overlooked.

In 1800 only $2\frac{1}{2}$% of the people of this country lived in cities of over 20,000 inhabitants, while in 1900 over 33% of the people lived in such cities. Where fifty years ago there were
villages and trading posts,—there are today cities whose popula-
tion runs from hundreds of thousands to millions,—cities where
there are problems which are not only new to them, but the like of
which have never existed before. The industrial progress of our
country has entirely revolutionized our methods of life. The
enormous industrial activity has resulted in so magnifying and
complicating every social, political and economic problem that
men have not yet learned how to adjust life to them. The thou-
sands of immigrants have brought to our cities problems which are
deeper and of more vital importance than the mere surface prob-
lems of housing, sanitation, and economic problems generally.
They have brot from every country, almost every hamlet in the
world, traditions, desires, habits, and thots of life which are
their heritage from past centuries, and which are bound to exert
influence upon their new surroundings, which act and react
upon each other, and to a perhaps unsuspected degree may deter-
mine the type of the future American. What these forces are,
and how they affect the lives of the people when transplanted to
this new American soil, can be observed only by the most careful
study of all the social activities of the people. In other words
a careful comprehensive social survey must be made before we
can decide upon an intelligent and constructive method of proce-
dure.

The object of a social survey should be not only to gather
all the facts pertaining to the social life of the community, but
also to correlate these facts and to make progress toward the de-
duction of laws that govern and control them. It should be more
than a collection of unwarranted beliefs, opinions and customs, second-hand information, and perhaps a general superficial, unscientific investigation. A survey should help one to know his community sufficiently well to enable him to take a broad comprehensive view of its social conditions.-It should disclose facts, their interrelation and bearing, and the forces within the social group which determine its actions.

There never was a time when there was a more universal movement to understand social conditions. In almost every city of any importance investigations are being carried on in some field or other. The organization carrying on the project may be a church making a survey of its particular community,-a charitable organization investigating the poor quarters of the city,-a department of health making a sanitary survey,-a civic league making an investigation of the industrial situation,-or it may be an intensive survey of the industries and living conditions as carried on in Pittsburg, Buffalo, and Birmingham, Ala. But whatever the source of the particular movement may be,-the number and variety of surveys that are being contemplated and made throughout the country indicate that there is a general demand arising to know the existing conditions.

Notwithstanding the vast amount of data collected it is impossible to make the most advantageous use of it; hence in comparison with the effort expended, very little is accomplished. The fault is not so much in the lack of energy as it is in misapplied energy. And even tho the efforts toward a social under-
standing are to some extent of importance,—the diversity of interests directing the survey,—and the variety of methods used in making such investigations, tend to make the data gathered of far less value for the general study of sociology. Nor are these local movements always of the most practical value in remedying the community's immediate needs. Too often a group of people, stirred by some condition brought vividly to their attention, begin to agitate along that particular line, without any knowledge of the community as a whole and consequently to little purpose; while if they did their work in collaboration with some already existing agency, the results accomplished would be many times greater than those now obtained, with less expenditure of time and money. If a complete and thorough survey were made before attempting to inaugurate a reform movement,—instead of trying to stop the stream of social disorders by damming it along its course, the source of the undesirable and harmful conditions would be discovered and all the efforts might then be directed toward the place where they would be of greatest service. In speaking of the neglect often shown by agencies in acquainting themselves with the entire local situation, before selecting their particular field of activity, Miss Byington tells of one small city which had a tuberculosis relief society with a paid worker on half time who dealt in a year with thirty-seven cases of tuberculosis. It has no housing committee, and no ordinance compels sewer connection for the houses, though more cases of typhoid than tuberculosis are reported to the board of health each year. There is an associated charities in this place which should handle both tasks thru spec-
ial committees, but which confines itself at present to superficial relief work.

The social survey cannot be of the greatest value unless it covers, as far as possible, all phases of the community life. It must thoroughly investigate not only the social disorders, but the normal social life of the community as well. For not until we carefully balance the good with the bad are we able to determine what are the real forces effecting the life of the community. Furthermore, it is impossible adequately to study any one phase of the community's life, without knowing all about the interrelated activities. In order to study such abnormal social activities of the community, as vice and crime, we must have a knowledge of the poverty, housing, working conditions, means for recreation, educational facilities, and moral and social traditions. Likewise each of these forms must be studied in connection with other conditions and activities. Thus, one cannot understand poverty if studied apart from industry, sanitation, housing, household budget, sickness, family conditions, social customs and methods of poor relief. There is not a problem in the entire field of social interests which can be studied apart from the rest if the best results are to be obtained. One cannot make a comparison of the death rate of two communities without knowing about the races concerned, climate, diet, and occupation followed by the majority of the community's inhabitants, as well as the general sanitary conditions of the town. There may likewise be certain factors which affect the death rate, which are just the opposite of what would naturally be expected.
For example, towns in Arizona or in New Mexico may have a very high death-rate from tuberculosis, not because the conditions there aggravate the disease, but rather because of the fact that conditions there are favorable to those thus afflicted, and many flock there to die. Hence the study of disease and the death-rate alone will not always give an accurate measure of a given community's health.

The rapid change in the size and in the racial make-up of the population of even our smaller cities and towns, and the new problems created by the large immigrant population, make the study of society of vastly greater importance than we are at first apt to imagine. Generally we connect the idea of social disorder with large centers only, and entirely overlook the very same problem on a smaller scale which exists in our small cities. It is no doubt true that the average person knows more about the 'slums and plague spots' of our great cities as for example, New York and Chicago, than he does about the very same conditions in our small towns. We are all familiar with cities where it was that there was no industrial or housing problem, nor any great necessity for organized poor relief, yet, where on making an investigation they were astounded at the extent of the problem. One small city of about 4000 inhabitants, had a charity organization, which did relief work in a neighboring large city, because it was that there was no local problem. However almost before it was realized a colony of about 400 Slavs had grown up in the very heart of the city. Most of them were men without families, who were attracted there by the labor offered in a lounge factory. They crowded to-
gether in dilapidated buildings, (a deserted brewery, an old ho-
tel and several store buildings) in a manner which could hardly be duplicated in a large city; but the problem was so near home, and the local race and class prejudice was so high, that there was apparently no interest taken toward improving their condition, while similar conditions a little farther from home would have been given at least some of the attention merited. This might be duplicated in practically all of our smaller cities. In nearly every town there are conditions which are duplicates on a small scale of the conditions in our large cities, which are notorious merely because of their magnitude, yet in proportion to the size of the city, the problem of the small town may be just as great a menace. Hence it is evident that the general social problems of small communities should be studied, not only because they throw light upon our city problems by showing them up in a more simple form, but also because in themselves they are of decided importance in the life of the community. Social disorders like physical disorders are bound to grow if they are not checked. As the social disorders grow, they soon effect, not only the efficiency of the local community, but their surplus of persons, stunted, physically and morally by those conditions, drift toward the already too generously supplied slums of our great cities.

It is evident that there is need of a social survey, not only in the large city, but fully as much in our middle sized cities and small towns, for they are the fountain heads which are sending a steady stream of people to the great centers of population. This stream includes not merely the best blood of
the small community, as is sometimes erroneously stated, but also the worst; that class which, unable to secure a foothold, drifts about from place to place, and finally lands in the slums of a great city. However, in order to do really effective work, no matter what the size of the community, we must first make a comprehensive survey of the community in which we wish to work. We must have a knowledge of the political and industrial situation, of the public and private educational, religious and recreational institutions, in short, to do anything of lasting value, we must know all the general social conditions of the community as a whole.
CLASSIFICATION OF SOCIAL SURVEYS.

In order to make any study of the survey schedules which have been suggested or which have been used in making a survey of a community, is it necessary to have a basis for a classification. It is difficult to make such a classification with any degree of accuracy not only because of the great number, but also because of the great variety of schedules used. However there are some features which will permit the most important ones to be arranged into two general groups.

I. The schedules which deal with some particular phase of community life, such as are used by charity organizations, housing associations, church federations, vice commissions, and in making sanitary and food surveys.

II. a. Schedules used in writing historical and broadly descriptive monographs of communities.

b. Schedules embodying plans for a general sociological survey of a community as it stands.

Under the first class there are no comprehensive schedules. The organization making the survey stands for some definite object or it is commissioned to investigate some particular problem which is either becoming a serious menace to the community, or over which public sentiment has been aroused.

The schedules in the second class are more comprehensive than those in the first, since they deal with several inter-related problems according to some regular scheme. However even in this second division, the schedules may be roughly grouped into
two subdivisions, altho in some cases they might be placed in either. Under the second subdivision we have placed those schedules chiefly used in making a survey for the purpose of obtaining an understanding of the conditions and activities of a community in order to bring about needed changes.

The surveys following a schedule of the first class may indeed make a careful and detailed study of the particular activity or condition investigated, but the lack of information concerning the inter-related activities, and of the indirectly conditioning phenomena not only makes the survey of less scientific value than if more comprehensive, but as a rule, it does not afford preparation for a most successful handling of the specific problem.

