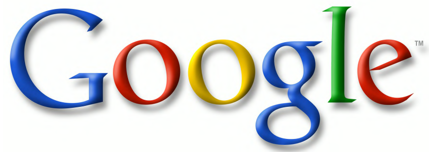

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GORTON'S ELEMENTARY CIVICS

FOR THE

FIFTH AND SIXTH YEARS

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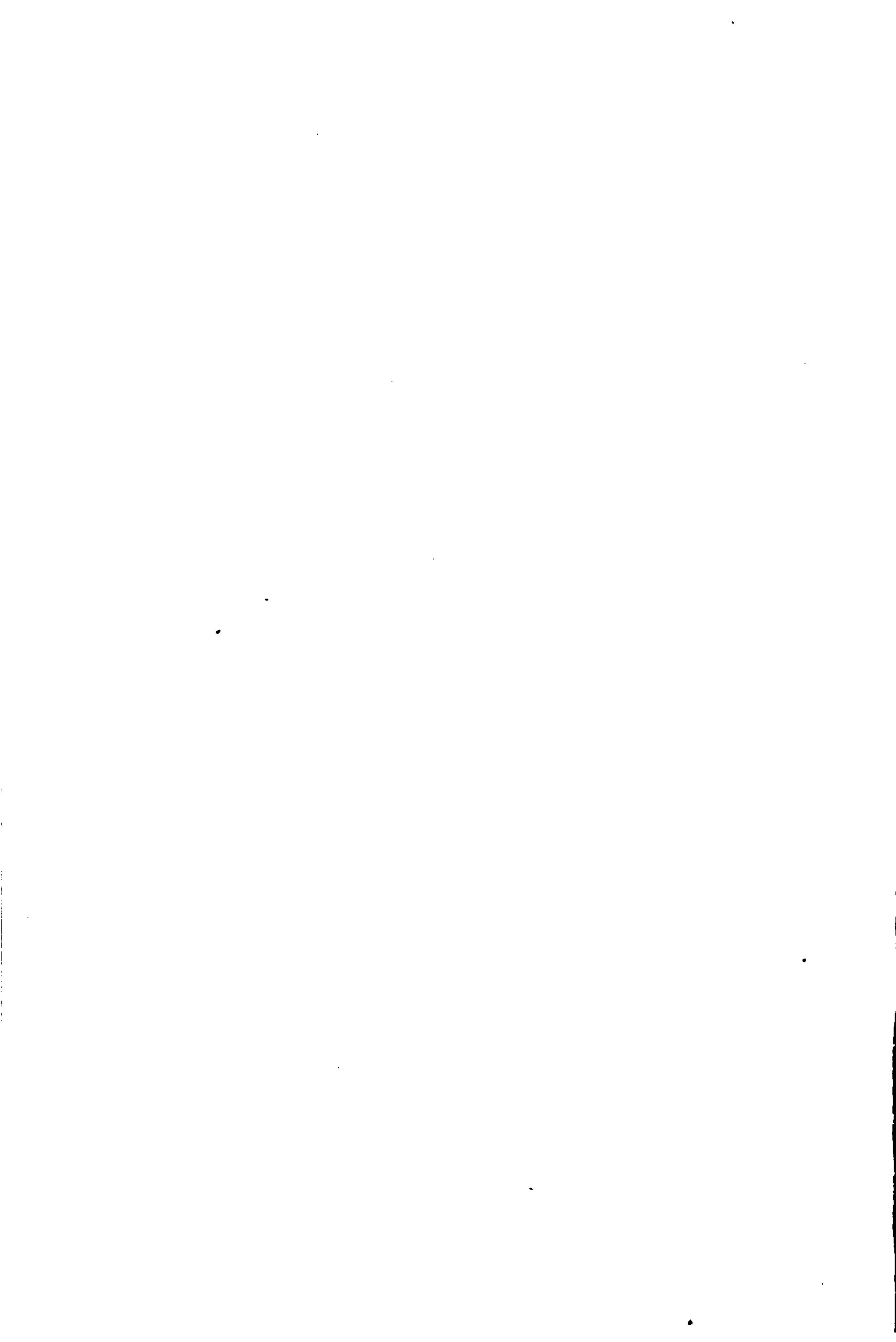


