Guide for Census Inventory Volunteers

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for circulation

English version

Historical Census of Canada Working Group

OCUL

Ontario Council of University Libraries

Table of contents

Thank you, and welcome to our inventory project!

As you know, the mission of our Historical Census of Canada Working Group is to build the foundation for a discoverable collection of bilingual, digital Canadian Census contents and to identify potential means of access to the Census resources through a single portal.

See Inventory framework below for a description of the Working Group's original inventory project framework. To this end, we have defined:
- The inventory framework:
    a) in-scope contents to be inventoried, see *Inventory scope*, page 4, and
    b) the Inventory design of the contents type collections to be inventoried, with authority lists (taxonomies) to be used to harmonize discovery across Census years, (e.g., geographic unit taxonomy), see p. 5,
- a metadata crosswalk,
- a high-level temporal inventory of Censuses starting from the time of arrival of the first French settlers to what is Canada today. This latter dimension covers both born-print and born-digital Censuses and led us to building a pan-Canadian inventory of 1921 Census items (completed), and one for 1976 (in progress), to be used to build out to all in-scope Censuses.

Canadian Census materials provide a rich source of heritage information about Canada, its peoples, lands and history, both as quantitative and qualitative information: a bilingual (see our language policy below), collection deserving of being made discoverable and open. At present the collection is fractured across many hundreds of documents with minimal finding tools.

It is your volunteer work building the bilingual inventory (for the envisioned long-term discovery portal), that makes this project realizable. Through your efforts and expertise in gathering Census contents, and authoring English and/or French discovery and access metadata for a given Census year at a time, you will bring us closer to building the pan-Canadian historical Census portal.

In inventorying Census items, you will learn about Census concept changes. Your recommendations to the project coordinators for improvement at any time are welcomed and very important as to project policies including taxonomies. This will contribute enormously to your own Census expertise and the quality of the inventory metadata as a means of harmonized discovery across Census years. Your expertise is our expertise!

Recognizing that everyone brings their expertise and priorities to the project, where you want to start your inventory work and contribute your expertise is your choice. We hope you will take on all contents for a given Census year (you may want to see the checklist of Census years / language in Airtables), but we will adapt to your needs.

Wishing you a very interesting and rewarding involvement in this super project!

Inventory framework

Inventory Scope

The project working group has developed the following scope statement: this project aims to inventory, to the best of our ability, all born-print and born-digital statistical tables, detailed data, and mapping products, as well as all relevant documentation, for all census years in Canada (pre-Confederation to the present day). The inventory will be completely bilingual. The inventory will be at the individual item level, (e.g., a statistical table: "Birthplace by Census Districts", 1901 Census, 98-1901(F) v.1, table 14), with the intention of eventually creating a searchable census platform that will allow for greatly enhanced discovery of specific variables available across census years. Some limitations on the scope of the project:

1. <u>In scope</u>: Only the Census of the "population" of Canada is in scope.
   ➔ <u>Out of scope</u>: Other censuses such as the Census of Agriculture, as well as publications relating to Industry, merchandising, trade, household possessions. Transportation etc. may be included in a future project.

2. <u>In scope</u>: Only Censuses which are "more than" mere population counts are in scope at this time. In other words, Censuses of individual persons and households are in scope.
   ➔ <u>Out of scope</u>: As some very early local population "counts" did not include details about individuals, these are excluded[1] .

3. <u>In scope</u>: Only contents specifically released as "part of" a census are in scope at this time.
   ➔ <u>Out of scope</u>:
      ◆ Post-census surveys such as the Aboriginal Peoples Survey,
      ◆ annual (intercensal) population estimates, population projections, and
      ◆ secondary level sources which are <u>not necessar</u>y to the understanding or accuracy of the Censuses, may be included in a future project.
   ➔ Notes
      ◆ Census information published as part of a census <u>is in scope</u> even though such information describes non-official census data, e.g., data collection sponsored by the Massachusetts Historical Society (Nova Scotia in 1794).
      ◆ The project will involve the creation of some new documentation that will improve discoverability of the collections.

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[1] Details: Coats, R.H. Pelletier, A.J. [1931]. Chronological list of Canadian censuses. Ottawa: Dominion Bureau of Statistics. Retrieved from: http://publications.gc.ca/site/eng/9.811498/publication.html

- ◆ Authority tables will be produced to clarify vocabulary[2] used to identify specific censuses, census volumes, and geographies referenced in the censuses over time.

4. <u>In scope</u>: Only those Census contents which provide Census results or support the understanding and use of those results, are in scope at this time.
   - ➔ "Supplementary materials" <u>In scope</u>
     - ◆ Anything not published as part of a census which provides valuable information to help use census data.
       Classification manuals[3] (of, e.g., industries, occupations, standard geography) should be considered "<u>part of</u>" censuses. These are included as <u>reference materials "key" to understanding and using the Censuses</u>, even though they are not released as part of the Censuses. These reference materials may also include maps, research materials, and other.
     - ◆ Note: Supplementary materials do not include reference products that are published as part of the Census, or the official schedules / questionnaires, instructions to enumerators (these materials are already in scope).
   - ➔ <u>Out of scope</u>: Purely promotional contents are out of scope at this time.

5. <u>In scope</u>: For the older censuses (e.g. of New France or Western Canada/U.S.), two possibilities may be considered regarding the document's geographic coverage.
   - ➔ (<u>In scope</u>) If the document in question covers more than the current national territory, then the document will be inventoried in the historical census materials (e.g.: aggregate data tables providing data for Newfoundland Colony / Quebec Colony and Miquelon Island).
   - ➔ <u>Out of scope</u>: If the document covers only a New France territory or another contiguous (with Canada) territory which is not currently part of the Canadian territory, then the document will not be inventoried in the historical census materials (e.g.: Louisiana (U.S.), St-Pierre and Miquelon (France), or northern Montana (U.S.)).

The project will also involve the creation of item-level notes on accessibility and readability of contents in all available formats. As part of the inventory project, the working group will also be drafting a vision document for a future searchable, long-term bilingual Canadian census platform.

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[2] Vocabulary breakdowns, authoritative classifications, also called "taxonomies" specific to the Censuses of Canada over time.
[3] Statistics Canada - Geography Division - Statistique Canada - Division de la géographie. (1982). *Processing Municipal Updates at Statistics Canada" Geography series working paper no. 3 - GEO 82 - Traitement de la mise à jour des renseignements sur les municipalités à Statistique Canada, Document de travail du Series de la géographie, no. 3 - GEO 82*. Ottawa. 12-x-501.

Initial Conceptual design
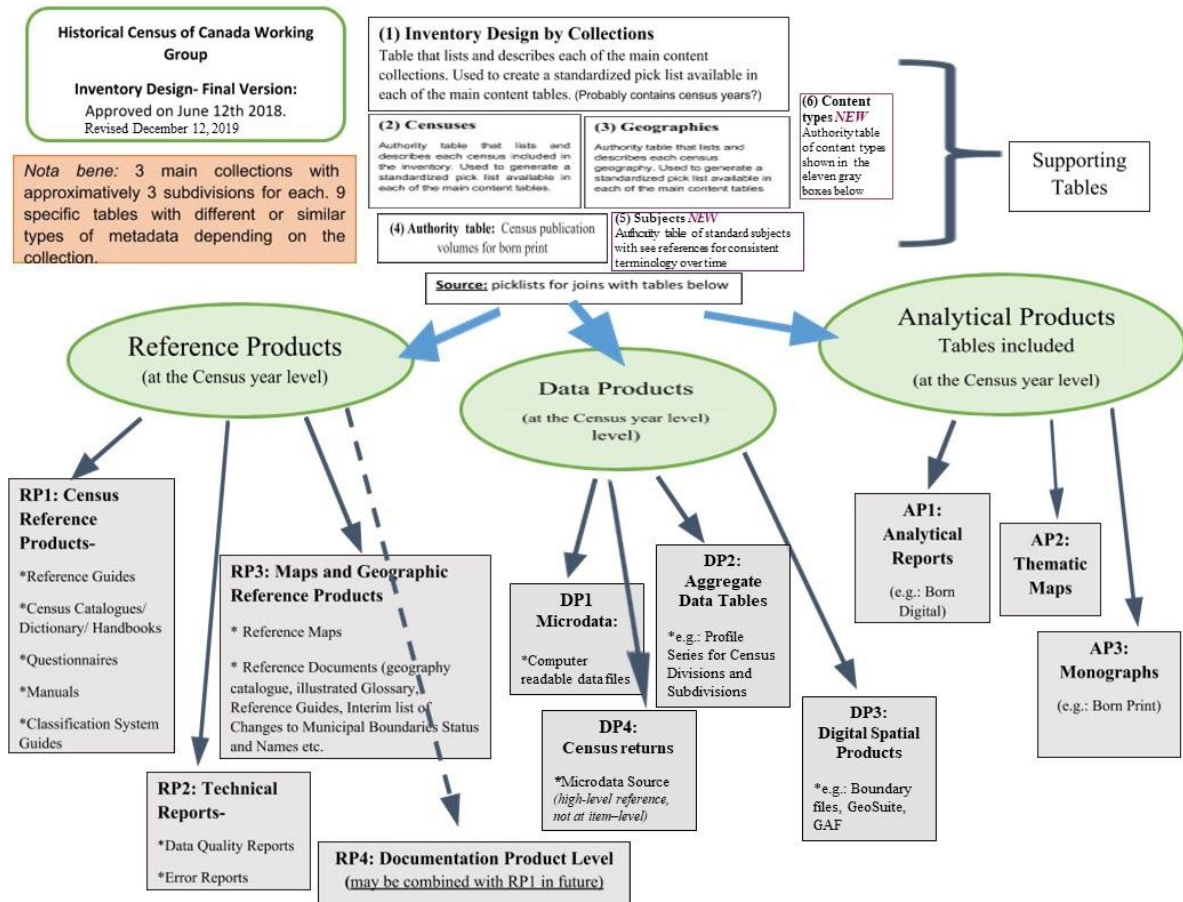
Figure 1: Inventory design diagram