If such survey is to be of any value outside of the immediate benefit which it gives to the community, it must fit into some larger scheme of classification in order that the results obtained may be compared with the results of similar investigations carried on in other communities. Even tho merely a partial survey is made, it must cover all phases of the activity which is being investigated, the details must be properly grouped, and must fit into the general scheme of a complete social survey. It would be impossible to give all of the schedules followed in making such partial surveys. Hence merely the general character of a few of the most typical ones will be noted.
A. 1. In 1910 a detailed report of certain districts of Indianapolis was made under the direction of Professor U. G. Weatherly of the University of Indiana. No general survey of the community was made, but the following phases were taken up in the investigation. 1. The Family, II. Extraction, III, Housing. IV, Income and Expenses. V, Social Characteristics.

2. The Civic League of St Louis has made housing investigations covering the interior and exterior condition of houses. Their investigation also included general facts in regard to the community, but no complete survey of the communities investigated was made. In connection with the civic league, The School of Social Economy of Wash. University, carried on investigation of Amusements, - Recreation, Dependents,-Delinquents, Infants Study, -Child Life,-Milk, Tuberculosis, Accident and Relief,-Economic Family Conditions.

3. In Kansas City, the Board of public welfare are carrying on a series of sociological studies. No general survey of the city was made however before taking up the special studies, nor do the individual schedules used in making any specific survey fit into any larger scheme of organized schedules. The particular fields studied are, housing, working conditions in factories, the social evil, the unemployed, the negro question, crime, and charitable institutions. The personnel of the Board is composed of men who attempt to keep in close touch with conditions, and accordingly investigate problems apparently most needing attention.

4. In Lawrence Mass., under the auspices and direction of a Civic Betterment Association investigations of food and of the
housing conditions of the factory people were made in 1910-11. An investigation of the city's health condition was conducted by Professor F. B. Sanborn of Tufts College.


6. Some of the ablest investigations carried on in this country are those conducted by Hull House and the School of Civics and Philanthropy of Chicago, who co-operate in much of their work in this line. No general survey of the community is made before any of these special investigations, but the investigations are generally made of some problem which is of vital importance to the community, and since the leaders of Hull House keep in such close touch with the life of the community, a general survey is not so necessary for their immediate purpose as would otherwise be the case. If an investigation is made of a community which is less familiar, no special inquiry is made without first having a comprehensive knowledge as possible of the general social background. First a study is made in the library, of all similar inquiries which have been made, as well as the methods followed in the investigation of similar subjects. Next the field is visited and thru interviews with individuals and by visiting institutions and neighborhoods, an idea of the problem as it presents itself is secured.
7. In 1910, the board of health of Springfield, Ill., under the supervision of Dr. Geo. T. Palmer, made what was perhaps the best as well as one of the first extensive sanitary surveys carried out. Inspectors from the Department visited every house in the city with instructions to gather the following data: 1. The location of each shallow well. 2. The location of each privy vault or cess pool. 3. The general sanitary and physical condition of each house. From the data thus obtained, there was prepared a sanitary map of Springfield, ten by twelve feet in size and showing every house by number, every vacant lot and piece of business property and all schools, churches, and public institutions. The map also showed all wells, vaults, water-mains, and sewers. There was also an investigation of milk and restaurants. Following the example of Springfield, several other cities have undertaken similar sanitary surveys.

B. We will now briefly take up a few of the best as well as the most typical which may be grouped in the second class.

a. 1. The most extensive in this subdivision is Booth's "Life and Labors of the People of London", a work which required seventeen years for its preparation. The subject matter is divided into four Volumes dealing with poverty, five with education and seven with the religion of the people of London. The work is summarized in a statement of Mr. Booth's in which he says, "My object has been to attempt to show the numerical relation in which poverty, misery, and depravity bear to regular earnings and comparative comfort, and to describe the general condition under which each class lives". In this work he describes the people,
"as they exist in London under the influence of education, religion and administration".

2. E. Seebohm Roantree, made a detailed study of the poverty in York, England, along lines similar to Booth's study of London.

3. The monograph on Quaker Hill, by Warren B. Wilson is divided into three parts, I. deals with the early Quaker community. II. with the period of transition. III. with the mixed community after it had received and assimilated outsiders. The method in which the subject is treated corresponds very closely with Professor Giddings' classification in his "Principles of Sociology", e.g. 1. The Social Population. 2. The Social Mind. 3. Social Organization. 4. The Social Welfare.

4. The Sociology of New York City Block, by T. J. Jones, likewise follows the Professor Giddings classification. There are several other Monographs which altho they differ somewhat in their detailed treatment of the subject matter, follow the same general classification. One of the best of these is the Study of an American town by Williams.


6. M. Cheysson, (Vol. V, Am. Jour. Soc.), prepared a schedule for writing a Monograph of a community, which is divided in-
An Historical Introduction, treating of the demographic, the economic, and the social history of the community. II. Analysis of the Present condition of the Community, -taking up its physical condition, its population, -industries, -economic situation and religion and ethics.

b. We will now briefly consider the type of schedules suggested and used as guides to social surveys, taking up, first those used in making some well known surveys.

1. In the survey made in Buffalo, which dealt with the Polish population of that city, numbering about eighty thousand, the following general topics were taken up. The Population, -Economic Progress,-Industrial Conditions of the Masses.-Living Conditions,-Immorality and Crime,-The Rising Generation and the School Question,-Larger Social Conditions,-Social Segregation,-Church Affiliations,-Naturalization,-Polish Societies.

2. Possibly the most widely known of all American surveys is the Pittsburgh Survey, which to use the words of one of the workers, "was a rapid fire investigation at close range". Professor Daniels in the Report of Conference of Charities and Corrections, 1910, says, "Of Social Surveys, the Pittsburgh Survey must be regarded as the powerful prototype and forerunner. But those who directed the Pittsburgh Survey, would be the first to urge that the Comprehensive and complete survey is yet to be made." In Pittsburgh it was deemed wise to sacrifice comprehensiveness to concentrated power of attack upon certain excrescences and enormities in the Pittsburgh situation. The Pittsburgh Survey confined itself chiefly to a study of the industries and living conditions of the working people. -The phases dealt with
were the people, housing, water and typhoid, labor situation, school system, civic improvement, cost of living, health, industrial accidents, social institutions and children.

3. In Milwaukee a Bureau of economy and efficiency was established to engage in a municipal survey, along the lines of the Pittsburgh Survey, but on a broader scope. This survey was to have two principle sections, first, a study of the social and economic conditions within the city, and second, a study of the economy and efficiency of municipal departments. The social survey inquired into the conditions of living in the city. Studies were being made of health and sanitary problems, housing conditions, accidents to workmen, standards of living, and kindred subjects. The efficiency survey inquired into the organization, administration, accounting, finance, business practice, construction and operation of work performed by the departments of city government, and works out economical and efficient business systems for these departments. The Social Survey was not an exhaustive investigation intended to expose conditions or to furnish material for social philosophy, but a means of measuring the efficiency or discovering the inefficiency of city government. The investigation of housing conditions for example, was simply an investigation of the extent to which the existing laws are enforced. If they were not enforced, the efficiency survey must determine why they were not enforced and how they could be enforced. The social investigation discovered actual conditions; the efficiency investigation determined means and measures for dealing with them.
4. Professor Giddings has prepared an analysis for the study of a group or a local community in which he takes up the following topics in order here noted; 1, The place. 2, The Group Historical. 3, The Group Physical. 4, The Group Psychological. 5, Ways of Satisfying Desire or Want, 6, The Group Struggle for Existence and Advantage. 7, Social Pressure. 8, Social Self-control. 9, Organization of the Group. 10, Results of Group Formation and Group Struggle. This schedule is one which has been quite extensively followed.

5. Classes in the University of Missouri, under the direction of Professor Cross, use the following outline for a social survey of a city of about 10,000 inhabitants. (1.) The People (Genesis and racial make-up, social institutions, social stratifications.) (2.). The Static Physical Conditions of Existence, - (Environmental distribution of wealth and ownership of property, housing, pure air, - water and food- health and sanitation, physical setting of the population otherwise.). (3.) Dynamic Conditions of Existence. (1. WORK.- Hours and wages, control of labor, accidents, factory inspection, labor of women and children, cost of living), (2. CULTURE. - Schools, industrial education, truancy, playgrounds, organization, of children, libraries, other cultural institutions, relations of religious activities.) (4.) Social Control. (Laws and ordinances).


8. A pamphlet containing twelve studies of community problems has been prepared by Warren H. Wilson for the use of any organizations that wished to become better acquainted with the social conditions of the community in which it existed. The problem studies taken up are, 1. Population, II. Economic Problems, III. Poverty. IV. Class distinction. V. Labor Unions and Labor Problems, VI. Recreation, VII. The Saloons, VIII. The Day of Rest, IX. The Young People. X. Immigration, XI. Christian Leadership in Public Life. XII. The Community Church. This schedule has been prepared chiefly for the use of churches and religious organizations, and since it is perhaps the best along the line it has been developed, other schedules prepared for similar uses will not be given.