ELEMENTARY CIVICS

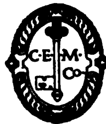
FOR THE

FIFTH AND SIXTH YEARS

BY

ARTHUR T. GORTON

PRINCIPAL IN THE PUBLIC SCHOOLS, NEW YORK CITY



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PREFACE

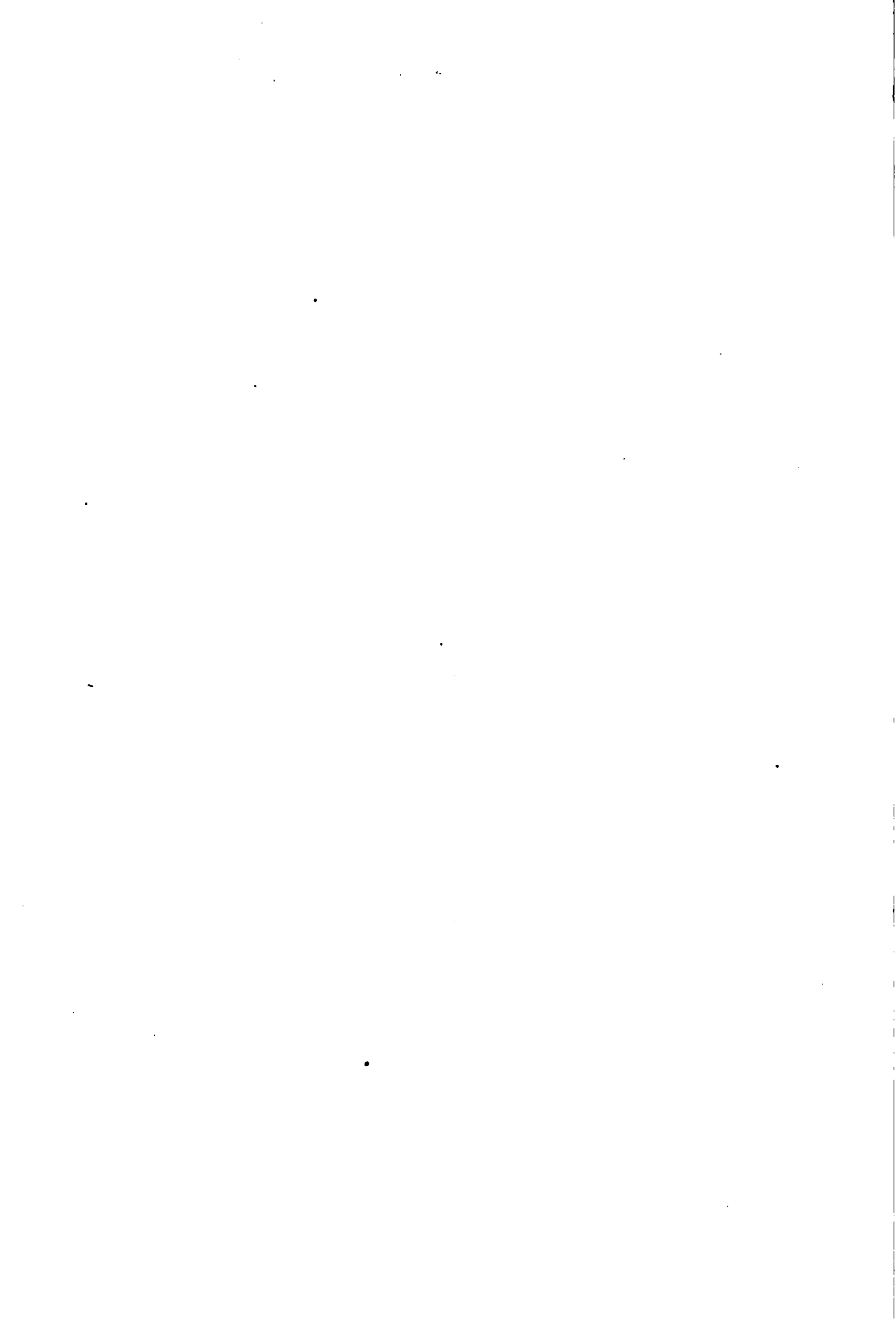
This little book in ELEMENTARY CIVICS has been written to meet the requirements of the New York City course of study for the fifth and sixth years.

These chapters proved so popular as a part of the ELEMENTARY HISTORY OF THE UNITED STATES that they are now published in a separate volume, for use in schools which are not supplied with Histories containing these civics lessons. The author hopes that it will relieve the teacher of one more burden, for it is no small matter to provide, without a text-book, the material which the course demands.

The course of study in civics for these grades is nearly ideal. It gives opportunity to obtain results in the development of the individual pupil such as is afforded by few other subjects. Proper use of this text will not only help in preparing the pupil for the future, but may be of immediate value in connection with the home life.

The text is divided first by terms and then, in a general way, by weeks, providing approximately one lesson per week.

Acknowledgment is made to Miss Olive M. Jones, Principal in the Public Schools of New York City, for her work on the text for the fifth year.



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PART ONE

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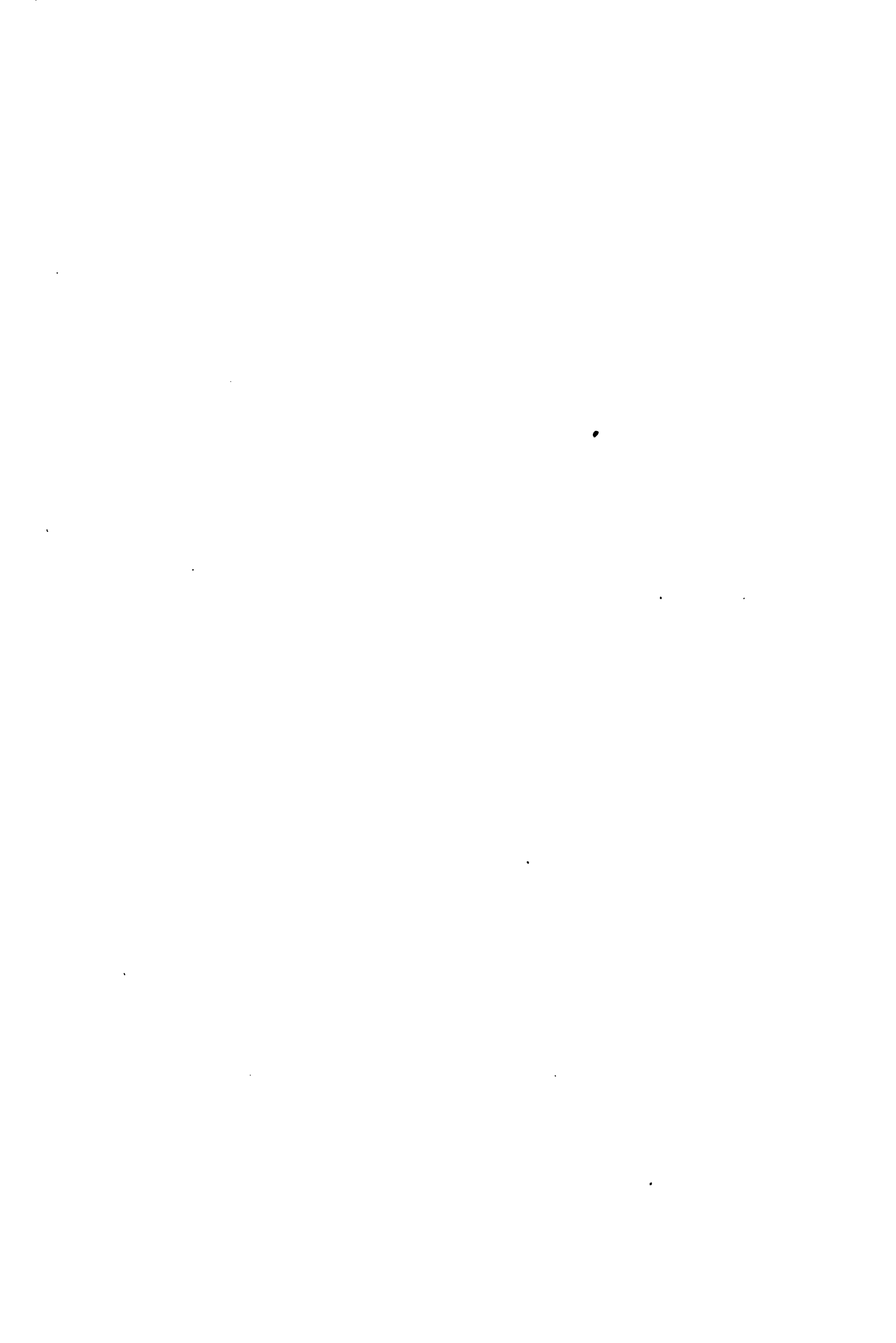