The design presented above was decided on by our working group, based on our research, testing, and meeting discussions in 2017-2018.

It clarifies our vision and presents how the final inventory could be organized. We plan to implement a collection level including 3 macro types of documents: Data Products, Reference Products and Analytical Products (more specific for digital census years) with a sub-collection level for each of them. Each grey box refers to a single inventory table listing all corresponding publications/data products from the different censuses. In addition to this collection-level organization, we decided to create several authority tables to provide information about Census coverage and publication sources but also to allow an easier search from a future platform.

From this initial conceptual design diagram, a couple of questions and considerations were addressed through the working group meetings and some changes were made to our Inventory Design.

Also, the initial idea of the Inventory Design was to have different tables for each type of collection, expecting there would be some variations in the metadata fields used between

the contents types. As we finalized our metadata field set and determined there was in fact relatively little difference required in each of the tables, we decided to include all records in a single table (with mandatory and optional fields) to reduce the complexity of the data entry process. Around this time, we decided to use Airtable instead of Excel or Google sheets as a tool to capture the inventory records, and this design worked well with that tool.

The following tables are included with the inventory:

1. Census items - the main inventory table, including all items from the 11 conceptual tables shown in figure 1. The different census content types are tracked through a field called "Contents type" which contains the name of each of the original tables.
2. Authority tables, used to generate standardized pick lists in the Census items table.
    a. Census years - lists each census covered in the inventory, including its year(s) and proper title, as well as geographic coverage information.
    b. Geographic coverage- list of geographic terms used to describe the region(s) covered by a particular item.
    c. Geographic units - list of geographic terms used to describe the geographic breakdowns available within a particular item.
    d. Subjects - standardized list of subject terms with see references to ensure that topics are tagged consistently despite the use of different terminology over time.
    e. Publications list - each historical census print volume with content information to link them to the individual tables/bulletins they include and which are part of our inventory.
    f. Authors / Producers - List of names of the jurisdictions and institutions which were in charge of the administration of the Census being inventoried from the first census made in North America in 1665.
    g. Contents type - List of content types included in the inventory scope. Each content type is linked to an item ID number, e.g. which refers to a unique collection of census materials. This ID number is generated automatically for the item being inventoried (and is linked by the inventory volunteer to the same item in the other language).This content type call number is also linked to the census item numbers.
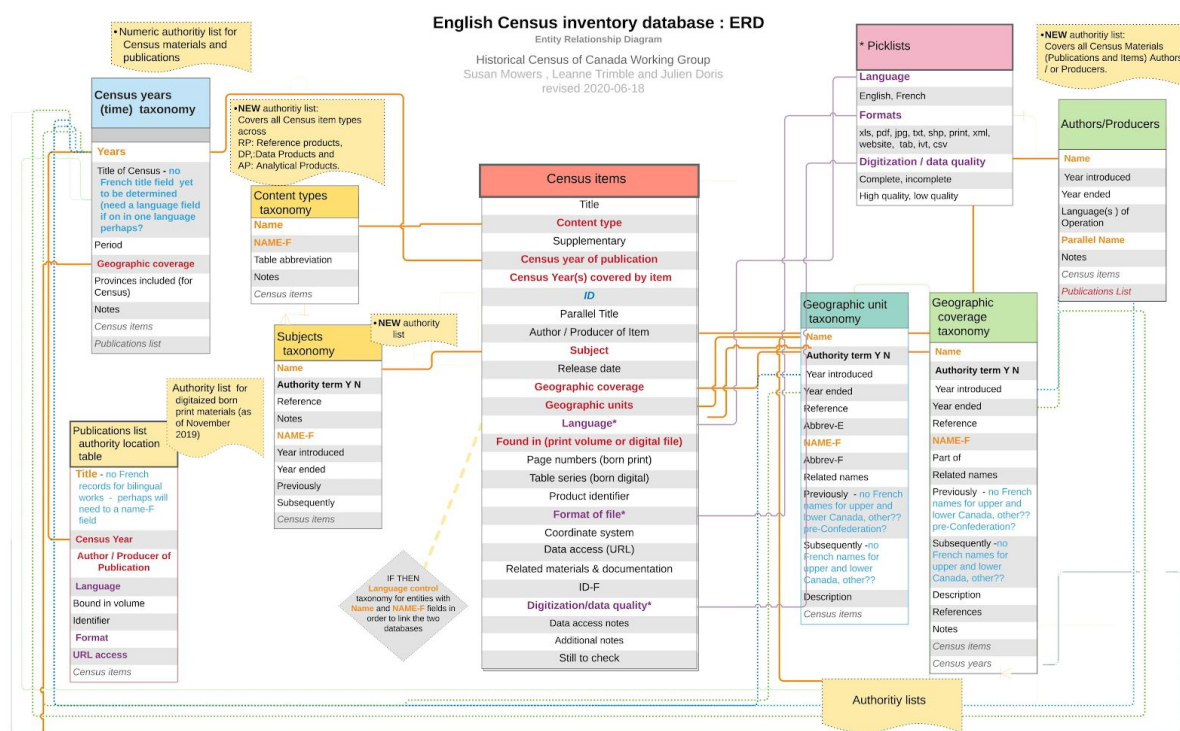
Database design: Entity-relationship diagram (ERD)

English Census inventory database : ERD
Entity Relationship Diagram

Historical Census of Canada Working Group
Susan Mowers , Leanne Trimble and Julien Doris
revised 2020-06-18

• Numeric authority list for Census materials and publications

Census years (time) taxonomy

Years

Title of Census - no French title field yet to be determined (need a language field if on in one language perhaps?)

Period

Geographic coverage

Provinces included (for Census)

Notes

Census items

Publications list

•NEW authority list: Covers all Census item types across RP: Reference products, DP: Data Products and AP: Analytical Products.

Content types taxonomy

Name

NAME-F

Table abbreviation

Notes

Census items

•NEW authority list

Subjects taxonomy

Name

Authority term Y N

Reference

Notes

NAME-F

Year introduced

Year ended

Previously

Subsequently

Census items

Authority list for digitaized born print materials (as of November 2019)

Publications list authority location table

Title - no French records for bilingual works - perhaps will need to a name-F field

Census Year

Author / Producer of Publication

Language

Bound in volume

Identifier

Format

URL access

Census items

IF THEN
Language control taxonomy for entities with Name and NAME-F fields in order to link the two databases

Census items

Title

Content type

Supplementary

Census year of publication

Census Year(s) covered by item

ID

Parallel Title

Author / Producer of Item

Subject

Release date

Geographic coverage

Geographic units

Language*

Found in (print volume or digital file)

Page numbers (born print)

Table series (born digital)

Product identifier

Format of file*

Coordinate system

Data access (URL)

Related materials & documentation

ID-F

Digitization/data quality*

Data access notes

Additional notes

Still to check

* Picklists

Language

English, French

Formats

xls, pdf, jpg, txt, shp, print, xml, website, tab, ivt, csv

Digitization / data quality

Complete, incomplete

High quality, low quality

•NEW authority list: Covers all Census Materials (Publications and Items) Authors / or Producers.