9. Knowing One's Own Community, a valuable publication by
Carol Aronovici contains besides a schedule for making a survey, many valuable suggestions for carrying it into practice. The schedule takes up, I, the Character of the Community, II. Geographic Situation, III. Government, IV. Industries, V. Health, (dealing with mortality and morbidity, and Housing). VI. Education, VII Welfare Agencies, VIII. Poverty, IX. Crime.

10. Miss Margaret Byington, Associate Field Secretary of the Charity Organization Department of the Russell Sage Foundation, in a pamphlet entitled "What Social Workers Should Know About Their Own Communities", gives an outline for a social survey in which she treats the subject from a legislative and practical side. Were it not so comprehensive, it might be classed under A, since it deals with problems chiefly from the viewpoint of charity. The order in which they are taken up are: I. The City. II. Community Problems, (-A. Housing, B. Health, C. Industrial Problems, D. The Immigrant, E. Children, 1. Child labor, 2. schools, 3. clubs, 4. amusements, 5. juvenile delinquents., F. The Courts, Drunkeness, Non-support and Desertion,) III. Agencies for the Relief and for the Improvement of Social Conditions, A. Agencies not primarily philanthropic, B. Philanthropic Agencies. Public out door relief, Care of homeless men; private relief, The organization of charity, child caring, care of the sick, defectives, the aged.

11. The general lines of investigation taken in the Syracuse Survey, conducted under the supervision of the Shelby M. Harrison are: 1. A Quick story of Syracuse. II. Health and its conservation, III. Housing of the unskilled work people, the poor. IV. Betterment Agencies, V. Foreign Population, VI. Juvenile De-
We have not attempted to mention all of the schedules which have been prepared and used by individuals and by organizations, nor has it been possible to give more than the barest outline of the field covered by each of those mentioned. We have merely endeavored to suggest the general scheme of the best as well as the most typical schedules which are available.

Altho no one schedule mentioned includes all of the phases of community life, yet there is embodied in the twenty-three schedules mentioned practically everything which would be taken up in a complete community survey. Nor do the various schedules group the different subdivisions under the same general groupings.

We have attempted to include all the conditions and activities which should be considered in making a complete survey, under five general headings:

A. Introduction.

B. Natural Physical Conditions, (Geographic)

C. Artificial Physical Conditions (Technic.)

1. Density and Distribution of Population.

II. Public Utilities.

a. Railroads and Steamship lines.

b. Streets and local transportation.

c. Sewerage and garbage disposal

d. Water, light, and heat.

e. Other utilities and Improvements.

III. Housing.

IV. Private wealth.
D. Physiological Conditions.

1. Normal.

II. Pathological.

E. Social Activities.

1. Economic.
   a. Specific questions for individual Industries, b. control of industries, c. General Summary.

II. Political.
   a. General situation, b. local political organization.
   c. taxes, d. legislative restrictions and regulations,
   e. courts, including juvenile courts.

III. Domestic.

IV. Educational.
   a. Scope of public school work, b. administration,
   c. efficiency, d. private schools, e. libraries, f. music and art, g. the press, h. higher education.

V. Religious activities.

VI. Recreation.
   a. General situation, b. playgrounds, c. athletics,
   d. dance halls and theatres, e. other entertainments and clubs, f. saloons, g. day of rest, h. summary.

VII. Welfare Agencies.
   a. Child care, b. charities, c. outdoor relief, d. homeless men, e. dependents, f. other welfare agencies.

VIII. Vice and Crime.
   a. Juvenile delinquency, b. adult crime.
SUGGESTIONS FOR A CITY SURVEY.

A. Plan

There are so many conditioning elements which enter into and modify a city survey, that no hard and fast rule can be laid down as the only method of conducting it. However a general scheme may be suggested which can be developed according to the local situation.

The very first requisit for making a survey is the necessary financial backing, without which it would be folly to even commence the work. Hence, some local organization or responsible individuals must be interested and willing to bear the necessary expense entailed in the work.

When it is evident that a survey will be properly financed and backed by interested parties, the first thing to be done is to secure some person of special broad experience in social work to spend a week or ten days in the community making a quick general diagnosis of the local conditions, and at the end of that time make a report outlining a plan including the phases of community life which require special emphasis, and the method of procedure to be followed.

When this has been done, the next step will of course largely depend upon the recommendations made by the preliminary survey. Several methods however depending upon the financial resources might be adopted.

a. After the preliminary investigation by a first class man has been completed, an expert in each line might be commissioned to make a quick diagnosis and report; in his particular
field, putting in from two to six weeks at the job. This series of reports would give a basis for a program which could be followed for several years, and would include, 1. Practical measures which could be instituted almost immediately. 2. Steps for manufacturers and others to take voluntarily, which would have to be secured thru a campaign of social education, 3. Governmental or other changes to be sought, and, 4. Action which would need to be taken on a large scale by the city, and would necessitate the appropriation of special funds.

b. After the preliminary survey, instead of securing experts to make investigations along their special lines, get a trained investigator with considerable experience for a year, or a year and a half, and have him cover the entire field of inquiry with the aid of a staff of paid assistants, supplemented by volunteers. Of course, if funds are limited, and the organization supporting the survey is willing to do most of the work, the expenses may be cut down to a minimum, altho it is best not to depend too much upon volunteers, even after the preliminary investigation by an expert has been made, and the method of procedure adopted.

One item should be very carefully provided for in making a survey of a community, namely, publicity. Sufficient funds should be reserved to get the findings before the public. Preliminary reports can be brot out consecutively in the newspapers, which should be enlisted in the interest of the movement. Every household in the city should be reached with the chief elements of the findings and the recommendations, in a simple but very graphic manner. While a strong committee to make known and to
create enthusiasm in the investigation and in the suggested measures, by means of newspapers, civic exhibits, etc., is indispensable if the highest success is to be reached.

In giving these suggestions, we have had in mind a rather large community. However, should a survey of a small community be made, the same general course would be followed, except that instead of requiring several weeks of an expert's time for making the preliminary survey, perhaps only two or three days would be required. Likewise, the funds might make it impossible to secure the services of a trained worker for conducting the entire survey. Nevertheless, the survey may be successfully carried on under the leadership and direction of some intelligent and deeply interested citizen.
E. Sources of Information.

The labor connected with the making of a survey will, to a very large extent, be determined by the ability of the workers to find the most reliable, the most comprehensive, as well as the most accessible sources of information. Conditions will vary in different communities, and much will depend upon the skill and ingenuity of the worker; however there are some general sources of information which we will mention.


1. The census reports of the State and the Federal Government, which alternate every five years.

2. The report of the Health Department should furnish the necessary information needed concerning births, marriages, deaths, etc., but it will very often fail to do so.

3. Crime statistics are best secured from the court records, the records and reports of prisons, the reports of the State Board of Charities, or similar organization, and the report of special commissions dealing with crime. Likewise much valuable material may be obtained from judges, court, probation and police officers.

4. For industrial statistics use the Federal census, the report of the Factory Inspector, the Commissioner of Labor, the State Census and the reports of other official bodies, such as employment bureaus, boards of trade, etc.

5. Educational Statistics may be secured from the Federal Census, School Census, local school reports, report of the U. S. Commissioner of Education, and State Comm. of Education, as
well as thru personal visits to schools, inspection of their books, and questioning of teachers and superintendents, etc.

All these official reports may be obtained directly thru the departments or from local representatives.

b. Unofficial Statistics.

Reports and records of Philanthropic Agencies.
Pay rolls and reports of the various industrial establishments.
Letters to all local labor unions, and interviews with labor leaders.
Letters and personal interviews with all the leading establishments.
The reports of private commissions and other private agencies.
The reports of banks and insurance companies, and business agencies.

c. Legal Information.

Federal Statutes.
General laws of the State.
Special State Laws relating to the special locality, or similar localities.
City Charter, and City Ordinances.
Board of Aldermen, Health Board, Police Rules and Regulation.

Regulations formed by the various departments in accordance with the powers vested in them by law.
The exact wording of the law should be obtained in every case.
d. General Information.

There is much information which cannot be obtained from any official sources, but which must be derived from investigations of actual conditions. But before any such investigations are undertaken it is well to have consulted all persons who come in contact with those conditions as well as officials, social workers, and officers connected with the various agencies. In this way the work will be greatly lessened, by interesting a large circle of persons who are informed on the questions to be investigated, and who may be able to point out means of securing the desired data without extra work or delay.
COMMUNITY SURVEY.

A. Introduction.

1. Is the community to be surveyed, a chartered city, a ward, a village, a town, if neither what kind of unit? (See E.II a 7. a.b.)