PART ONE

HOUSING THE PEOPLE

I

Conditions of Life in Country and City

In studying the history of our country, we have learned much about the whole life of the people, their wars, their home life, their occupations, their beliefs, their troubles, and all that concerns their prosperity or adversity.

History says little about the inner life of the people, the relations of neighbors to each other, their laws and the means by which these laws are enforced, their rights and duties. *Civics* treats of these subjects.

The City Mouse and the Country Mouse. Many of you have read the story of the City Mouse and the Country Mouse. It runs like this.

The City Mouse invited the Country Mouse to visit him. The Country Mouse went, and made a brief visit. The City Mouse warned his country cousin to beware of the many cats, and the traps which were everywhere and were always ready to catch any careless mice.

They visited the pantry to have a feast on some

fine cheese and cakes. The City Mouse showed what great advantages in food, dwelling, and amusements he possessed over his friend, and asked whether the Country Mouse would not much prefer to remain in the city.

"No," said the Country Mouse. "You may live in a finer house than I, and you may have more varieties of food; but you never know when you will find that food to be only a bait in a trap to catch you, or when a ferocious cat will pounce upon you. There are too many dangers to life and limb here for me. I much prefer to live in comfort where I do not have to watch every moment for a hidden danger. In my country home I may have fewer advantages in some ways than you, but I am not always in fear for my life."

The City Mouse could not understand how his visitor could prefer life in a field to life in a big city; nor could the Country Mouse appreciate how the City Mouse could prefer town life, when he could enjoy, instead, the broad fields and woods.

II

City and Country Life Compared

It is much the same with people, whether adults or children. The country-bred child cannot appreciate the conditions under which city children live. The close quarters, the small rooms, the lack of play-ground space and green fields, trees, and flowers

in the city, make the country child feel as though he were shut up in a prison. The city child, in turn, wonders how the country child can live without the excitement and variety of the city.

The Country Child's Home. The country child lives in a house, small, perhaps, but standing in an open space. It has light and air on all sides, and in every room there are windows from which he can see the grass and the trees, and through which the fresh air blows. He hears the songs of the birds in the morning and at evening. There are fields where he and his companions can run and play, and not be constantly in danger of being run over.

In the hot summer days he goes down to the creek under the trees, and bathes in the cool, clean water. In the winter he coasts down the hilly streets, which are not crowded with passing wagons, as in the city. He and his friends build snow forts and have snow battles in the yards and fields.

Everywhere and always there are countless opportunities for him to exercise his mind and body in healthful and joy-giving ways.

The City Child's Home. The city children lack all these things. For most of them, home means a single floor, and often only a part of that, in a big building with windows looking out on a street solidly built up on both sides with buildings like his own. There is no grass, and rarely a tree. Instead of the meadows and fields, he sees the dust and dirt of the street. The houses are so high that

no breeze can blow, except down the long tunnel-like street. The yard is usually a small, bare space, cemented, and containing nothing but clothespoles.

In summer the stone pavements and brick fronts of the many-storied houses gather up the heat of the sun's rays and make the air hot and close. On the floors above and below live other families, all using the small hall and stairway. Growing plants are rarely seen, and there are no trees to relieve the monotony of the view, no open spaces in which to run and play.

III

Tenement Houses

Houses such as we have just described, in which the greater part of the city's population live, are called tenement houses. The great value of land in a city makes it necessary for the owners to erect high buildings, which shall hold as many families as is possible for the ground space. Every block is built up as solidly as possible, leaving only a small space in the rear, and shafts at the sides of each house for air and light.

In some blocks in New York City there are as many as two thousand people living in tenements. In 1910 it was estimated that there were over 103,000 tenement houses in the city and that more than 3,900,000 people were living in them.

Dangers of the Tenements. The dwellers in these great houses are like the City Mouse. They have

some advantages which country people do not have, but they are also exposed to the traps and dangers of which the Country Mouse complained. Let us see what some of these are.

In the first place, plenty of clean, fresh air is absolutely necessary to physical health. The lack of it causes sickness and prevents children from growing up well and strong. But fresh air is almost an impossibility in a crowded city, where dust, smoke, and countless germs are everywhere present. Especially is this true in tenements. The more closely crowded the people are, the more impure is the air; it is used up faster, and the narrow quarters do not let the breezes blow through and sweep the air clean and fresh.

Moreover, in a house containing several families, there is almost certain to be disease of some kind, and all the occupants of the house are in danger of being exposed to it. Then, too, where people are crowded together, the dirt accumulates faster; and wherever there is dirt, there is danger of disease.