Authors/Producers

Name

Year introduced

Year ended

Language(s) of Operation

Parallel Name

Notes

Census items

Publications List

Geographic unit taxonomy

Name

Authority term Y N

Year introduced

Year ended

Reference

Abbrev-E

NAME-F

Abbrev-F

Related names

Previously - no French names for upper and lower Canada, other?? pre-Confederation?

Subsequently -no French names for upper and lower Canada, other??

Description

Census items

Geographic coverage taxonomy

Name

Authority term Y N

Year introduced

Year ended

Reference

NAME-F

Part of

Related names

Previously - no French names for upper and lower Canada, other?? pre-Confederation?

Subsequently -no French names for upper and lower Canada, other??

Description

References

Notes

Census items

Census years

Authoritiy lists

Figure 2: Current Inventory Database Organisation

Legend for Figure 2

Connector	…. shows?	relationship with?	… allows?
(orange line)	Specific taxonomy used in the database for an inventory field **(in red)**	Taxonomy - authority list — Taxonomy tables	Selection of one or more terms from a pull-down menu in the **Census items** table
(purple line)	Specific picklist used in the database for an inventory field **(in purple)**	*** Picklists**	Selection of one or more terms from a pull-down menu in the **Census items** table
(dotted line)	Discovery relationship between the Census Year on which a **Geography** (**green** header tables) or **Subject taxonomy term** began / ended and the Census Years (time) taxonomy	**Census years (time) taxonomy**	Association with relevant geography for that Census year
(No connector)	For inventory fields: - to be manually entered (in black) - nothing to enter, entered automatically (one field: **ID**)	**Census materials** — Only No link to other tables	Inventory editor to create metadata according to this Guide.

Metadata fields

For inventorying various contents from the historical census, the initial working group needed to define a specific set of metadata to achieve its goal for advancing a future historical census research platform perspective. To that end, we compared several different metadata standards systems. Our current set of metadata was tested for some Census years and for all types of contents covered by our historical census inventory scope. Most of the fields required could be populated for all types of content but some of them are specifically dedicated for some kinds of content.

Our item-level description encounters the following items. For more detailed explanations on each field, please the "step-by-step procedures" section.

	Metadata Field	E.g. from 1921 Census
1.	Title	Table 1: Population of Canada, its provinces and territories, 1871-1921
2.	Content Type	Aggregate data tables
3.	Supplementary (✔ tag)	
4.	Census Year (of publication)	1921
5.	Census Year(s) Covered by Item	1921
6.	ID	DP20000001
7.	Parallel Title	Tableau 1: Population du Canada par provinces et territoires, 1871-1921.
8.	Author/Producer of Item	Dominion Bureau of Statistics
9.	Subject	Population counts
10.	Release Date	1924
11.	Geographic Coverage	Canada
12.	Geographic Units	Province, Territory
13.	Language	English, French
14.a	Found in (Print Volume)	"Sixth Census of Canada 1921. Volume 1 ""Population"""
14.b	Found in (Digital File)	CTDEMA10 - Demographic file
15.	Page Number (Born Print)	pp. 9-50 and 59-98.

16.	Table Series (Born Digital)	
17.	Product Identifier	98-1921 V.1
18.	Format	Print, PDF
19.	Coordinate System (Maps and Spatial Data)	Likely Lambert Conformal Conic
20.	Data Access (URL)	http://publications.gc.ca/collections/collection_2017/statcan/CS98-1921-1-1924.pdf
21.	Related Materials and Documentation	Instructions to Commissioners and Enumerators, [1921 population census schedule]
22.	ID-F or ID-E	DP21000001
23.	Digitization / Data Quality	Complete, High quality
24.	Data Access Note	
25.	Additional Notes	
26.	Still to Check	Has a different release & modified date

Inventory prototypes

Several prototype inventories have already been completed by members of the project team. In the Airtable software (more on Airtable in the next sections of this document), in the English or French Inventories, you will be able to see how the Inventory was filled out for all 1851 and 1921 Census contents and certains documents for 1976 and 2016.

Two Main tables were created (for English and French) in order to compile every prototype realized. Once a prototype has been reviewed and approved both in English and French from the project coordinators, a transfer from the personal database to the main table is automatically made and thus, individual census year inventory prototypes are closed. These two main tables can be considered as larger prototypes.

Information discovery

Why taxonomies?

Accurate and meaningful access to historical Census information from 1665 to present, requires intellectual and conceptual consistency across a number of key areas. The inventory process relies on the use of a number of Census taxonomy tables for specific

fields, see the fields under Census items in figure 2 above. The taxonomy tables (English and French), contain authorised terms, synonyms, narrower terms, start dates, associated geography, and so on. Additional Census taxonomy tables cover unique Census collections information like content types. It is important to check reference contents as below to confirm the meaning of concepts,

1. Census questionnaires, schedules and instructions to enumerators in English and French are consulted to ensure robust harmonization of concepts and tracking over time

   Conceptual changes based on wording and context, e.g., "Racial or tribal origin" in 1911 to "Ethnic origin" | "Aboriginal identity" | " First Nations" | "Inuit" … in 2016.

   Census Subject taxonomy (English and French) captures this information - including the authoritative (harmonized) term for the subject and the historical term and contextual information (to right).

   Subjects (tab)

Name	Authority term?	Reference
Ability to write	N	Use Literacy
Aboriginal group	N	Use Indigenous peoples
Aboriginal identity	N	Use Indigenous peoples
Aboriginal peoples	N	Use Indigenous peoples
Aborigines	N	Use Indigenous peoples
Acadians	Y	
Activity limitations	N	Use Health & disabilities

2. Maps, official and other geographic reference contents, which address two levels of geography:
   - Geographic units: on a more local level (sub-national, sub-provincial level)
     e.g., from the predominantly European settlements, e.g., from Canada's smaller populations, e.g., New France in 1665 to the complex standard Census geography today, e.g., the Census Metropolitan Area, Quebec City[4], in 2016
   - Geography: changes in Canadian political (e.g., political territories including the geographic area encompassed within confederation see ?, or a settler territory) and administrative geography at the political level (area within confederation)

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[4] Statistics Canada. 2017. "Figure 1.1, Hierarchy of standard geographic areas for dissemination, 2016 Census"*Census dictionary, 2016*. Accessed: https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/figures/f1_1-eng.cfm

Project language policy

Our main priority is to develop an inventory in both official languages to get closer to a future national searching and gathering platform of all historical census contents that are disseminated all over the country.

In that vision, all documentation and tools related to the Historical Census Project must be entirely bilingual. We wish that the inventory would be realized at the same time in French and English. Indeed, we encourage volunteers for searching and entering simultaneously data in a bilingual way (when possible).

Volounteers's commitment outside of Ontario and OCUL members is desired to make this project a national issue for collecting and gathering historical and official contents countrywide.

Roles and responsibilities

Project roles

There are two main roles in the inventory phase of the project:
1. Project team members (PTMs) - the volunteers who will be completing the inventory!
2. Project coordinators (PCs) - the organizers of the project, who will liaise with PTMs, provide support, review and approve inventory work.

Responsibilities

These responsibilities are divided into 3 sections, depending on where you are.

1. Before inventorying:

a) Project Team Members (PTMs) must:
   - Discuss and determine with Project Coordinators (PCs) which census year(s) or content(s) to inventory
   - Review the resources available, including:
     - All the information contained in this guide (including the checklist of sources for identifying historical census contents)
     - The Airtable online help
     - The Historical Census Airtable workspace and bases.
   - PTM e-mail questions to: census@scholarsportal.info with subject line: "Inventory".

b) The Project Coordinators (PCs) must:
- Verify PTM's preferences for census year(s) or content(s) inventorying
- Send PTM all the available information resources related to the project
- Schedule a call or meeting in order to deliver more specific information and reply to PTM's questions
- Create and provide an Airtable account to PTM
- Create and provide a personal copy of the Airtable base for initial data entry

2- During inventorying

a) PTMs must:
- Use their assigned Airtable account and inventory contents within their dedicated Airtable space
- Inventory census items by tracking all the sources and platforms listed and completing every inventory table
- Fill out all metadata fields (if possible)
- Contact PC if something is vague or problematic regarding procedures or findings

b) PCs must:

- Be available and flexible for supporting PTM
- Update project management resources / goals / procedures and communicate any change to all PTMs
- Ensure a follow-up among PTMs

3- After Inventorying

a) PTMs must:

- Contact PC for reviewing, when the inventory stage is complete
- Enter data in the inventory master flle after having received the go-ahead from PC
- Complete (or correct) the inventory in personal database if any change is proposed by PC
- Inform PC if there is any gap or problem regarding the inventorying procedures or findings

b) PCs must:
- Review PTMs' inventories : spot check and follow-up
- Update project status

Please see also the "Checklists for volunteers" section for a step-by-step checklist of tasks to complete as a PTM

Inventory step-by-step procedures

General instructions for Airtable

About Airtable

Airtable is a cloud-based relational database system. It was selected for this project because of its robust features for allowing the linking of records within the database, making data entry much smoother and more flexible than in other web-based tools, while avoiding the confusion of having project participants working on multiple local copies of the data.