2. What is the general character of the community, residential, commercial, manufacturing, industrial, or composite?

3. What are the important causes that led to the founding and subsequent growth of the early community?

4. Give nationality and chief characteristics of the people who made up the early community.

5. Trace the industrial development of the early community. Has its growth been steady or intermittent? Has there been any recent marked change?

6. Is the industrial, political, and social situation controlled by the descendants of the first settlers or by more recent arrivals?

7. What local social problem is of especial interest to the community before the beginning of the survey?

8. a. Can you depend upon co-operation of officials in making the survey? b. Can you depend upon the support of the press? (D II - 25 a').

9. Is there in the community, any group of men or women who are willing and capable of taking up the work of the survey in a devoted and intelligent manner?
B. Natural Physical Conditions (Geographical).

1. Give the location of the community to be surveyed.
   a'. Its area. b'. Topography. c'. Source of Water Supply.
   d'. Natural drainage, and e'. natural scenic advantages.

2a'. What are the economic resources of the vicinity? Its soil and products, water power, mines, quarries, forests, fisheries (C II a 3 b')
   b'. Are the natural resources of a permanent nature? If they are failing, what is the reason?
   c'. Are important natural resources monopolized?

3. Is the community near any large water front, on any natural highway, or is communication with the rest of the world obstructed by mountains or other barriers? (C. II. a 5)

4. Are there other geographic or climatic conditions in your community which seem to be important factors in the social situation? What gives them their importance?

C. Artificial physical conditions (Technic).

I. Distribution and Density of Population.

1. What is the total population of the community? a'. What is the average number per acre? b'. Are there especially congested areas? Number per acre?

2. What per cent of the population of the community have come from other localities within less than five years?

3. Is population, increasing, decreasing, or stationary?

4. What causes tend to increase or decrease population? a'. Natural means, b'. Immigration.

5. What number of families have moved to other places
in the past year?

6. What has been the rate of growth of population for past five census periods?

7. Identify quarters of the city in which are assembled people of a distinct social character (racial, industrial, religious, vicious).

8. Do such quarters in any case correspond with political wards?

9. How is the residential distribution of the people affected by street railroads, by steam railroads, by location of industries, topography, land values, and rents?

II. Public Utilities.

a. Railroads and Steamship Lines.

1. What railroad lines pass through the city?

2. a". Give number, capacity, etc. of warehouses, elevators, and cold storage plants. Are they adequate and convenient? b'Secure map of the chief lines of transportation and communication.

3. a'. To what extent is this a distributing center? b! Commodities chiefly shipped? (B--2 b')

4. a'. What places of importance are within easy distance? b'. Does this enable men to pass to or from adjacent cities for daily work? (E. I a. 7 a')

5. What water connections has city? (B--4)

a'. Are there any regular steamship routes? b'. Number of lines and routes? Number and size of vessels? c'. Where to? d'. Size and number of docks?
6. How does the freight and passenger service compare in cost, convenience, and speed with that of the railroad?

7. Do the rates of steamships and railroads on fuel, lumber and food supply, affect, to any material degree, the price of these necessities?

b. Streets and Local Transportation.

1. Condition of streets? a'. Types of paving?
   b'. Mileage of each?
   2. Under what legal and municipal conditions are new streets laid out? b'. Are existing streets properly located?
   c'. Is their width adapted to their use? d'. Is there parking?

3. Are streets well lighted?

4. Method and frequency of street cleaning, sweeping or flushing?

5. a'. Are the ordinances referring to streets applied to alleys as well? b'. Are they enforced?

6. Kind of local transportation facilities? a'. Are facilities adequate and satisfactory? b'. Municipal or private?

7. If privately owned, terms of franchise contract?

a. Sewerage and Garbage Disposal.

1. a' Is there an adequate sewer system? b' Does it cover all parts of the community? c' Is there an ordinance with respect to connecting all buildings with sewer? To what extent enforced?

2. What disposition is made of the sewage?

3. a' If there is a disposal plant, type and method of conducting it? b' If not, does disposition of sewage in any way endanger the water supply?
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4. Does city collect garbage? a' Method? b' Frequency?

5. a' If city does not, how is it disposed of? b' Fre-
quency?

6. Is there a city reduction plant?

7. Are alleys and back yards kept free from refuse?

d. Water, Light and Heat.

1. a' Source of public water supply? b' Municipal or
private plants? c' Consumption per capita? Meter or flat rates?

d' Sanitary character of water? (B - - l c')

2. Is there adequate fire protection?

3. Do water mains go to all parts of the community?

4. Number of houses not connected?

5. a' What is the number of open or shallow wells?
b' Other wells?

6. Make map showing location of all open wells and
outdoor closets in the city.

7. a' What means of public lighting are there? b' Are
plants owned by the city or private companies?

8. How does cost of light compare with other cities?

9. a' Are there any public or municipal heating or
power plants? b' Extent used?

e. Other Utilities and Improvements.

1. a' What are the facilities for handling and dis-
tributing mail? b' Are needs of city adequately supplied?

2. Is telegraph service good?

3. a' What per cent of families use the telephone?
b' Is there more than one system?
4. a' What public buildings in the community? Value? Location to convenience and appearance? Adaptation to use? b' In what condition are they kept? c' Are there any in process of construction?

5. What centers in community whose purpose is to add convenience, comfort and beauty?

6. What efforts are made to improve the general appearance of the city?

7. Are telephone poles, unsightly lamp posts, etc., tolerated?

8. a' Is there much civic pride in evidence? b' What provisions are made for tree planting, parking, etc.?

III. Housing.

a. Industrial tenements and rooming houses.

1. a' Do any industries furnish houses for their employees? b' Are they individual cottages? c' What is their character?

2. a' List of lodging houses? b' Number of lodgers in each? c' Amount of bed room space per lodger? d' Are there night and day shifts in any?

3. a' Number of hotels and rooming houses? b' Regulations concerning them? c' Are they enforced? - By whom?

4. Are there any rooming houses provided by philanthropic agencies? Capacity? Condition?

b. 1. What are the requirements regarding;—

a' Light and ventilation of halls and rooms? b' Vacant spaces in yards or courts? c' Surface water? d' Sewer connections? Shallow wells and other sources of water supply? e' Indoor closets?
The use of cellars for living purposes? Fire escapes? (E, II d 8 2').

2. Are there any special provisions for new, old, or remodeled houses and tenements?

3. a' What is the number of inspectors of each department? b' Plumbing, housing, etc.?

4. Do they inspect on their own initiative, at stated intervals, or only on complaint?

5. a' Have the inspectors the power to vacate unfit houses? b' Method of procedure?

6. a' What was the number of violations last year? b' Nature of the violations? c' Action taken? d' Disposal made of them?

c. Special Questions for House to House Investigation.

1. a' What are the general surroundings of dwelling place, size of yard, or court? b' % of lot covered by building? c' In what condition is it kept?

2. a' Is there surface drainage? b' Is live stock kept on the premises? c' If so, under what conditions?

3. a' Do inhabitants show any degree of pride in the appearance of their dwellings? b' Are they encouraged to do so?

4. Is air poisoned by fumes, gases, dust or smoke from factories, railroads, or marshes?

5. a'. Number of rooms per family? b' Number in each family; number of adults; number of children? c' Floor space per family? d' Are boarders or roomers taken to help pay rent?

6. Give general type of building?
7. Is building without sewer connections?

8. a' What per cent of apartments have toilet facilities in common with others? b' What is condition of plumbing?
   c' Type of toilet ventilation?

9. a' Number of outdoor closets? b' In what condition kept? c' Number using them? d' Are they connected with sewer?

(C. II. d 6)

10. a' What is source of water supply? b' By how many persons used? (C. II, d 1)

11. a' Are buildings well lighted and ventilated? b' Number of dark or ill ventilated rooms and halls?

12. Is cause of their being dark and ill ventilated due to nearness to other buildings, air shaft, or interior room?

13. Number poorly lighted and ventilated rooms, i.e., having window space less than 20 per cent of floor space?

14. Are there any cellar or basement dwellings? Number? Conditions?

15. a' What is the general condition of cleanliness? b' Is it due to carelessness of inhabitants?

16. Are tenements or lodging houses properly provided with fire escapes?

17. Summary of questions under preceding head:
   a' Number of houses seriously defective? b' Number families in each? c' Number persons affected? d' Number of children? e' Number of cellar and basement dwellings? f' Number of buildings which cover 50% of lot? 75%? g' Badly kept yard and surroundings? h' Number of families and number in each having one room? two rooms? three rooms? four rooms?---
1'. Number houses without sewer connections? k' Lack of proper toilet facilities? Water supply? l' Light and ventilation? m' Lack of fire escapes?

19. How do old and new tenements compare in the light of this investigation?

19. Is the erection of new buildings properly regulated by building laws?

IV. Private Wealth.

1. Is community well to do?

2. Are inequalities in wealth increasing or decreasing?

3. a' What is the per capita wealth of the community according to tax valuation? According to estimate? b' How great are the extremes of wealth?