IV

The Tenement House Department

The Tenement House Law. For many years very little attention was given to the matter of sanitary houses. But in the year 1901, an act known as the Tenement House Law was embodied in the New York City charter, and the Tenement House De-

partment was created, to have entire control of enforcing the law.

This law regulates the size and the form of construction of all tenement houses, and fixes the amount of lot space that may be built upon, and the amount of yard and of court space.

It provides rules governing fireproofing and fire escapes, the number of apartments to a floor, the size of rooms, the number and size of windows and doors, the number and construction of all stairs, air shafts, and courts, and the amount and kind of plumbing.

It also requires adequate water supply and janitor's services.

Rules and regulations are provided concerning the duties of the owner and of the tenants, and any violation of these rules may be punished as a misdemeanor.

The Commissioner. The Tenement House Department is under the charge of the tenement house commissioner, appointed by the Mayor of the city. The commissioner has a large force of assistants, most of whom are appointed under the civil service regulations.

V

The Building Department

The New Building Bureau. The New Building Bureau is concerned with the new tenements and the remodeling of old ones. No owner may build a new

tenement or remodel an old one, without first submitting his plans to this bureau for approval. These plans must show the size of rooms, width of hall, size of courts and of air shafts, depth of yards, and the provisions for fireproofing, plumbing, and toilet accommodations. There must be provision for sufficient light and air, and means of ventilation.

Permits for Building. If the plans conform to the regulations, a permit is issued. From time to time, as the work of building progresses, inspectors are sent out to see that the building is put up according to the plans. In case any changes from the plans are made, the inspector orders them corrected at once, and his orders must be obeyed, or the work of building cannot continue.

After the building is completed, a final inspection is made, and if everything is satisfactory, a certificate is issued to that effect. Until this certificate has been issued, the building cannot be occupied by tenants.

The Old Building Bureau. The Old Building Bureau has charge of all buildings which have been, and are still, occupied. This bureau receives complaints from tenants and attends to them, and sees that buildings are kept in proper repair.

The city is divided into inspection districts, with inspectors in each of them. These inspectors must make a regular "house to house" canvass of the district. They record all conditions, good as well as bad, such as the condition of the walls, the dryness

of cellars, the condition of the plumbing, and whether there are a sufficient number of cans for garbage and refuse, and where they are kept.

If these reports show any violations of the law, the owner is notified to correct them at once. If he refuses or neglects to do so, he is brought into court for breaking a city ordinance.

The Superintendent. In each borough of New York City, the Building Department is under the direction of a superintendent, who is appointed by the president of the borough.

Complaints from Tenants. If a tenant complains, for example, that the owner refuses or neglects to repair a leaky roof or loose plastering, the inspector of that district examines the house. If the conditions show a violation of the law, the department sends a formal notice to the owner that repairs must be made, or he may be punished. After a few days, inspectors visit the building again to see whether the orders have been obeyed.

When conditions in a house are seriously contrary to the health or safety of the tenants, photographs are taken; and after the repairs have been completed, other photographs are taken of the improved conditions.

Duties of the Tenant. So far, we have considered the department in its relation to the tenement house owner. But its business is also with the tenants, for they have obligations as well as the owner.

The tenant must be careful of the walls and not

break the plaster. He must take care of the plumbing and not injure the pipes, nor throw into the waste pipes any material that will stop them up or damage them. He must keep his apartments clean; and be careful in the lighting of gas or fires, and in the use of matches, gasoline, or other inflammable material.

VI

Lighting City Houses by Gas

Gas. Almost all city houses are to-day lighted by gas or electricity, although many people still use oil lamps. Gas fixtures and burners are built into each room. These connect with pipes which pass through the walls and between floors until the pipes reach the street. Under the pavements of the streets, these pipes connect with still larger pipes which carry gas from house to house and from street to street.

The Gas Mains and Gas Tanks. These large pipes connect with very large pipes, called gas mains. The gas mains usually run under the prominent, wide streets of the city, as for instance in New York City, Broadway, Twenty-third Street, and Grand Street. The gas mains open out of huge gas tanks, which are situated at intervals in different parts of the city, usually along the river front in New York.

The Gas House. The gas which fills these tanks is manufactured in huge furnaces in buildings adjoining the gas tanks. These buildings are generally known as gas houses. The gas is made by burning

coal in a smouldering fire. The gas which results from this burning of coal is forced to pass into the gas tanks. The coal which remains is then sold as coke.

The Gas Meter. Attached to each burner is a stopper by which the gas can be turned on or off. We must be very careful in the use of this stopper, as escaping gas might cause death by suffocation or might cause an explosion and much damage. The gas used in each house or each apartment is measured by a meter which records the amount of gas used every time it is lit either for heating or lighting a room. In some tenement houses, the gas meter is worked by dropping a coin in a slot, a quarter at a time. In that way, the gas is paid for at the time it is used.

VII

Lighting City Houses by Electricity

Electricity. Electricity is carried into the houses in much the same way as gas is. Electric light fixtures and lamps are built into each room. Instead of pipes, such as carry gas, electricity is carried along wires. Wherever these wires are exposed, so that any one might touch them, they must be covered by some material which can not carry electricity.

Electricity Conduits. Under the pavements the wires are enclosed in pipes called conduits. These conduits are divided into compartments or divi-

sions, and several wires pass through each division. The conduits connect with the places where electricity is manufactured.

Electric Light and Power Plants. The places where electricity is manufactured are called light and power plants. The light and power plants are situated in different parts of the city, as central stations from which the electricity is distributed. Huge machines or engines called dynamos are necessary for the making of electricity.

Some buildings are so large and use so much electricity that they have their own dynamos, and make their own electricity.

The Electric Meter. To use electricity for light, we must have a special kind of lamp. Very fine wires are enclosed in glass which has been entirely emptied even of air. These lamps must be screwed into the electric fixture until the electric current passes into the wires of the lamp. After the lamp is attached, the electric current can be turned on or off by means of a stop. The electricity is measured by a meter, just as gas is.