Airtable will be our "working" software. Copies of the resulting inventory will be exported to a series of CSV format tables, which can be migrated into any platform we later choose to power our eventual online census discovery platform.

You will be given a username and login to access Airtable. Because Airtable is a proprietary tool and we are paying for access, we may have some volunteers sharing logins to reduce costs, so it may be necessary to coordinate use with one or more other volunteers.

Learning to use Airtable

Before you begin, we suggest that you have a read through the following guides on the Airtable support website:

- [Getting started: starting with the base-ics](#). You don't need to create your own base or import data, but this guide will get you familiar with Airtable terminology such as workspaces and bases. If you do want to play around with making your own base, we suggest you set up your own personal free workspace and go to town!
- [Getting started: tables, records, and fields](#). In the census inventory workspace, volunteers do not have permission to configure tables or fields, so again, if you want to try out everything described in this guide, please set up your own workspace for testing.
- [Getting started: customizing your first view](#). You will have access to create your own view in the census inventory workspace, and we encourage you to do so - then you can look at the data using filters and sorts, without affecting how others will see it.
- [Adding a new record](#), [Expanding records](#), [Quickly filling cells using fill handle](#), and [Finding a cell in a table](#). You'll be adding plenty of new records in Airtable, and these guides will help you navigate data entry.
- [Linked record fields](#). We use lots of these in our base, so it would be good to understand how they work. Our linked record fields connect the main sheet ("Census items") with all of the authority lists (housed in the remaining sheets within the base).

Getting familiar with the historical census workspace & bases

Our project has two primary "bases", called:
- "ENGLISH - Census Inventory"
- "FRANÇAIS - inventaire de recensement"

You will also have access to two additional bases that are structural copies of the main bases, but are empty of data. These will be used by you only, to enter the data for the census year you are assigned to inventory. Only after the census year has been inventoried and checked by the project coordinators, will the data be copied into the main bases. There is more detail on this process elsewhere in the document (see the checklist).

Please have a look at the following video in English for a visual "tour" of the Airtable workspace:
[Training video 1: Airtable workspace overview](#) (3:55)

How to enter new records

A key detail to note is that all items are to be catalogued in both the English and the French bases, regardless of the language of publication. The "field-by-field" instruction section provides details as to how this should be done.

Please have a look at the following videos in English for an overview of the inventory process in Airtable:

[Training video 2: Getting started inventorying a census](#) (9:25)
[Training video 3: Getting started inventorying a census (addendum)](#) (8:52)
[Training video 4: Introduction to the Airtable base editing view](#) (21:04)
[Training video 5: Filling out the publications list in Airtable](#) (20:58)
[Training video 6: Entering census items in Airtable](#) (38:51)

Dos and Don'ts

- The project coordinators will create a private base for you that will have your name in its title - that is where you will enter records for the census year you are inventorying.
- Never enter data directly into "ENGLISH - Census Inventory" or "FRANCAIS - inventaire de recensement"!! This base is only to be accessed if your inventory work has been checked by the project coordinators and you've been given the "OK" to transfer the records over.
- Never delete any data from "ENGLISH - Census Inventory" or "FRANCAIS - inventaire de recensement"!! If anything goes awry while pasting records in, please contact one of the project coordinators right away.
- Never edit any of the authority tables (i.e. tabs in the Airtable base other than "Census items" and "Publications list"), regardless of whether you are working in your own personal base or in the main base. The authority tables should always remain the same on all copies of the base. If there is something that needs to be changed,

please let the project coordinators know and they will arrange to have updates made in all copies of the base.
● If you have any concerns about data loss or weird things happening, don't hesitate to ask the project coordinators - we have ways to recover the bases if there are issues, but the sooner we know about it the easier it is to recover.

Instructions relevant to specific content types

A≈ Title	⟂ Content type
Table 2: Statement of the English Popula...	**+**

Aggregate data tables
● Language considerations
  ○ See the language policy in section 2.2 for broad discussion of language in the inventory
  ○ In many cases, born-digital aggregate data tables themselves are language-agnostic, in that they only contain numerals. These should be catalogued as if they are "bilingual" (i.e. catalogue them in both languages as you would for any other content - in the language field tag both "English" and "French"). For these tables, the documentation may be bilingual, or there may be separate English and French documentation - catalogue accordingly.
  ○ In some cases, born-digital aggregate data tables do have non-numeric characters in them; these are often place names. These tables are unilingual and, in theory, there should have been two versions produced of each. However, in practice some of the tables (often the French versions) may have been lost. Please do your best to locate as many French and English versions of these tables as you can, and catalogue them accordingly. In cases where only one version can be found, you will treat it as an "English only" or "French only" item. See the sections on "title", "alternate title", and "language" for details on this practice.

Reference maps
● Reference maps should be inventoried at the set or series level (i.e. one row to describe the entire map set, do not catalogue individual sheets).

Thematic maps
● Thematic maps should be inventoried at the title level, not the individual map sheet level.

- ○ Example: thematic map "Percentage of children below the after-tax low-income measure in 2015, by 2016 census subdivision (CSD)". This map set consists of five separate map sheets, each for different regions of Canada. The set of five is inventoried as one item (row in Airtable), not five.

Product level documentation

- This includes documentation created specifically to guide in the use of one particular item (table, dataset, etc.).
- Sometimes, product-level documentation is not readily available online by itself, e.g. it is included in a data download (from Statistics Canada) but does not have its own URL. In these cases, do not catalogue the documentation file separately. Instead, when cataloguing the tale/dataset, include a note under "Additional notes" to the effect of "Documentation/metadata is included in the data download".

Census returns

- If original census returns are available as a searchable database (provided by LAC or another archive/organization), make a single entry in the census inventory indicating this. Link to the database search page. If there is documentation about the searchable census returns, please also inventory that as "census reference materials" content type.
- If is out of scope for this project to inventory original archival holdings of the census returns, unless they are in a searchable database form. You can, however, make a note if you discover what archive these are held at, and provide this info to the project coordinators for possible future use.

The "Publications list" tab

The publications list should be completed first before beginning the item-level inventory ("Census items" tab).

Census items	Subjects	Census years	Content type	Geographic coverage	Geographic units	Publications list ▾

The publications list, when completed, represents an authority list of all physical volumes published for a particular census. Later, when inventorying census items (such as tables), you will make links to this list to indicate which volume the item is found within - which is why it must be completed first.

Field-by-field instructions

This section provides rules and notes for entering data in the publications list.

Title

- Enter the title of the publication. Use the information provided on the table of contents and format it similarly to this example (as best you can depending on the information available for that census)
    - Census of Canada 1870-71. Vol IV, Censuses of Canada 1665 to 1871 : Statistics of Canada

Census Year

- Select the census year

    Note:
- This is a "link" field - the options available come from the "Census years" authority table. You can simply put your cursor in the field and start typing - the options which match your entry will pop up.

Author/Producer of Publication

- Select the appropriate author(s)/producer(s) of the publication.

    Note:
- This is a "link" field - the options available come from the "Author/Producers" authority table. You can simply put your cursor in the field and start typing - the options which match your entry will pop up.

- If the appropriate author/publisher is not listed, please contact the project coordinators to have the name added to the "Author/Producers" table - don't simply add it yourself as we need to be aware that something has changed in that table in order to update it in the master database as well.

Language

- Enter the language(s) of the item.
- If the item was published separately in both English and French, the English inventory entry should have only "English" tagged and the French inventory entry should have only "French" tagged. Note: the data access URLs in these cases will be different.
- If both languages are included in the same physical item, tag both "English" and "French" in the language field.
- If the item was published in only one language, tag that language only. You will still include the item in the other language's inventory, but the language field will indicate that it is not available in that language (i.e. an item might appear in the French inventory that only has "English" tagged for its language).