4. a' What per cent in gainful occupations or heads of families have an income of $5000 or over per year? b' Of $2500.? c' Of $1000? d' Of less than $1000?

5. What per cent have an income of $15 per week or less?

6. Per cent of families who are aided by charity and who are habitually delinquent debtors? a' How many families own their homes? b' Number who rent? c' Per cent of each?

7. Is the tendency to own homes on the decrease or increase?

8. a' What is the average value of individually owned homes? b' Per cent free from mortgages?

9. a' Are there building loan associations? b' Conditions?
10. a' Per cent of people earning salaries who own homes? b' Per cent earning wages?

11. a' What are the chief causes of poverty? b' Is there any effort being made to rectify them? (E. VII. d 5)

12. How does the cost of living (fuel, rent, light, water, and food) compare with the rate of wages?

13. a' How do these conditions compare with similar communities in other parts of the state? b' With similar communities in other states?

14. a' Per cent of laboring people who have deposits in bank? Total deposits in savings banks, average amount per depositor? b' Average amount? c' Is there a Postal Savings Bank? d' Extent patronized?

15. Are there any organizations which loan money to workers on their notes at reasonable rate of interest?

16. Total amount of money transmitted to foreign countries last year?

D. Physiological Conditions.

I. Normal.

1. Number of entire population, by age, sex, and nationality? (C I - 6)

2. What nationalities are represented?

3. a' What nationalities are on the increase? b' On the decrease? c' Is the cause local? (C. I. 7)

4. a' Approximate number of immigrants by nationality, who arrived during the last two years? b' Number unmarried, over 20 years, by age and sex? c' Number of children below five years?
5. Annual birth rate, by nationality, per hundred of population?

6. Average marriage age, by nationality? (E III - 1)

7. Do physicians and midwives properly report all births?

8. What per cent of the population have both parents of the same racial stock?

9. Number persons unmarried and over 14 years of age?

II. Pathological conditions.

1. Annual death rate per thousand population, during the last five years?

2. Annual death rate per thousand children under five years? Under one year?

3. What is annual death rate, by nationalities, for past five years?

4. Annual death rate for each of the more prevalent, preventable, and contagious diseases, as occupational diseases, industrial accidents, tuberculosis, typhoid, measles, diphtheria, scarlet fever, pneumonia, and intestinal diseases, for each ward, and for city as a whole?

5. If any disease has been especially prevalent, what seems to have been the cause?

6. a' What is death rate by wards for past five years? b' Apparent cause of excess in any ward?

7. a' Is it more prevalent among certain racial groups? b' Any apparent reason?

8. Number of cases of each contagious disease reported or known within past two years?
9a. What quarantine measures are used? b' Diseases not quarantined?

10. a' What epidemics have there been in the last five years? b' Number affected? c' Number who received free treatment in hospitals or dispensaries? d' For what disease?

11. Has recurrence of epidemic from same cause been prevented?

12. Number of children absenting themselves from school during the past year because of illness? Number days lost?

13. Has school been closed on account of epidemics?

14a. Number of cases of illness discovered among school children by medical examiner? b' Nature of illness? c' Number of cases of tuberculosis found among children? (E IV C 5 a')

15. What other measures are taken regarding health inspection in the community?

16. Is there special need of health education among the people at large in regard to care of homes?

17. What regulations are there concerning food and milk inspection, etc.?

18. a' Is health department a separate department or a subdivision of another department? b' Is there need of separate departments? c' Compare local conditions with other cities.

19. What has been done to increase knowledge of the care of health? (See Chicago Health Bulletin).

20. Is there need of a more rigid enforcement of law, regarding the reporting of all forms of contagious diseases? (See
California and New York Regulations).

21. What work has been done by the various societies for the prevention of disease?

22. Is fumigation required after tuberculosis cases?

23. a'. Are death reports and especial causes discussed in the daily press? b' Do they attract attention? See(I - 9 b).

E. Social Activities.

I. Economic.

a. Specific questions for individual industries.

1. a' Value of plant? b' Value of output? c' Could the capital for supplying the required machinery be supplied by workers themselves?

2. a' Total number of employees? b' Number by nationality (men, women, children)? c' Number married, (men, women)?
   d' Per cent skilled? unskilled?

3. Average wages of each class?

4. Extent that labor in this industry is seasonal, casual, or permanent?

5. What is average number of days worked by skilled? Unskilled?

6. a' What opportunity does it give for training or advancement? b' Is apprentice system in vogue?

7. a' Is there a pension fund? b' Accident insurance?
   c' Profit sharing?

8. What are the methods for obtaining work?

9. a' What are the hours of work? b' Number days per week? c' Overtime, if paid?
10. What is the maximum and minimum amount of employment offered in this industry?

11. What are the general conditions under which labor is carried on? a' Is fire protection adequate? b' Machinery safeguards? c' What is the condition of lighting in the place of work? d' Is there proper ventilation? e' Are women and children segregated from men? f' Are there proper toilet facilities?

12. What is the existing attitude between laborers and employers?

b. Control of Industries.

1. What are state laws governing age limits, hours, conditions and kind of industries in which women and children may be employed?

2. What legal restrictions are placed on tenement industries?

3. a' Are age certificates required in this state? b' Number issued in community last year? c' Number exceptions to the law allowed? Reasons?

4. a' Number of prosecutions for violation? b' Number of convictions?

5. Are records kept and reports made to a state department?

6. Compare industrial laws of your state and community with those of others.

7. How do the general labor conditions compare with those of other communities?

8. a' Has work been suspended during recent years be-
cause of strikes and lockouts? b' Number of industries and workers affected?

9. What have been the result of the more important strikes in last few years?

10. Give number and type of trade unions, employers unions, protective agencies, etc.

Concerning each of the above: a' Dues, amounts, and methods of grading collection? b' Accounts properly kept? Reports published? c' Affiliated with any other organization? Is work duplicated by any? d' What insurance features? Educational? e' Method used by each to improve conditions? f' Do unions seem to increase or to diminish efficiency of laborers? g' What has been the effect of local labor union on wages, Sunday labor, and sanitary condition of laborers? h' How are unions in general regarded by community? Is label demanded on goods?

c. General Summary.

1. a' What are the manufacturing industries in this community? b' Number of operating establishments in each industry? Total employed.

2. Number of other businesses such as banks, stores, restaurants, livery barns, hotels, post office, telegraph and telephone, and express companies, Railroads, offices of professional men, etc.? Total employed.

3. a' Total output and total capital employed in all manufacturing industries? b' In other industries?

4. Give if possible, the total number, and average wages of each of the following classes:
a' Men, skilled; unskilled. b' Women, skilled, unskilled; c' children. d' What is average number of days per year, each class is employed?

5. What lines of work are carried on by laborers aside from regular employment?

6. What is the maximum and minimum amount of employment offered by all employment giving agencies in the city?

7. What is the total number of persons in the city dependent upon employment? How do these two items compare?

8. a' What per cent of people seek employment elsewhere? b' Are they forced to do so? Is there a free employment agency in the city? (C III, a 4 b')

9. What effect has scarcity or over supply of labor on community?

10. Extent of growth of various industries in the last ten years?

11. a' Have any new industries been developed or old ones bought out, suspended or absorbed by larger concerns in the last ten years? b' Have industries absorbed been bought out by local competitors or outside interests?

12. What is the legal or financial connection between any of the industries?

13. To what extent are industries owned by outsiders?

14. Does method of taxation have effect on establishment of new industries?

15. Are industries dependent on each other's products?

16. Extent to which manufactures are carried on in ten-
ments or other buildings not adapted for industrial purposes?

17. a' What products are manufactured in "sweat shops"?
b' Under what conditions? c' Wages? d' To what extent are children employed in them?

II. Political.

a. General Situation.

1. a' Is community a political unit? b' Has it a special or general charter? c' What changes in the charter in the last fifty years? (See A - - 1 a' - d')

2. What are the requirements for voting?

3. What race or nationality has the largest number of voters? Do they usually vote as a practical unit?

4. Has there been any change in the last twenty years in nationality having largest vote?

5. a' What was the number by nationality, of applicants for their first naturalization papers in the last five years? b' Number refused? c' Number who applied for their second papers in the last five years? d' Number naturalized citizens who voted at the last national election?

6. What appears to be the party choice, by nationality? Is there any special reason for this?

7. What are the chief political parties? What factions within political parties? Relative strength of each party?

8. What businesses, social classes, moral or patriotic, or specific interests are influential in each party?

9. What other political organizations? Character, methods, and influence?
b. Local Political Organization.

1. a' Frequency of local elections? b' Methods of nominating and voting? c' Form of ballot?

2. a' What is the type of local municipal government? b' Number of elective officers? c' Are they elected by wards or at large?