VIII

Heating City Houses; Sewerage

Stoves and Furnaces. In many houses, the rooms are heated by burning coal and wood in stoves. Sometimes there is a large furnace in the cellar or basement, and the hot air goes up through the house

and passes into each room through a register, which is a grating in the wall.

Steam and Hot Water. Large boilers are sometimes attached to the furnaces in the cellar. From these boilers steam or hot water is forced into pipes which pass all through the house. In some of the larger rooms, coils or collections of pipes, called radiators, are placed, so that a greater amount of heat can be obtained.

Gas and Electricity. Many people use gas or electricity for heating and cooking. The pipes and wires which carry the gas and electricity into houses can be connected with stoves or heaters. The gas or electricity can be turned on in just the same way as for lighting, and is measured by the same meter.

Sewer Pipes. If you could see all the pipes that run under the pavements of city streets, you would find others besides gas pipes connecting with your house. Some of these pipes are sewer pipes. These sewer pipes connect with every sink and every toilet in the house.

Disposing of Sewage. The sewer pipes carry away all waste water and waste matter which are put into sinks or toilets. This waste matter is called sewage. It must be carefully disposed of or it will cause sickness and disease. The pipes must be tight and strong, or the dangerous sewer gas will escape from them.

Sewerage System. The sewer pipes which carry the sewage out of the houses connect with huge sewerage mains. Through the sewerage mains, the

sewage is carried under the rivers and is finally washed out to sea. The system of pipes and mains which disposes of the sewage is called the sewerage system. (Notice the difference in the spelling of the two words.)

IX

The Telephone

Telephone Wires. Not only are there many pipes entering a house, but there are also many different kinds of wires. Some of these wires carry electricity, as you have learned. Others are telephone wires, which show us still another use for electricity. By means of the electric current which passes along the telephone wires, you can speak to some one who is a long distance off and your voice will be heard and recognized.

Telephone Receiver. The telephone wire is connected with an instrument which we call the telephone receiver. It is a sort of ear-trumpet which you hold to your ear to hear sounds and words which are coming over the wire to you. There is also a mouth-piece, into which you speak. When you are not using the telephone, you must keep the receiver hanging on its hook.

A Telephone Central. The telephone wires run out of the house, partly over the roofs and partly under ground, until they connect with a building, known as a telephone central. There are many of these telephone centrals in a large city like New

York, and each one has its own name. In each telephone central, a very large number of people are employed in connecting different telephone wires according to the calls which are received.

Getting a Telephone Call. When any one wants to use the telephone, he first looks up the telephone number of the person to whom he wishes to speak. He then takes the receiver off the hook and, by speaking into the mouth piece, tells the number to the operator in the central station. The operator will then make the necessary connection and soon a voice will be heard through the receiver as it is held to the ear.

X

Public Service

Arranging for Public Service. The management of all these different things which are needed to make living comfortable in a city house must be very carefully done and carefully supervised. All of them —building, heating, lighting, telephoning—belong under the heading of public service. Education and protection from fire and disease, about which you will read later, are also a part of the public service.

Some of these matters are managed by different departments of the city government; as, for example, the Tenement House Department, the Building Department, the Department of Water, Gas, and Electricity Supply, the Fire Department, and

the Health Department. Others are managed by corporations of business men; as, for example, the telephone, the supply of gas or electricity to private houses or tenements, and the street-car service.

The Public Service Commission. Whether managed by a city department or by a private corporation, all matters relating to the public service come under the supervision of the Public Service Commission. This commission consists of five men appointed by the governor of the state.

It is the duty of this commission to see that the health and welfare of all the people in the city are cared for by proper laws and by the enforcement of the laws. Complaints of neglect, or of failure to do the work of any department or company in the right manner, should be addressed to the head of the department or company, or else to the Public Service Commission.

Expense to the City. All these arrangements for the welfare of the people cost the city an enormous amount of money. In each department a large number of inspectors must be employed in order to supervise the enforcement of the laws. There must also be a large force of clerks to keep records and examine and answer complaints. If the welfare of the people is to be properly cared for, these people must be paid good salaries, so as to secure men and women who really know how to do the work well.

Taxes. The money for this great expense is supplied to the city by the payment of taxes. Owners

of land and other property are the ones who pay the taxes directly, but everybody must really pay his share of the taxes in the prices charged for rent, food, and other things.

XI

Good Citizenship

The Citizen's Duty. It is the duty of every one to give great care to all these matters of public service, to protect all public and private property, and to obey all the laws of the different departments. We should all do this, both for our own sake and also because of the added expense to the city when laws are neglected or disobeyed. On page 16, you read about the duties of a tenant, and later you will read about other duties. All of these things must be remembered by every boy or girl who is going to be a good citizen.

A Good Citizen. What do we mean by being a good citizen? A good citizen is one who tries to do right at all times. He respects himself, obeys the laws, does not injure others in word or act, and is helpful and kind to those in need. He seeks to have others, too, obey the laws. If he knows that some one is breaking the law, he does all in his power to stop it. One who knows that the law is being broken, and does not report it or try to stop it, is considered to be guilty also.

A good citizen takes pride in his country and his

city, and he wants the place in which he lives to be clean, quiet, and orderly. He is not noisy in public places, and does not interfere with the acts of others, so long as they are acting within their rights; nor does he take or injure other people's property. He does not throw paper or rubbish of any kind into the streets, into the gutter, or on the sidewalks. He does not spit upon the sidewalks, where other people must walk, for he knows that that is one of the surest ways for communicating disease.

A good citizen will try to have only honest and competent men nominated and elected to public office. Understanding the true meaning of liberty, he works, speaks, and votes to preserve it.