Bound in volume

- This field is only used for situations where there is more than one "publication" within a single physical volume. For example, there are 10 bulletins bound together in one volume. In that example, you would list each bulletin in its own row in the "Publications list" tab, and for each bulletin, indicate the title of the shared physical volume in this column. If the volume doesn't have a formal title, provide a reasonable descriptive title surrounded in square brackets. Then, inventory any tables within each bulletin on the "Census items" tab.

Format

- Enter the format(s) the file is available in. Enter as many as applicable. For print-only items, enter only "Print". For items that have been digitized from print, include both "Print" and any other formats that apply ("PDF", "XLS" etc.)
- This is a multi-select field. It is not linked to an authority table, but a simple list of commonly used options has been pre-populated to ensure there are no data entry inconsistencies. You can simply put your cursor in the field and start typing a format - the options which match your entry will pop up.
- If you need to add a new format to the list, please advise the project coordinators so they can ensure it is added to the master Airtable base as well.

Identifier

- Enter the official Statistics Canada product ID number.
- This should appear on the cover or title page, and/or in the catalogue record in the Government of Canada publications catalogue.
- If there is no Statistics Canada product ID, leave the field blank. This may be the case for very old censuses.

- Enter the URL for accessing the item
- When there is more than one format available, please enter multiple URLs. Separate them with two backslashes: \\
- The preferred link to use for census publications is the link to the Government of Canada's publications catalogue. If there is also a link available to a copy of the item in the Internet Archive, include it as well.
- When the volume consists of a series of Bulletins and the unit that has been digitized is the Bulletin, leave this field blank.

Census items

- This is the join field with the census items table. **Do not add or edit any data here!!** It is populated automatically as you complete your entries in the "Census items" tab.

"Census items" tab - Field-by-field instructions

After you have completed the publications list, turn to the main census inventory tab, called "Census items". Here you will complete the full item-level inventory of everything released from a particular census.

This section of the guide provides rules and notes for entering data in each inventory field.

Title

- Enter the title of the item
- If there is "no" title provided for a table or document, give it one. Follow the formats below:
  - For documentation describing variables, use:
    - Table Variables for "<complete table name>"
  - For documentation which would normally have a standard title, use that title
    - Instructions for Enumerators, 1901 Census
  - For a non-titled table with labeled variables in a section for a g   iven geographic unit, e.g., Census Metropolitan Area: Winnipeg, use:
    - Table, Age (4), and sex of immigrants and non-immigrants for Winnipeg
- Language considerations
  - When an item is published only in "one" language, you will include the item in the alternate-language inventory, but there will be no alternate-language title to use. Instead, you should use the title in the language of publication, prefaced by either [English only] or [French only]. For example:
    - Title in English inventory: Bulletin I: Population of New Brunswick, 1921

- ■ Title in French inventory: [English-only] Bulletin I: Population of New Brunswick, 1921

Content Type

- ● Select one type only (the field is set to allow only one entry).

Notes:
- ● This is a "link" field - the options available come from the "Content type" authority table. If you know the name of the content type you can simply put your cursor in the field and start typing - the options which match your entry will pop up. If you do not know the name, click the plus sign and you will be able to browse the options.
- ● See the section "content type instructions" for more clarification about selecting the correct content type, as well as general notes on inventorying different content types.

Supplementary

- ● This field is a "check box" field. Check the box if the item is supplementary; otherwise, leave it blank.
- ● Supplementary materials include:
  - ○ Anything not published as part of a census that provides valuable information to help use census data. Some examples include:
    - ■ Documentation not published with the census, but which significantly aids in the use of census data, e.g. LAC census documentation.
    - ■ Electoral atlases, which are not created for the census but which portray boundaries that were used by the census

- - - Classification system publications for classifications used in the census
    - Anything published as part of a census but describing non-official census data. For example, in one case the Dominion Bureau of Statistics included a table of data from the Historical Society of Massachusetts for a year where there was no census - this should be inventoried, but check Supplementary.
  - Things that are not considered supplementary:
    - Data products created at a later date using census records or publications, such as microdata files (created from archival census returns), and spatial boundary files (created from reference maps). These are core in-scope materials.
    - Reference products that are published as part of the Census, or the schedules / questionnaires, instructions to enumerators. These are all core in-scope materials.
    - Tables published in parliamentary proceedings - this was the primary mechanism for recording tabulated census results in the pre-Confederation period, so these are considered core in-scope materials.

Census Year (of publication)

- Select the census year the item was published with. Only one year can be selected for this field.
- If the item was not published "with" a census (i.e. it was a supplementary item), leave this field blank.

  Note:
- This is a "link" field - the options available come from the "Census years" authority table. You can simply put your cursor in the field and start typing - the options which match your entry will pop up.

Census Year(s) Covered by Item

- Select all census years that apply. In most cases this will just be one year, but there are some documents that apply to more than one census (e.g. a table that shows data from 1851, 1861, and 1871).

  Note:
- This is a "link" field - the options available come from the "Census years" authority table. You can simply put your cursor in the field and start typing - the options which match your entry will pop up.
- Only include entries for censuses in the "Census years" authority list. Any data for non-census years is out of scope for this project and does not need to be tagged.

ID

- This field is populated automatically. Please do not alter it in any way.

ID-F or ID-E (depending on which base you are in)

- LEAVE THIS FIELD BLANK WHEN WORKING IN YOUR PERSONAL BASE. This field should be completed AFTER the data has been migrated into the main Airtable bases.
- Paste in the ID number for this item in its alternate language.
- Obtain this number by opening the alternate language base, identifying the record describing the same item, and copy-pasting the ID number over.

    Notes:
- Every record in one base should have a corresponding record in the other language base, so there should always be an entry in this field. (See "title", "parallel title" and "language" for more details on handling contents depending on whether they are published in one language or both languages.)
- The actual numeral may not correspond between the English and the French ID - that's fine. Please ensure you have double-checked that the item is the correct one before copy-pasting.

Parallel Title

- The parallel title is the title in the alternate language.

    Notes:
- If the publication is only published in "one" language, there will not be an alternate title.
- If the publication is published in "both" languages, but does not have a title, give it one in both languages. Follow the guidelines listed above under "title". Put the main language title in the "title" field and the alternate language title in the "parallel title" field.

Author / Producer of item

- Select the appropriate author(s)/producer(s) of the publication.
- In some cases, the authorship of the item being inventoried is not clear. If that is the case, leave this field blank. Do not simply insert the author/producer of the publication in here instead (unless clearly appropriate). For example: if a table is reprinted in a journal but the source is not attributed, do not tag the journal publisher here (it may be appropriate to tag the journal publisher in the Publication List though).
- If the appropriate author/publisher is not listed, please contact the project coordinators to have the name added to the "Author/Producers" table - don't simply add it yourself as we need to be aware that something has changed in that table in order to update it in the master database as well.

    Note:

- This is a "link" field - the options available come from the "Author/Producers" authority table. You can simply put your cursor in the field and start typing - the options which match your entry will pop up.

Subject

- Add subjects for aggregate data, microdata, monographs, thematic maps, and analytical reports. Subjects are not required for reference contents, documentation, technical reports, reference maps and spatial data.
- Add as many subjects as are relevant to the item. Use broader and narrower terms as relevant.
- When inventorying from 1941 onwards, please use the subject tags "Long form census: Population sample" and "Short form: Census 100%" for all items for which the concept is relevant.

  Notes:
- This is a "link" field - the options available come from the "Subjects" authority table. You can simply put your cursor in the field and start typing a subject term - the options which match your entry will pop up.

Release Date

- Enter the year that the item was published/released (month/day is not necessary)
- If the item is published online and updated from time to time with no set schedule, do the following:
  - For "release date" enter the most recent updated date. However, if there is an update/modified date on the page but it is not clear whether it applies to the actual publication or just the web page more generally, use the original date of publication.
  - Download a copy of the publication (as a PDF) and save it. See the section below on archiving for details of what to do with this file. In the "data access" field, add the URL for the archived file as well as the URL for the live publication online.
  - In the "additional notes" field, add a note similar to the following: "Originally released in 2016. Archived copy was last updated in 2017. See html version for the most recent updates"

Geographic Coverage

- This field describes the part(s) of Canada covered.
- Select all entries that apply (specifically to the item you are cataloguing).
- For pre-confederation entries, you may notice that sometimes the names for places used in the publication are not actually the terms "officially" in use according to the Geographic Coverage authority list. In these cases, it is best to tag both terms. For example, the terms Canada East and Canada West were officially introduced in 1841, but in the 1851 census publications they are still referred to as Upper and Lower Canada. Tag all terms as needed to help facilitate search/browse access.