3. a' Are there ward leaders? b' What is their character, business, connection with public works, public offices, political affiliations? c' What is the result of their efforts?

4. What is the power of the mayor?

5. a' What are the departments in local government? b' Number of workingmen on council? c' Lawyers?

6. Number officials representing special interests?

7. How do the commissioners receive their appointment?

8. a' Do the departments publish separate reports? b' Form of publicity used by departments? c' Who determines form?


1. a' What is the tax rate? b' How is it determined? Legal limit?

2. a' What is the number of tax payers on real estate? b' Personal property? c' Laws governing assessments? d' How does assessed valuation compare with Census valuation?

3. a' Total amount of all revenue for the last fiscal year? b' Total expenditures?

4. a' Must city borrow money to pay current expenses? b' Has it reached borrowing limit?
5. a' What is the total indebtedness of the community?  
b' What large improvements have been made in last five years on borrowed money?  

6. a' How is city budget made up? b' Is there public discussion of its items?  

7. What is the method of accounting in use?  

8. a' Is there a special school tax? b' What is it?  
c' Has it been increased in the past ten years? d' Result?  

9. What was the total amount appropriated for schools for sanitation, and health, for streets and civic improvements in past year?  

10. a' What taxes are paid by the six highest tax payers? b' Which of these are corporations?  

11. a' What is the body appropriating and distributing funds? b' Are budgetary requests made openly and published, or privately to the appropriating body?  

d. Legislative Restrictions and Regulations.  

1. What is the state law governing the sale of liquor?  

2. a' Is there local license or no license? b' Number of saloons?  

3. Terms of granting and revoking license?  

4. a' Is there a saloon limit for schools and churches? b' What are the local regulations? c' Are they enforced? d' If not, what is the reason?  

5. Are bawdy houses permitted or tolerated?  

6. What legislation affecting the morals and health of the community at large was passed by the council in recent years?
7. a' What are the state or city regulations of labor, housing, industries, etc.? b' Who is responsible for their enforcement? c' Are they properly enforced? (C III a 10 a' - g')

8. If results are still unsatisfactory, what suggestions have you for improving conditions in general?

9. Are records for violations and convictions under these state-laws reported to the state departments?

10. What active voluntary activities in the interest of temperance, morality, are there?

e. Courts,

1. a' What are the different courts in your city? b' Jurisdiction of each?

2. a' Are judges and magistrates appointed or elected? b' Time? c' Qualifications?

3. What court controls drunkenness, vagrancy, disorderly conduct, non-support?

4. What powers and what options have a judge in cases arraigned on such charges?

5. a' Number of convictions in court last year for drunkenness, vagrancy, disorderly conduct, non-support, crimes against Property, against persons? b' Disposition made of them?

6. Number first offenders?

7. a' Is there adult probation? b' Indeterminate sentence?

8. How long is prisoner detained before brought to court?

9. Is there proper separation of the sexes and of first and minor offenders at the place of detention?
10. What was the number of arrests and convictions, by nationalities, in the last year?

f. Juvenile Court.

1. Are all cases under sixteen brought there?

2. Does it deal with dependents truants, and child labor offenders? Has Juvenile Court jurisdiction over adults connected with Juvenile offenders? (E IV a 10 c')

3. a' Are any cases of juvenile delinquents transferred to the regular court records? b' If they are, why?

4. Is there a separate detention home for juveniles?

5. a' Is the child's condition of life investigated and made a basis for judicial decisions? b' Are full records kept?

6. Is the juvenile court separate, or is it connected with some other court?

7. a' Where and how are cases heard? b' What difference is made from the ordinary method of procedure?

8. a' Are there probation officers? b' Number? c' Are they public or volunteers? d' Are they connected with some private institution?

9. a' Number of delinquents handled last year? b' Age, sex, parentage?

10. a' Number fined? b' Number put on probation? c' In institutions? c' Dismissed?

11. Is there a society for the prevention of cruelty to children?

12. a' What is its relation to the court? b' What constitutes cruelty? c' Neglect?
13. For what reason does a court sanction the removal of children from their parents?

III. Domestic.

1. What is the average marriage age in the community?
   a. Average marriage age of unskilled laborers?
   b. Average marriage age of skilled laborers?
   c. Average marriage age of salaried persons?
   d. Average marriage age of Professionals?

2. Number childless families after three years married life?

3. Number families with one child after five years married life? (D I - 7)

2. Is there any local influence which tends to raise or lower the marriage age? (D I - 7)

3. Has the commercial or industrial life of the community any observable effect upon domestic life?

4. Is anything done to develop interest in the improvement of home conditions of laboring people?

5. a. What is the ratio of divorce to marriage in the community? b. Among what races is divorce the most prevalent?
   c. Most frequent grounds?

6. What are the state laws regarding non-support, and desertion?

7. Has a deserter ever been brought back to this state by extradition?

8. Number of men paying for support of families by order of the court?
9. What do homes in the community offer for cultural improvement and enjoyment?

10. For lodging houses, see Housing.

11. Labor of women and children, see (E I a, b, c)

12. School attendance and other cultural activities, See (E IV a - h)

13. Religious Activities, See (E V )

IV Educational.

A. Public Schools.

Scope. 1. a' What is the total number of persons of school age in community? b' Total number in school?

2. a' Number of children of school age who are out of school and at work? b' At what are they chiefly employed?

(E I 0 15-16)c'Number in school, employed outside of school hours?

3. Total number of illiterates in the community, by age, sex and nationality?

4. Number of foreign born who can neither write nor read the English Language? (D I - 3)

5. a' What number of children leave school before they finish the fifth, sixth, seventh, and eighth grades of school? b' Per cent that finish the first, second, third, and fourth year of high school?

6. What are the state laws governing school attendance?

7. a' Is there a truancy department? b' How is it maintained? c' Methods of work? d' Has it legal backing? e' Number of officers?

8. Do officers receive daily reports from the
schools?

9. Is a card index of all children of school age kept in order to trace any who are missing at the beginning of the school year?

10. a' What is the number of cases investigated last year? b' Number taken to court? c' Number sent to truant school (E II f 2)

11 a' What disposition is made of habitual truants? b' Are parents ever fined for permitting truancy?

12. Does officer visit and has he power to take into court pupils who are truant from the parochial schools?

Administration. 1. a' Are members of the school committee appointed or elected at large or by subdivisions? Number b' Salary? c' Term?

2. a' What active committees and what sub-committees? b' What have they accomplished?

3. a' What is the total expense of public education? b' Where is money derived?

4. At what proportion is the money divided between teachers salaries, school maintenance, repairs, and construction?

5. Is accounting up-to-date and efficient?

6. a' Are books furnished free to pupils? b' What system of buying and distributing books in use?

Efficiency. 1. a' What is the capacity of the different grades? b' Number of children in each?

2. a' Is overcrowding common? b' What is the average number of pupils per teacher? c' Are any ever rejected or unclassified for lack of room?
3. a' Special provisions for cripples, feeble minded, backward and weakly children? b' What is the method of commitment?
4. Are there special classes for foreign children?
5. a' Is there medical and dental inspection of the schools? b' How often are physical tests made? c' Frequency of eye and ear tests? (D II - 15 a' - b') d' Is there moral instruction and supervision of playgrounds?
6. a' What is number of school nurses? b' Number of school visitors?
7. a' Number of pupils who repeated their grade last year? b' What, in opinion of superintendent, is the cause? c' What was the per cent of increase of cost, due to repeaters?
8. a' Are there vacation schools? b' Evening schools? c' How long open each year? d' Subjects taught? e' How advertised? f' Are they used by foreigners?
9. a' Number of kindergartens in the public schools? b' Number private kindergartens? c' Are kindergartens maintained in the poorer districts?
10. a' Is manual training and domestic science taught? b' In what grades? c' Subjects, d' Is it part of the school curriculum or optional?
11. a' What trades are taught? b' Length of courses?
12. a' What industrial or private schools are maintained in the community by either public or private organizations? b' Capacity, c' Work done? d' Efficiency? e' Cost of maintenance? f' Source of income, etc.?
13. a' Number of graduates who have gone into local
industries in the last ten years? b' Is there any effort to adjust local school to local needs?

14. a' What are the requirements for teachers' certificates in each grade? b' Salary?

15. a' Are school reports issued regularly, and do they deal with distribution of expenditures, appointments and change of teachers? b' Do they deal with truancy, school population number of pupils dropped from rolls, repeaters, and absences, with comprehensive evidence of the needs of the school?

16. Are there facilities and rules for reporting class room conditions?

B. Private Schools.

1. a' Are there any parochial schools in the community? b' Number? c' How maintained? d' Capacity? e' Number of pupils? f' Of teachers?

2. a' Is the work done the same as that covered by public schools? b' Does the public school inspector have jurisdiction over them? c' Is the work of as good quality as that done by the public schools? d' Foreign language spoken?

3. Have the teachers qualifications equal to those of public school teachers?

4. a' What other private schools are there? b' Give details concerning them.