Real liberty means, in a broad sense, the power to do as one wishes, just so long as one's acts do not work injury to oneself or to another. In return for the privileges of living under government, and being protected so that other people will not injure us or interfere with our rights, we ourselves must consider and respect the rights of others. The law takes everybody into consideration; it is simply a rule for securing the most good to the greatest number of people.

Our laws are made to preserve to us this real liberty. The person who understands and obeys the laws is only doing his part to preserve and insure his own safety, and promote his own welfare.

XII

WATER

Need and Use of Water. Even more than food, people need clean, fresh water. Not long ago a big steamer picked up a rowboat at sea. There had been ten men in the boat, but only four were alive and one of these was insane and died later. The three men who were saved said it was thirst which had killed all the others and that drinking sea-water had made the fourth man insane.

Doctors of medicine tell us that as people realize the need of cleanliness and use plenty of water for keeping the body, food, houses, and streets clean, the less sickness will there be and the less need for medicine.

Besides its value for drink and cleanliness, water must be obtained for other uses in a great city. You read in previous chapters about heating houses by steam or hot water. There must be plenty of water to fill the boilers from which the steam and hot water come. The power which moves many engines, elevators, and factory wheels comes from water. There are other ways in which water is used, but in a great city these three—drink, cleanliness, and power—are felt the most.

The Care of Water. An owner once complained of the amount of the water tax on a certain tenement which was part of his property. An inspector visited the tenement and found a leaking faucet in

a kitchen sink. It had leaked for months, the tenant said, but she had not bothered about it!

In another part of the same tenement, the inspector heard water running in rooms from which the tenant had moved out weeks before. He sent for the janitor and found that the people who had lived there had left the water running, but the janitor had made no effort to enter the rooms and turn it off. Here were two people to blame for a wicked waste of water: the person who left the water turned on and the janitor.

New York City is very fortunate in having a generous supply of water, but even so, it is wrong to waste it. Faucets should be turned off properly. All leaks should be reported at once; if in school, to the teacher; if at home, to the janitor or owner.

Keeping Water Pure. In an outlying district of New York City, a number of people lived one summer in small houses or bungalows built on the beach. The following winter, many of these people were seriously ill from typhoid fever. An inspector and a doctor, who tried to find out what caused so much illness, found that the people in one of the bungalows had been careless about their garbage and had allowed it to decay and drain down into the spring which supplied almost every house with drinking water. All that sickness might have been avoided if the water had been kept pure.

A few years ago, the newspapers published many directions about filtering water and many warnings

against drinking unfiltered water. At that time, the dealers in bottled springwater made large sales to people who could afford to buy water. All this happened because the regular water supply was not safe to drink. Some one had carelessly neglected his work and the water had become polluted, so that for a short time even New York City was made to understand how terrible a thing a scarcity of pure water might be.

XIII

The Water Supply

How Water is Supplied. New York City is so large that it includes, not only closely settled streets, as in Manhattan and Brooklyn, but also places which are almost like the country. These places are in the outlying districts. In some of these places, people still dig for wells or springs and pump the water up into their houses. In most city homes, however, people think or know very little about how they get water, except that it comes when they turn on the faucet.

Behind that faucet there is another of those numerous pipes which come into city houses from beneath the pavement. The pipes that bring water into each house connect, under the ground, with larger pipes, and these in turn connect with the still larger water mains. These water mains, like the gas mains you read about in Chapter VI, run under the wide prominent streets.

The Reservoir. The water mains draw water from the reservoirs, which are large places where water is stored for city use. There are several reservoirs in New York City. Two in Central Park supply the borough of Manhattan. Several on Long Island supply the boroughs of Brooklyn and Queens. Parts of the borough of the Bronx draw water from the Central Park reservoirs, and other parts get their supply from Jerome Park reservoir. These reservoirs are usually situated in beautiful parks and everything is done to keep them clean and the water pure. Walking around the lower reservoir in Central Park, a distance of about a mile, is a favorite exercise with many people.

Connected with every reservoir is a filtration system, by means of which the greater part of the impurities are taken from the water before it enters the water mains.

House Reservoirs or Tanks. Many houses have high tanks on the roofs. These tanks are really like small reservoirs of water for the use of the individual houses on which they are built. When there is such a tank on the roof of a house, the pipe behind the faucet connects with the tank, so that when you turn the faucet, the water comes from the tank, through the pipe, and out into the basin or sink. The tank is filled through pipes which bring the water up from the street pipes by means of a force-pump.

XIV

Source of the Water Supply

Source of Water. The water in the reservoirs has usually traveled long distances from the lakes and streams and rivers of country places far away. The principal sources of water supply at present are the Croton, the Bronx, and the Byram watersheds, these being used for the boroughs of Manhattan and the Bronx. The boroughs of Brooklyn and Queens are supplied with water from wells and small streams. The city does not supply all the water used in these boroughs, as some of the water supply is owned and controlled by private companies. The borough of Richmond is supplied with water from wells owned by the city.

The largest source of supply from any one place is Croton Lake, which, with the streams that feed it, is known as the Croton Watershed. The water is brought down from the Croton Watershed by means of aqueducts. An aqueduct is a huge pipe, built of brick or stone, arched over at the top. The aqueducts are built generally under the ground.

The Catskill Mountain System. Soon the water for New York City will come from a still greater distance up New York State in the Catskill Mountains. The main supply will come from the Ashokan Reservoir, which is thirteen miles west of Kingston,

New York. Three other reservoirs, the Kensico, the Silver Lake, and the Hill View, have been built to assist in collecting, storing, and distributing the water, which comes from the Esopus, the Schoharie, and the Catskill Creek watersheds.

The Catskill Aqueduct. From Ashokan the water is carried down to New York City by the Catskill Aqueduct. From Ashokan the Catskill Aqueduct extends ninety-two miles before it reaches the city limits. This part of the aqueduct is built partly in the open, partly under ground. At Storm King, the aqueduct crosses under the Hudson River to the opposite side at Breakneck Mountain. The boring of this tunnel under the river was a very difficult and wonderful undertaking.