- For post-confederation entries, you can select "Canada" even though the provinces covered by Canada has not been the same over time. The "Census Years" authority table includes the specific provinces for each census, and has already been joined to the main data table. You can always look at the Geographic coverage table if interested.
- This is a "link" field - the options available come from the "Geographic coverage" authority table. You can simply put your cursor in the field and start typing a geographic term - the options which match your entry will pop up.

Geographic units

- This field describes the level of geographic detail the data is reported at. It also contains terms for "urban" and "rural" which you should tag whenever relevant.
- Select all entries that apply (specifically to the item you are cataloguing).
- Please use the terminology indicated on the item, even if that terminology has since changed (e.g. use "County" if that is what is stated on the item, not "Census divisions" which would be used in the census today).
- This is a "link" field - the options available come from the "Geographic units" authority table. You can simply put your cursor in the field and start typing a geographic term - the options which match your entry will pop up.
- If it is not relevant to apply geographic units to the item, leave this field blank - generally this will be the case for reference content, analytical reports, monographs.
- For reference maps, always select all geographic units that are included in the map set - because these maps are inventoried at the set or series level, this information may not appear in the title or other metadata, so this information is essential.

Language

- Enter the language(s) of the item.
- If the item was published separately in both English and French, the English inventory entry should have only "English" tagged and the French inventory entry should have only "French" tagged. Note: the data access URLs in these cases will be different.
- If both languages are included in the same physical item, tag both "English" and "French" in the language field.
- If the item was published in only one language, tag that language only. You will still include the item in the other language's inventory, but the language field will indicate that it is not available in that language (i.e. an item might appear in the French inventory that only has "English" tagged for its language). See also information under "title" and "parallel title" for how to handle items published in only one language.

Found in (print volume)

- Enter the volume this particular table/item is found within.
- This field is completed for born-print contents only, and is completed only for tables/items that are a part of a larger volume (not standalone publications).

- This is a "link" field - the options available come from the "Publications list" authority table. You can simply put your cursor in the field and start typing a volume name - the options which match your entry will pop up.

Found in (digital file)

- Enter the filename and/or number that this particular table is found within.
- This field will only be used for a handful of censuses in the early digital era, where multiple tables were extracted from tape to a single digital file. For an example to illustrate this, see the list of 1971 user summary tapes here. If this does not apply in the census year you are inventorying, leave this field blank.

Page numbers (born print)

- Enter the page numbers for this table/item. This is necessary for the future development of the portal.

Table series (born digital)

- Enter the series name.
- In the born-digital era, different "series" of tables were released by Statistics Canada, e.g. "Highlight tables", "Topic-based tabulations", "Profile series".
- This is a multi-select field. It is not linked to an authority table, but a simple list of commonly used options has been pre-populated to ensure there are no data entry inconsistencies. You can simply put your cursor in the field and start typing a series name - the options which match your entry will pop up.
- If you need to add a new series name to the list, please advise the project coordinators so they can ensure it is added to the master Airtable base as well.

Product ID

- Enter the official Statistics Canada product ID number.
- For born-print publications, this should appear on the cover or title page, and/or in the catalogue record in the Government of Canada publications catalogue.
- For born-digital items such as aggregate data tables, use the table-level identifier (NOT the file-level identifier, they can occasionally be different). The identifier is usually found in the documentation or by consulting the University of Toronto Map & Data Library census webpages (https://mdl.library.utoronto.ca/census-of-canada).
- If there is no Statistics Canada product ID, leave the field blank. This will often be the case for data files generated by organizations other than Statistics Canada, such as older spatial boundary or microdata files.
- For reference and thematic maps, use the product number that applies at the "series" or "set" level.
  - Example: thematic map "Percentage of children below the after-tax low-income measure in 2015, by 2016 census subdivision (CSD)". This map set consists of five separate map sheets, each for different regions of Canada. The set of five as inventoried as one row, not five. Each sheet has its own ID number, e.g. BC is 2016-92173-004-500-008-02-eng.pdf and

Prairies is 2016-92173-004-400-008-02-eng.pdf. Use the portion of the ID that is common to all the parts, i.e. 2016-92173-004.

Format

- Enter the format(s) the file is available in. Enter as many as applicable. For print-only contents, enter only "Print". For contents that have been digitized from print, include both "Print" and any other formats that apply ("PDF", "XLS" etc.)
- This is a multi-select field. It is not linked to an authority table, but a simple list of commonly used options has been pre-populated to ensure there are no data entry inconsistencies. You can simply put your cursor in the field and start typing a format - the options which match your entry will pop up.
- If you need to add a new format to the list, please advise the project coordinators so they can ensure it is added to the master Airtable base as well.
- For items in the Internet Archive, please tag the formats "PDF", "JP2" and "Website" to account for the most commonly used formats available there.

Coordinate System

- Enter the coordinate system information, if applicable. This field only applies for maps and spatial data.
- Include a geographic or projected coordinate system as appropriate.
- For some print maps, we may have a good idea of the coordinate system based on knowledge of Statistics Canada practices and on observing the map itself, but the information is not printed on the map. In these cases, use a statement such as "Likely Lambert Conformal Conic."

Data access

- Enter the URL for accessing the item
- When there is more than one format available, please enter multiple URLs. Separate them with two backslashes: \\
  For example:

  http://odesi.scholarsportal.info/documentation/CENSUS/1665-1871/New-France-Lower-Can-Que-1665-1861/1825-Lower%20Canada/table%20i-pop-sexes-conjugal%20condition.ivt \\
  http://odesi.scholarsportal.info/documentation/CENSUS/1665-1871/New-France-Lower-Can-Que-1665-1861/1825-Lower%20Canada/table%20i-pop-sexes-conjugal%20condition.csv \\
  http://publications.gc.ca/collections/collection_2016/statcan/CS98-1871-4.pdf \\
  https://archive.org/stream/censusofcana1800cana#page/86/mode/2up

- The preferred link to use for census publications is the link to the Government of Canada's publications catalogue. If there is also a link available to a copy of the item in the Internet Archive, include it as well. Internet archive links can be generated which point directly to a page within the file.
- When linking to digital data tables, the preferred link is to ODESI when available (all census materials are openly available in ODESI). To get an item-level link in ODESI, right click on the item and copy the link (screenshot below), then paste the link into Airtable in the Data access field.
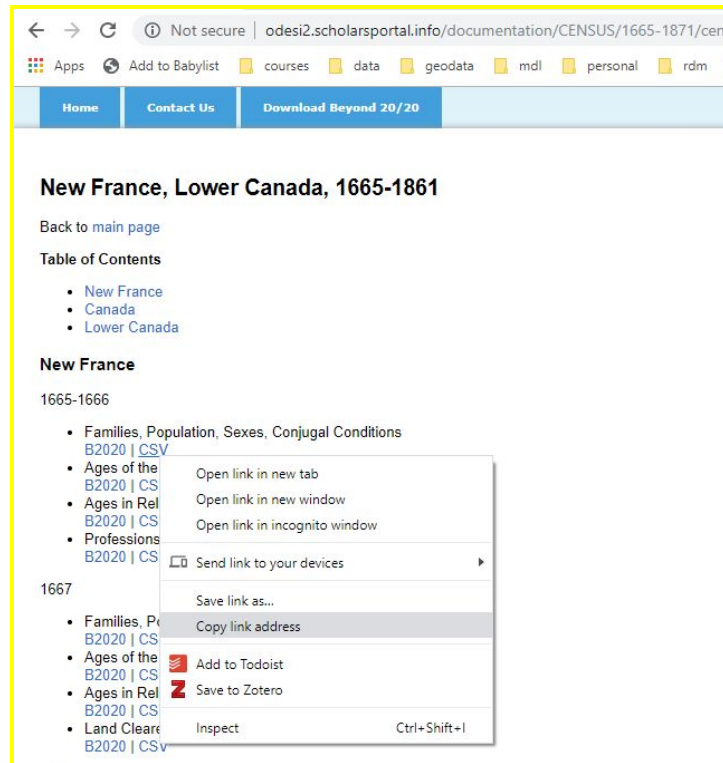
(Note: if it adds additional information not covered by our inventory fields, you should also inventory the ODESI metadata record as a separate item of content type "Product level documentation". The URL to an ODESI metadata record would look like the following: https://search2.odesi.ca/#/details?uri=%2Fodesi%2Fcen-98-187-X-E-1665-1871-b2020.xml. When adding it to the inventory, delete the "search1" or "search2" from the URL, leaving you with a URL like: https://odesi.ca/#/details?uri=%2Fodesi%2Fcen-98-187-X-E-1665-1871-b2020.xml)

- In situations where the item is published online and updated from time to time with no set schedule, archive a copy as described in the section on archiving below. Include the URL for the online item as well as for the archived copy.
- Note: complete the publications list for your census year (in the "Publications list" tab) before beginning to work on the "Census items" tab. That way you will have compiled all the URLs for each volume ahead of time. Note, however, that you do need to repeat the links in both places. See the section above called "'Publications List' tab - Field by Field instructions" for more details.