5. a' What is the number and type of educational classes in Y.M.C.A. and Y.W.C.A.? b' What is the attendance? c' Subjects taught? d' Class fees? e' Are the classes limited in numbers? f' What groups usually join?
6. Are there any special funds provided by any of the industries for the betterment of the community at large?

7. a' What organizations are maintaining a lecture course? Nature? b' How well is it attended? (E V11-1)

8. a' Are there any social settlements in the community? b' Nature of their work? c' How maintained? d' Are they located where needed? e' What are their chief educational facilities?

9. a' Are churches doing educational work outside of parochial schools? b' If so, under what conditions?

c. Libraries.

1. a' What is the number of libraries in the community? b' Number of books? c' Of readers last year? d' Hours of service?

2. a' Are poorer districts provided with library facilities? b' How far from most distant point to a public library?

3. a' Conditions under which books are loaned? b' What is method of distributing books to settlements, schools, etc.?

4. Are there private collections at the disposal of the public? Number, kind, etc.?

5. Are books on special subjects, notably those pertaining to local industries, kept on reserve for workers and students?

6. Are notices of new books and other library facilities published regularly?

7. Have libraries Juvenile departments? Story hours?

8. a' Are exhibits held and public lectures given in the library? b' Do librarians actively aid readers in securing information?
d. Music and Art.

1. What advantages has community in lines of art and music?

2. a' Are there any clubs or organizations devoted to music or art? b' Number, membership, requirements for admission, work carried on?

3. a' Are there any schools of music and of art for these purposes? b' Give details?

4. a' What is the number of private teachers? b' Approximate number of persons studying?

5. a' Are there any regular concerts given? b' Type of music furnished?

6. Are efforts put forth by any organization to educate the public to an appreciation for the best in music and art?

7. a' Are there any museums, or art exhibitions? b' Give details?

e. The Press.

1. a' What is the number of local newspapers? b' Are there any printed in a foreign language? c' What language? Circulation of each?

2. a' Are the newspapers in sympathy with civic improvement? b' Are they controlled by any special interests, or are they entirely independent? (A--9 a')

3. What magazines are most read?

f. Higher Education.

1. a' Is there any college, normal school, or univer-
sity in the community? b' If there is, under what auspices? c' Give capacity, cost of maintenance, number enrolled, character of work done, general effect upon community.

V. Religious Activities.

1. What is the number of churches in your community?

2. a’ What denominations, creeds, or sects, do they represent? b’ Any other organizations in community, which supplement the church but which are not connected therewith?

3. a’ What organizations in the community are competing with the church? b’ What is the ethical influence of these bodies? c’ Could churches co-operate with them, or are they opposed to the fundamental principles for which the church stands?

4. Are there separate churches serving particular nationalities?

5. a’ Are churches united on all civic questions? b’ If not, on what do they disagree? c’ Why? d’ Which are active with regard to civic improvement?

6. a’ Is there favor in the community toward church federation? b’ What could be done in the community with united churches that could not be done now? c’ Why is it impracticable now?

7. a’ Is there opposition to the church in the community? b’ On what grounds?

8. a’ Is there a ministerial association? b’ Membership? c’ Object? d’ Does it include all the ministers of the community? e’ Does it take an active part in civic movements? f’ In prevention of disease? g’ In social and moral prophylaxis?
9. To what portion of the community do churches feel they owe obligation?

10. a' What methods are used to attract the different members of the community? b' Are there classes or groups in the community which are not reached by the churches? c' Describe them.

11. What additions and changes are needed in the religious activity in your community?

12. a' What work are the churches doing outside of their regular religious services? b' Do their activities extend to those who seem most in need of them, or to their own members only? c' Do churches do any training for actual social work? d' Do all the churches co-operate with the charitable societies? If any do not, why not? e' In what lines are the churches and organizations of the community making the most marked success?

13. a' Do differences between churched and non-churched and between denominations correspond to social differences? b' What attitude do the workingmen take toward the church? c' If unfavorable, why?

14. a' Membership of the Y.W.C.A. and Y.M.C.A.? b' Numbers reached by their activity? c' Nature of their activities religious, social, and other weekly meetings or lectures? d' What classes do they reach? e' Are there any classes which they do not reach? Why?

15. a' What is the total membership in the community of churches and of other organizations which have for their object the religious and moral betterment of the community? b' Are they united in their efforts to rid the town of the saloon, in its present form, and of bawdy houses?
16. What survivals are there of superstition, magic, belief in luck, animism, ghost theory and taboo?

VI. Recreational Activities.

a. General Situation.

1. a' What are the principal recreations that engage the leisure of the population of your community? b' Which of these are commercialized? c' What agencies are there which provide recreation for young people without profits? d' For workingmen? e' For working women? f' What is cost of such recreations and amusements? g' How are necessary funds secured? h' Are these advantages made use of by the majority of those for whom they are intended?

b. Playgrounds.

1. a' What regular playgrounds are there? b' Area? c' Amount of supervision? d' By whom maintained? e' Estimated number using them?

2. a' Extent that unimproved lots serve as playgrounds? b' What use is made of the streets for playing ball, roller skating, coasting, etc.? c' Attitude of the police regarding them? d' Are streets used by children dangerous? e' What per cent of people have no other place for recreation, than streets in vicinity of homes?

3. a' Are schools provided with playgrounds? b' Can they be used in summer and after school hours? c' Are they supervised? d' Are games part of the work of public schools? e' Have moving pictures, dramatic performances, etc., been introduced into the public schools?
4. a' What free park facilities are provided by public or private agencies, or both? b' Cost of maintenance? c' Amount of supervision? Equipment? d' Are they located where needed? e' Fare from congested districts? f' What is the general moral standing of the various parks? g' Are there free concerts held in parks, playgrounds, and schools? h' What is average number of children using parks? i' Average attendance of persons using the parks at the various seasons of year?

5. a' What commercial amusements are there? b' Where located? Price of admission? c' Do they have a desirable influence on patrons? d' Do they have beer gardens and dance halls connected with them?

c. Athletics.

1. a' What athletic fields are there in the community? Games played? b' Public or private? c' Nature, extent? d' How controlled? e' What proportion of the people may use them? f' Are the fields used by the public open every day in the week? g' If not, what is the reason?

2. What are the gymnasium facilities in the community? a' Free to public, location, class using them? b' Open to public for fee, location, Amount of fee? c' Open to members only, class admitted to membership, dues?

3. a' Give number and type of pool and billiard halls, bowling alleys, skating rinks, etc., in the community? b' Under what auspices are they run?

4. Is intoxicating liquor sold in connection with any of these places?

5. By what element of the population is each one pat-
d. Dance Halls and Theaters.

1. a' Give number of dance halls in community. b' By whom controlled? c' Are they run under police supervision? d' Is liquor sold in connection with any of them? (E'IVd General moral standing?).

2. a' Do any clubs, organizations, etc., give dances which are open to the public at stated intervals? b' What is the character of these? c' Class of the population which patronizes them?


4. a' What is the capacity of each? b' Average weekly attendance of each? c' Class of patrons received by each? d' Most popular type of entertainment offered by, and the moral influence of each of the above? e' What remedies would you offer any or each of them?

5. a' What are the state laws and city ordinances governing play houses and dance halls? b' Who is responsible for their enforcement? c' Are they properly enforced?

e. Entertainments and Clubs.

1. a' Are there any public lecture courses given? b' By what organizations? c' Character? d' How attended? (E IV d 7 d)

2. a' Are there any regular public concerts given in the community? b' Under whose auspices? c' What type of concert
is most patronized? d' Does music play an important part as means
of recreation in the community? d' Are there any local musical
organizations? Type of work done? Membership?

3. a' Are there any local dramatic clubs? b' What
kinds of productions are selected most frequently for public en-
tertainments? c' Membership of such clubs?

4. a' Are there any boys and girls clubs? b' In connec-
tion with Settlements? With Libraries? With Institutional Church-
es? Number? Membership? Average attendance of each? c' Is the
object of the various clubs anything besides being purely recre-
tional and entertaining? d' Under what auspices is club carried
carried on? e' Requirements for admission?

5. a' What clubs are there for young men and young
women? b' Number? c' Membership? d' Character of club? e' Is
membership drawn from any special class?

6. What seems to be the most popular recreation of
the various clubs?

7. What is most popular recreation of young people
of community?

f. Saloons.

1. a' Is community license or no license territory?
b' If license, ratio of number of saloons to population? c' Me-

2. Are saloons located in residential, tenement, or
factory districts?

3. a' Are rooms rented in connection with saloons?
b' Are women or children allowed to enter saloons without
restrictions?

4. a' To what other regulations are saloons subjected? b' How and by whom are regulations concerning saloons enforced?

5. a' Are the meeting places of labor unions, fraternal orders, other societies, connected with saloons? b' Have they a ladies' parlor? c' Is there evidence of gambling? d' By what class are saloons chiefly patronized?