The City Tunnel. After reaching the city limits, the tunnel which carries the water extends to Brooklyn, being built under the boroughs of Bronx and Manhattan and passing under two more rivers, the Harlem River and the East River. Many lines of pipes will carry the water to all parts of all five boroughs. Each borough will have its own reservoir, from which water will be distributed by pipes to the buildings in the city.

Cost of the Catskill Mountain System. The building of this Catskill Mountain system of water supply is one of the greatest feats of engineering and construction in the history of the world. Its cost is nearly equal to the cost of building the Panama Canal. In one season alone, fifteen

thousand men were employed by the contractors.

Price of Water Supply. All of this machinery for the supply of water must be paid for. A great many people are needed to take care of reservoirs, water mains and pipes, and filtration systems, and all of these people must receive salaries. A great many inspectors must be employed to see that water is used properly and without waste and that the laws about keeping water clean are all obeyed. There must be money to pay these inspectors. Therefore, owners of houses must pay a water-tax on each house.

The amount of this tax is decided by the amount of water used in each house, measured by a meter in very much the same way as the gas meter measures gas. Carelessness and waste in the use of water will increase this tax. Do not forget that every one who lives in a house where water is wasted pays a part of that increased tax in the price charged for rent.

Control of Water Supply. The supervision of the use of water in New York City is under the control of the Department of Water, Gas, and Electricity Supply. The arrangements for supplying the city with water, and the building of aqueducts and reservoirs, are all the business of the Department of Public Works.

FOOD

XV

Milk

Introduction. One very cold, hard winter, a few years ago, a teacher in one of the city schools noticed a boy who seemed to be so weak that he could not pay attention to his lessons. The teacher found out that for every meal for many days he had eaten only bread and coffee without milk. She took him to the nearest store to buy milk for him to take home.

In the store she became very angry because the grocer dipped the milk out of a big, open can and used a dipper which had been lying in a dirty box of onions. Do you know why she was angry?

The Milk Supply for New York City. The amount of milk used each week in New York City is so enormous that if it were all put together in one place it would make a little ocean. A report that was published in August, 1912, says that in one year 800,000,000 quarts of milk were sent into New York City. As the average price paid for milk is eight cents a quart, the people of New York City must have spent $64,000,000 for milk alone in one year.

Buying Milk. Almost all people in New York City buy their milk in a store near their homes, or have it delivered at their homes by milkmen who drive around in wagons carrying a large quantity of milk in bottles or cans. The law says that these

milkmen must keep their wagons clean and all the cans clean and covered up, and that each bottle of milk must be sealed before it leaves the milk station. The law forbids grocers or other storekeepers to keep milk in open cans in their stores or to dip milk out with dirty dippers.

Unless these laws are obeyed, dirt and germs of disease will pass into your system with the milk you drink. Some of the worst diseases, like tuberculosis and typhoid fever, have been spread among whole communities by impure milk. The Board of Health employs inspectors to visit the stores and enforce these laws; but the best way to punish milkmen and grocers who disobey the laws is to stop buying milk or anything else from them.

Bringing Milk to New York City. Both the milkman and the storekeeper must get their milk from the milk stations. There are many of these milk stations in New York City. Possibly you know where one is and can visit it. The milk is brought to the milk stations in great cans on very large trucks. Each can holds from five to ten gallons of milk.

The cans of milk arrive in New York on special milk trains very early every morning, sometimes traveling several hundred miles before they reach New York. These milk trains come from country places where there are dairy farmers who make a business of keeping cows and selling milk. Many of the dairy farmers take their milk first to factories where there are huge separators. The separator is

a whirling machine which separates the cream from the milk. The cream and the milk are bottled separately.

Value of Milk as a Food. We have told you all these things about milk because of its great value as a food. Doctors and chemists tell us that milk contains many things which are needed to feed the body:—fat, sugar, albumen, and some valuable salts, such as lime, potash, and soda. Since milk is so valuable a food, especially for babies and little folks, we must use every precaution to see that it is pure, rich, and clean.

XVI

Bread

The Bread Supply for New York City. You read in the last chapter about the poor boy who had eaten only bread for each meal. Have you ever noticed how many bakeries there are in New York City? Just think of the numbers of loaves of bread sold in each bakery every day! The same report of August, 1912, which told about the quantity of milk carried into New York in one year, says that 900,000,000 pounds of bread are sold in one year in New York City. Can you tell how many pounds of bread are sold in a week? If the average price of bread is 5 cents a pound, how much money does New York City spend for bread in a year? In a week? In a day?

Buying Bread. Do you buy your bread from a grocer or from a baker? Or is it delivered at your house from one of the big factories which make bread? Where does your grocer buy bread? Does your baker make his own bread, or does he sell bread which has been made in a factory?

The next time you go to the store to buy bread, be sure to notice where the bread is kept. Is it in a case or out on a counter? Is it covered up, or is it left where flies or other insects can track dirt and germs of disease all over it?

The law says that no food must be exposed to contamination by insects, germs in the air, or handling. Do not trade with any one who breaks this law, no matter how cheap his goods may be.

How Bread is Supplied. Bread is one of the oldest foods. The Bible often speaks of bread, sometimes by one name, sometimes by another, but always in a way to show how much it is needed and used.

Most of the bread used in New York City is made from wheat or rye. These grains grow in almost every part of the United States, sometimes on small farms, and sometimes on farms so big that they cover much more ground than New York City does.

After the grain is harvested, it is threshed and then carried to elevators, which are the places where grain is stored. From there it is then sent to mills, where it is manufactured into flour. The flour is shipped in bags and barrels to factories and bakeries, to be made into bread. A curious thing about great

cities, like New York, where such enormous quantities of bread are wanted, is that factories have been established to make nothing but bread.