Related Materials & documentation

- This field is used to link items to one another.
- It is primarily used to list all documentation files that are relevant to a particular table/data file. It may also be used to list other contents, such as maps or analytical reports, that support the use of a particular table/data file.
- This is a "link" field, however, unlike other link fields, the options are not coming from one of the authority tables, but instead you are linking to other items within the "Census item" table. In order for this to work, both the items being linked must have an entry in the system. Create the entries for the data table and for all its documentation files, then come back and complete the "Related contents & documentation" field.
- If the item has documentation but it is not readily available at a unique URL that can be pointed to, do not catalogue it separately (see above, in the section "Content type instructions"under "Product-level documentation"). Instead of providing a link to documentation in the "Related contents & documentation" field, you will instead include a note to the effect of "Documentation/metadata included with data download."

Digitization/data quality

- This field applies to digitized works (born print).
- There are four choices provided, "Complete", "Incomplete", "High quality", "Low quality". Please choose two, one from each pair.
- If you are indicating either "Incomplete" or "Low quality", please include information in the "Additional notes" field about what the specific issue is with the digitization/data quality.
- This is a multi-select field. It is not linked to an authority table, but a simple list of the above-mentioned options has been pre-populated to ensure there are no data entry inconsistencies. You can simply put your cursor in the field and start typing the relevant options.
- Please do not add any other options to the field list.

Data access note

- Include here any notes related to accessing the data.
- Use if there is no appropriate URL, e.g., non-public-use items (like RDC survey series), or if the original print item has not been digitize
  - For RDC surveys - include a link to information about application approval process: https://www.statcan.gc.ca/eng/rdc/process

Additional notes

- Include here any other notes that are relevant.
- There are a few scenarios where you should make a point of including notes in this field:
  - See information above under "Release date"

- ○ See information above under "Digitization/data quality notes"
- ○ See information above under "Related contents & documentation"
- ○ When a print item has been digitized or converted to tabular data, include notes to describe anything that may be known about this process, e.g. what organization did the work, what practices they used.

Still to check?

- If any item you begin to catalogue must be left incomplete (e.g. you needed to go find more information, you needed to check something with project coordinators, you ran out of time to finish) please include a note in the "Still to check" field indicating what still needs to be completed.

Procedures for archiving copies of online publications

Many of the publications being inventoried have already been scanned and are housed in a trusted repository, such as the Internet Archive or the Government of Canada publications catalogue. However, there are some circumstances where it may be prudent to archive a copy to ensure that it does not disappear in the future. Some examples where this might be the case include:

- Publication is in html format and is updated on a continuous or irregular basis - i.e. updates overwrite previous editions.
- Publication is hosted on a special, e.g., non-governmental, website

When you have identified a publication that should be archived, follow these steps:

- Temporary process:
  - ○ Download a copy of the file in question
  - ○ At the beginning of the filename, add <yourlastname>1 (and <yourlastname>2 for the second document, if applicable, and so on in that vein)
  - ○ Upload the file to the Google folder called "Document Archive" https://drive.google.com/drive/folders/1HiQNrtn5S9S43IFigKE4VoyXkIoanY1c
  - ○ Enter the Data access URL as simply <yourlastname>1
- Once we have set up a full archiving procedure we will move the files and correct the file names and URLs.
- *Final procedure forthcoming*

Checklists for project team members

Checklist for inventory completeness

Please copy this blank checklist and use it for each Census year being inventorying.

Setup phase:

- ❏ Obtain account information for Airtable
- ❏ Obtain a blank inventory database in English and French
- ❏ Determine which census year you will inventory (in consultation with project coordinators)

Research phase

- ❏ Consult resources provided by project coordinators (see the "Sources to Consult" checklist contained in this document)
- ❏ Perform your own additional research as needed
- ❏ If you discover new resources for discovery of census content, inform project coordinators so central resource lists can be updated
- ❏ Reach a state of confidence that you know generally what types of census content exist for this census year

Inventory phase

- ❏ Populate the "Publications List" authority table with all physical print volumes for your census year
    - ❏ In English
    - ❏ In French
- ❏ Inventory each individual item (table, map set, monograph, spatial dataset, etc.) by entering it in its own row in Airtable in the "Census items" tab
    - ❏ In English
    - ❏ In French
- ❏ If any modifications to the authority lists are needed to capture your census year correctly (e.g. subjects or geographic units do not contain necessary terms), consult with project coordinators
- ❏ When done, review work to ensure all rows are completed
- ❏ Inform project coordinators that inventory is complete

Quality control phase

- ❏ When project coordinators have reviewed the work, make any requested corrections/additions
- ❏ When project coordinators have signed off on the work, copy and paste all rows from the "Publications List' authority table into the main Artable bases, at the end of the table
    - ❏ For English

- ❏ For French
- ❏ Next, copy and paste all rows from the "Census items" table into the main Airtable bases, at the end of the table
  - ❏ For English
  - ❏ For French
- ❏ Update the ID_F and ID_E fields in each base respectively, to accurately retain the links between the two bases.
- ❏ Report back to project coordinators that data has been migrated. Project coordinators will "archive" your Airtable base (just in case it is ever needed).

Congrats, you're done!

If you will be inventorying another census year, please request a new set of working Airtable bases from the project coordinators, and begin the checklist again from the beginning.

Sources to consult when researching a census

One of the tasks of project volunteers is to do their utmost to identify all census publications and/or born-digital contents available for the census year you have been assigned. To aid in this matter, we have compiled a list of sources to consult. This list may not be complete; if you identify any other relevant resources, please notify the project coordinators so the list can be updated!

- ❏ Historical census working group's original High Level Inventory - doesn't include any item-level info but lists the types of contents produced. Use as a final check we didn't miss any categories of content available for that census year. - Mostly in English
- ❏ Quick index of Canadian census publications from Queens University (publications) - English

Born print / analog Censuses:

- ❏ Census schedules & Instructions to enumerators, e.g., these may be in the published volumes, or archived in the CCRI web sites below. See CCRI below Lauriault :
- ❏ Statcan MARC record spreadsheet (publications at the volume level) - Bilingual
- ❏ Historical Catalogue of Statistics Canada Publications, 1918-1980 (census chapter: page 209 - // Catalogue rétrospectif des publications de Statistique Canada, 1918-1980 (chapitre sur le recensement, page 237-)
- ❏ Historical Censuses of Canada website from U of T (publications, datasets) - English Library and Archives Canada / Bibliothèque et Archives du Canada
- ❏ Print tables 1871-1981: A quick physical index of volumes by Susan Mowers (publications at the volume level) - English
- ❏ Census of Canada Report Locator: 1851-1996 by Gary Strike (publications) - English
- ❏ Pre-confederation - Censuses of Canada, 1665-1871 [B2020 & CSV] <odesi> : Note: Introduction // Recensements du Canada, 1665-1871 [B2020 & CSV] <odesi>
- ❏ Post-confederation Censuses of population, 1871 - 1951 <odesi> - English Pdf
  Library and Archives Canada / Bibliothèque et Archives Canada
- ❏ Recensements 1825 – 1926 // Censuses 1825 – 1926 – Particularly for: Electoral maps, How the Census was conducted, Districts and subdistricts.
- ❏ Electoral Atlas of the Dominion of Canada (1895) (archived) // Atlas électoral du Dominion du Canada (1895) (archivé)
- ❏ Newfoundland and Labrador: Census and Enumerations 1921, 1935, 1945 // Terre-Neuve et Labrador : Recensements et dénombrements de 1921, 1935 et 1945
- ❏ Finding Aid 300, Other census and related documents (1640 to 1945) // Instrument de recherche 300 : recensements et documents connexes (de 1640 à 1945) **Canadian (20th) Century Research Infrastructure (CCRI) / Infrastructure de recherche sur le Canada au 20e siècle (IRCS)**