6. a' If community is no license, can liquor be secured? b' Where? c' How?

7. a' Are houses of prostitution allowed or tolerated? b' Segregated? c' Is solicitation on the streets tolerated by the police?

g. Day of Rest.

1. a' What forms of business are conducted on Sunday? b' Are any unnecessary? c' Number of persons thus employed?

2. a' What commercialized recreation on Sunday? b' Is there any effort to close places or recreation? Why?

h. Summary.

1. What is the total amount paid out by the city for recreation, as compared with the amount paid for fire protection, courts, jails, and police?

2. What proposals have you for the betterment of recreation in your community?

VII. Welfare Agencies.

a. Child caring.

1. a' Number of children from this locality cared for last year by institutional agencies? b' Placing out agencies?
c. Other agencies?

2. a' What was the cost to public funds? b' To private funds?

3. a' Number of children from this locality admitted by institutions, public or private, for feeble minded, crippled abandoned, or orphaned children? b' Are they adequate for local needs? c' Conditions for admission to each institution?

4. a' What is the cost of maintenance? b' Auspices under which it is carried on, and number of inmates of each?

5. a' Number discharged from each in last five years, who have become self-supporting? b' Number who were followed up after discharge?

6. a' Are children placed out in families? b' If so how is family chosen, and what control is had over the family afterwards?

7. a' What control does the state have over each institution? b' Is there proper inspection? See also, questions under, Physiological Conditions, Education, Juvenile Courts, Recreation, and Domestic Activities.

b. Charities.

1. a' Is there an organized charity association? b' Number paid workers? Have they received special training? c' Do they know how to make an intelligent investigation leading to constructive plans for the betterment of families?

2. a' Are records carefully kept? How? b' Is there a confidential exchange with other agencies? Number consulted
c' Is aid given from society's funds, or is outside help interested in each case? d' To what extent is aid received from outside sources?

3. Are there any volunteer friendly visitors? Advisory committees? Other active promoters besides paid workers?

4. a' What is the number of independent benevolent organizations? b' Under what auspices? c' Source of income?

5. a' Do any of them receive state aid? b' Under what conditions? c' Does the state have full control in compelling them to live up to state regulations for such institutions? d' Is authority enforced?

6. a' What is the number of paid workers? b' Volunteers?

7. a' Is relief given to certain classes only? b' On what principles is it given or withheld?

8. a' Amount of money used last year? b' Number relieved? c' Records kept? d' Is there any formal or informal exchange of information between these agencies?

9. a' Number of inmates in the almshouses last year? b' What was cost of maintenance?

10. a' Are there any restrictions concerning admission or release? b' Is record kept of repeaters?

11. a' Are there any feeble minded or insane inmates b' Are children admitted? c' Is there hospital ward for the chronic cases?

12. Is there any volunteer visiting committee?

13. Is there a home for the aged?
14. a' Number of inmates? b' Terms of admission?

15. Are efforts made to determine fundamental causes of poverty and to prevent them? What seem to be chief causes of poverty?

c. Outdoor Relief.

1. a' Is there public outdoor relief? b' By municipality, county, or both?

2. a' How is overseer appointed in each? b' Duties, salary, etc.

3. a' What is the annual appropriation? b' By whom made? c' Basis?

4. a' Is home of each applicant visited? b' Are references outside of the family regularly consulted?

5. a' What is the number of families and of individuals receiving aid last year? b' Age? c' Sex? d' Nativity? e' And occupation, of the head of each family affected?

d. Homeless men.

1. a' Is there any adequate provision made for homeless men? b' Are homeless men generally referred to organized charity society? If so, treatment followed? c' Is there a municipal home with a proper work test, or is police station still used as a lodging house?

2. a' Is there any real attempt made to get work for the men? b' Is there a farm colony? c' Conditions prevailing there? d' Does it tend to reform its inmates? e' Does it lessen vagrancy?
e. Defectives.

1. a' Is admission to proper institutions secured for deaf, blind, epileptic, feeble minded, and insane individuals? b' Are there institutions for the care of any of these classes in community?

2. Is there any special treatment for inebriates?

3. a' Do individuals in the incipient stages of mental or nervous diseases receive expert clinical treatment? b' Is there any agency which takes over the after care of patients discharged from insane hospitals? c' What efforts are made to make insane partly self-supporting?

4. a' Number of hospitals? b' Number free beds? c' Classes of cases admitted? d' Sources of support? e' Amount of state, county, or city subsidy or subscription?

5. Is there a convalescent home?

6. a' Diseases treated in dispensaries? b' Number of each kind?

7. Is there a system of visiting nurses?

8. a' What provisions are made for prevention of tuberculosis? b' For incipient? c' Convalescents? d' Incurables?

9. Are there any fresh-air schools or day camps?

10. Are there any diseases for which no provisions are made?

f. Other Welfare Agencies.

1. a' Give number, and name of fraternal orders in community? b' What charitable work is done by them outside of their own membership?
2. a' Women's clubs? b' Number? c' Object? d' Membership? e' Committees on social work?

3. a' Businessmen's clubs? b' Do they co-operate for improvement in housing conditions, police, sanitation, etc.?

4. Ministerial association? Does it take active part in improvement of civic conditions? (See E V - 8 a' - g').

5. In as far as any of the following concern themselves with welfare work, (aside from education, recreation, industry, and religion already mentioned) give details of each: a' Settlements; b' Y. M. C. A.; c' Y. W. C. A.; d' Trade unions; e' Labor unions; f' employer's union; g' boys and girls clubs, etc.

h' Churches.

6. Is there any institution which gets in touch with the prisoner before and after his release?

7. a' Give number of industrial establishments maintaining a lunch room, baths, a meeting room, club room, playground, settlement houses, social secretary for girls or other welfare agency? b' Character of each of these?

8. a' Is there a pension fund connected with any? b' What are the conditions? c' Is free medical aid given?

9. What is the amount paid victims of accidents by manufacturers, insurance societies, charity organizations, lodges, mutual aids, etc., in the last two years?

10. What movements for public betterment and social service are needed in the community?
VIII. Vice and Crime.

a. Juvenile Delinquency.

1. a' Offences for which juveniles were charged during past year? Number of each? b' Give locality and surroundings where juvenile delinquencies are most prevalent?

2. a' What per cent of delinquents are first offenders? b' Repeaters? c' Boys? d' Girls? e' Number at each age?

3. a' Does there seem to be any relation between juvenile delinquency and lack of play grounds or other adequate means of recreation? b' Lack of proper supervision of schools, playgrounds, etc.? c' Congestion? d' What is their physical condition( of juvenile offenders) ? Their mental condition?

4. a' What per cent have both parents living? b' Per cent having mother only? c' Per cent having father only? d' Per cent having neither? e' Per cent illegitimate? f' Per cent parents divorced?

5. What are the general conditions of their homes?

6. a' Number who have regular employment? b' Skilled? c' Unskilled?

7. a' Are children employed in the street trades? b' Character of the trades? c' Number employed in each, by age, sex, and nationality? d' What legal restrictions are there? e' Are they enforced?

8. Are children allowed to work at night in factories or street trades?

9. a' Are children under fifteen allowed to work with adults of opposite sex? b' What supervision is there of such places?
10. a' Is the sale of liquor and tobaccos to minors under police control? b' Is it enforced?

11. a' Is obscene literature circulated? b' Where obtained? c' Do police attempt to control such sale?

12. a' What is needed to improve conditions? b' What efforts are being made?

b. Adult Crime.

1. a' Crimes and misdemeanors for which persons were convicted? Annual number convicted for each class? b' Age? c' Sex? d' Parentage?

2. Number convictions for each 1000 population?

3. Number and condition of Municipal, Police, or City lock-ups?

4. Condition and population of County Jail?

5. a' Is there a State Prison or Reformatory in Community? b' What influence has it on community?

6. a' Are parole and indeterminate sentence in use? b' Under what conditions applied? c' Are there probation officers? d' Number? e' Time devoted to work? f' Number probationers cared for by each? g' Do drunks and prostitutes receive the special care they need, when in jail?

7. Are there fines or jail sentences for prostitutes?

8. a' Are professional bondsmen allowed to operate in court? b' What are their methods?

State Institutions. 1. a' Are prisoners taught a trade while confined? b' Is it one which will be of service when they are released?
2. a' Is contract or lease system used? b' What goods are manufactured? c' What pay is received for each prisoner?

3. a' Is the institution self supporting, if not, cost to community? b' What amount is received from the contractors?

4. a' Do the prisoners receive a share in the profits? b' How much? c' If not, how much money are they given on their release?

5. Is any effort made to secure employment for discharged prisoners?

6. Do dependent families of prisoner receive state aid while prisoner is in confinement?

7. What is the total cost for the maintenance of police, courts, and prisoners, as well as the loss through the crimes committed?

8. Is that expense equalled by amount expended in creating conditions which will lessen crime?
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