- ❏ [Canadian Century Research Infrastructure (CCRI)](#) | [Infrastructure de recherche sur le Canada au 20e siècle](#) 1911, 1921, 1931, 1941, 1951-- University of Ottawa
- ❏ Partner universities - University of Victoria - **CCRI** | York University - **CCRI** | University of Toronto - **CCRI** | Université du Québec à Trois Rivières - **CIEQ** | Université Laval - **CIEQ** | Memorial University of Newfoundland - **CCRI** // University of Alberta, [1911, 1921](#)
- ❏ Censuses of Population in the [RDC's](#) | Recensements de la population dans les [CDR's](#) (data holdings (years))
- ❏ [The 1851 and 1881 Historical Censuses of Canada](#) // [Les recensements historiques du Canada canadiens de 1852 et de 1881](#) Université de Montréal, Programme de recherche en démographie historique (PRDH), Département de Démographie
  The 1852 Canadian census was the first Canadian census to collect individual-level information on all household members. // Premier recensement canadien à recueillir des données au niveau individuel.
- ❏ 1891 Census of Canada [Guelph](#) see [Documents](#) - note: data on <odesi>
- ❏ Shortcut of convenience [Schedules and Questionnaires](#) English

Born digital Censuses

- ❏ [Census of population aggregate data and microdata, 1971 - 2016, <odesi>](#) // [Recensements de la population : Données agrégées et microdonnées, 1971 - 2016, <odesi>](#)
  - ❏ See Metadata > Other documentation, e,g., [2016 Census of Population [Canada] Public Use Microdata File (PUMF): Individuals File](#)
- ❏ Census questionnaires and guides, above <odesi> > Metadata > Other documentation > [2016 Census of Population [Canada] Public Use Microdata File (PUMF): Individuals File](#), or Statistics Canada Census programme > reference materials, e.g., [2006 Census of population](#)
- ❏ Analytical materials, e.g., [2016 analytical products](#)
- ❏ Census dictionaries, guides, etc., e.g., [2016 reference materials](#)
- ❏ Census geography related materials, e.g., [2016 geography](#)
- ❏ [Census of Canada website](#) from U of T (publications, datasets) - English
- ❏ [Aggregated data files from Canadian censuses](#) from Western (datasets) - Bilingual
- ❏ [Scholars Geoportal](#) (spatial data) - English
  Search by: **census (year) boundary**
- ❏ [Geospatial data inventory](#) (maps, spatial data) - English
- ❏ [Statistics Canada website](#) for 1996-present (datasets) - Bilingual
- ❏ (Census publications catalogues - Bilingual question: any one location?)

All of these should be checked before determining that a census year is "complete" !

Appendix 1: Selective Bibliography

These resources provide background Census of Canada information. They are subsidiary to the primary sources of the Census questionnaires (schedules) and manuals, these latter being key sources of background information.

It should also be noted that all Classification Manuals (Industry, Occupations, Fields of Study)

Constitution Act (British North America Act), 1867, 30-31 Victoria, c. 3 (U.K.)
> *An Act for the Union of Canada, Nova Scotia, and New Brunswick, and the Government thereof; and for Purposes connected therewith (29th March 1867)*
>
> *Decennial Census,* s.8 -
> *In the general Census of the Population of Canada which is hereby required to be taken in the Year One thousand eight hundred and seventy-one, and in every Tenth Year thereafter, the respective Populations of the Four Provinces shall be distinguished.*

Bruce Curtis. (2001). *The politics of population: State formation, statistics, and the census of Canada, 1840-1875.* Toronto: University of Toronto Press, 2001. http://books.scholarsportal.info/viewdoc.html?id=/ebooks/ebooks0/gibson_crkn/2009-12-01/6/418300 - **in English**
> Recommended by Library and Archives Canada.

Darroch, Gordon, editor. (2014). *The dawn of Canada's century: Hidden histories*. Montreal; Kingston: McGill-Queen's University Press. http://deslibris.ca/ID/446164 - **in English**

Gaffield, Chad. (2005). "Evidence of What? Changing Answers to the Question of Historical Source as Illustrated by Research Using the Census".In Keshen, Jeff, Perrier, Sylvie, eds., *Building New Bridges - Bâtir de nouveaux ponts: Sources, Methods and Interdisciplinarity - Sources, méthodes et interdisciplinarité*. Ottawa: University of Ottawa Press-Les Presses de l'Université d'Ottawa, pp. 265-274. DOI: 10.2307/j.ctt1ch77q1.23 - **in English**

Grainger, Patricia. (1991). "The Census: One hundred years ago" *Perspectives on Labour and Income.* Summer, 3(2)
https://www150.statcan.gc.ca/n1/pub/75-001-x/1991002/88-eng.pdf - **in English**

Houle, René & Cambron-Prémont, Amélie (2015). " Les concepts et les questions posées sur les langues aux recensements canadiens de 1901 à 1961 ". *Cahiers québécois de démographie*, automne, 44 (2), 291–310. https://doi.org/10.7202/1035957ar - **In French**

Lauriault, Tracey R. (2012). *Data, Infrastructures and Geographical Imaginations,* PhD Dissertation, Ottawa: Carleton University. - **in English**
> https://curve.carleton.ca/7eb756c8-3ceb-4929-8220-3b20cf3242cb - in English

Examines *how the Atlas of Canada and the Census of Canada, as knowledge formation objects and as government representations, affect social and material reality and also normalize subjects".* (abstract)
Note: author's *Table 2. List of Censuses 1871-2011*, (p. 119), and see chapter 5. **The Census of Canada, Making up Spaces and Canadian Geographical Imaginations** (pp. 300 - 421) and in particular the author's *Figure 32. Census of Canada Timeline* (p. 333), *Table 9. Census of Canada and Institutional Information* (pp. 334 - 336), *Table 10. Major Federal Legislative Census Requirements* (Email Correspondence Statistics Canada, 2010) (pp. 355-356), *Table 11. Census Question Categories Between 1871 and 2011* (p. 361), *Table 12. Citizenship and Immigration Classifications between 1871 and 2011* (p. 356), *Table 13. Place of Birth Classifications between 1871 and 2011* (p. 357), *Table 14. Language Classifications, 1871 and 2011* (p. 386).
See the author's Dissertation Appendices:
Appendix A **Census of Canada Questionnaires Sources**, and
Appendix L **List of Census Schedules between 1871 and 2011**.

Statistics Canada (2017) "Census of Population and National Household Survey questionnaire content and derived variables since Confederation." Census Dictionary - **in English**
Appendix 2.0:
https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/app-ann-eng.cfm

Worton, David A. (1998). *The Dominion Bureau of Statistics [electronic resource] : a history of Canada's central statistical office and its antecedents, 1841-1972.* Montreal: McGill-Queen's University Press - **in English**
https://books.scholarsportal.info/en/read?id=/ebooks/ebooks0/gibson_crkn/2009-12-01/1/400560
Recommended by Library and Archives Canada.

Text extracts:
1851 and 1860 - *Concerns over the poor quality of the province's first two censuses prompted the inspired appointment of a statistical "new broom" in the person of Joseph Charles Taché. Taché subsequently took the statistical function intoConfederation, conducting the censuses of 1871 and 1881, and he must be recognized as one of the fathers of Canadian statistics …On the whole the Census of Lower Canada has been taken with greater care than that of the Upper Province, where, unfortunately, many of the Enumerators proved themselves wholly unfit for the duties assigned to them."(6) These comments provided a foretaste of the extremely harsh assessment of the quality and analytical usefulness of the 1851 and 1861 censuses made some dozen years later by J.C. Taché shortly after he assumed responsibility for statistics as the province's first deputy minister of Agriculture* (pp. 3- 4)
1881 and 1891 -- (Taché - Department of Agriculture).
1891 - *… L'une des particularités du recensement de 1891 consistait dans la mise à l'essai de tabulatrices électriques.* (p. 18)
1918 - Creation of the Dominion Bureau of Statistics.
With the Statistics Act and its attendant regulations in place and the former Census and Statistics Office transformed into an organization ostensibly serving all Canadians, the stage was set for Coats to begin implementation of his 1916 blueprint for a "national system of statistics. (p. 71)