Value of Bread as Food. It is just as necessary to see that bread is pure and good as milk. It contains many things which nourish the body, such as gluten, fat, starch, and sugar. Very white bread is not the best, for it contains starch almost exclusively. Graham bread is hard to digest, but "whole wheat bread" contains all the necessary parts and is the most nourishing.

Some bread bakers, unless they are watched, will adulterate their bread with other things which do not nourish the body, some of which are really injurious. These things are cheaper than flour. In some other bakeries, the ovens are not kept clean and the men employed are dirty and are allowed to do things which will make the bread dirty and impure.

The Board of Health employs inspectors to prevent all filth and impurity in bread making; but the chief responsibility rests with the people who continue to buy bread from bakers who do not give clean, pure bread.

XVII

Meat

The Supply of Meat. No wonder we are called a great flesh-eating race! In the next chapter you will find a list of foods used in New York City in

one year. Look at it. Meat heads the list, both for quantity used and for money spent on it. By meat we mean the flesh of cattle, which we call beef; of pigs, which we call pork, ham, or bacon; and of sheep, which we call lamb or mutton.

Not only do we eat great quantities of meat, but we raise in the United States enormous quantities,— so much that everybody can have all he needs and yet there is enough more for dealers to export to other countries.

The Source of Our Meat Supply. The United States is rich in farms where animals needed for meat are raised. All through the West there are great ranches where cattle are raised. There is the home of the cowboy, whose pictures and stories are so familiar to American boys. In the central part of our country, in the same places from which we get most of our corn, hundreds of people are engaged in raising pigs. Most of our sheep are raised in the West too, especially on the Western plateaus; but we do not raise sheep in such numbers as cattle and pigs. We export both beef and pork, but do not export mutton.

How Meat Reaches New York City. When a farmer is ready to sell his cattle or pigs or sheep to be killed for meat, he loads them on cars and they are sent to the great cattle markets. In these cattle markets the animals are killed and then their flesh is prepared for use as food. This preparation is called meat packing. The Union Stock Yards in

Chicago are the greatest cattle-market and meat-packing center in the world. There are other places, too, where the chief employment of the people is found in the slaughter houses or in the packing centers.

From these markets the meat is distributed by railroad all over the country. The cars which carry meat are called refrigerator cars, because in them the meat is artificially cooled, so that it can be kept fresh even for weeks. Great trainloads of these cars bring meat into New York City every day. The trucks of the wholesale dealers take the meat from the cars to the big ice houses where it is kept until sold to butchers.

Buying Meat in New York City. The butchers are the dealers from whom we buy meat. Go to some of the larger meat markets and watch the butchers handle and sell meat. They keep it in huge portions hung up in their refrigerators,—sides of beef, loin and leg of mutton, breasts of mutton, etc. Ask for a pound of chops and the butcher will ask you whether you want loin or leg. According to whether you ask for steak or for beef for roasting, he will cut the right piece from his side of beef. How much the butcher must learn about meat in order to cut it so as to satisfy people and yet sell it to advantage!

Keeping Meat Clean and Fresh. From the farmer who raises cattle to the butcher who sells you your piece of beef for roasting, every one has something

to do with keeping that piece of beef clean and fresh and fit for food. The farmer must give his cattle a clean home and good food. The men in the stock-yards must examine the cattle and turn away every one that is diseased. Every man in the packing house who handles any part of the animal as it is cut up and prepared for our use, must be clean himself and must keep the meat clean. He must be quick, too, so that the meat can go quickly into the great refrigerating rooms, where it can be kept cold and fresh. When it is packed on the cars, it must be wrapped in canvas so that no dirt and germs can reach it.

The butcher, too, has his share in keeping your meat clean and fresh. You will deserve any disease or trouble that comes to you if you trade with a butcher who sells tainted meat or who leaves meat out where people can handle it with dirty fingers or soiled gloves. There is a very severe law against selling spoiled or tainted meat, but the law is of no use unless you help the food inspectors make the butchers obey it.

XVIII

Other Foods

Amount Supplied to New York City. You have read about the quantities of bread and milk used in New York City in one year. The same report that gave us those figures shows the amount of food of

other kinds sent into New York City during the period of one year.

Beef and other meat food products, 880,000,000 lb. at 20c.	$176,000,000
Milk, 800,000,000 qt. at 8c.	64,000,000
Butter, 139,000,000 lb. at 35c.	58,650,000
Eggs, 150,501,630 doz. at 30c.	45,150,489
Bread, 900,000,000 lb. at 5c.	45,000,000
Sugar, 400,000,000 lb. at 7c.	28,000,000
Poultry	20,000,000
Potatoes, 750,000,000 lb. at 2c.	15,000,000
Fish, 150,000,000 lb. at 10c.	15,000,000
Coffee, 45,000,000 lb. at 25c.	11,250,000
Other Vegetables and Fruit.	5,000,000
Cheese, 28,956,009 lb. at 16c.	4,632,960
Tea, 5,000,000 lb. at 40c.	2,000,000
Cereals	5,000,000
Canned Goods	150,000,000
	$644,683,449

It will be interesting for you to find out where all these foods come from; the great distances they must travel before they reach New York; and the many, many people employed in providing and handling this food for New York and how they work.

Demand Cleanliness and Purity. In every case, the important things are that the handling and service of the foods shall be clean and that the foods themselves shall be pure.

Do not let your fish man sell you old or spoiled fish. Some day it may cause ptomaine poisoning for some member of your family.

Do not let your butcher sell you tainted meat or chickens. How can such food nourish you?

Do not trade with grocers who keep their sugar, salt, rice, or cereals in open boxes or jars. Who knows how much rubbish and dirt you may swallow?

The United States has many pure food laws, and the Board of Health in New York City has passed many orders against tainted and spoiled food. Both employ a vast force of people to enforce these laws and protect you. Do you protect yourself?

PART TWO

FIFTH YEAR: SECOND HALF

PART TWO

PROTECTING THE PEOPLE

I

INTRODUCTION

Not many years ago, in New York City a dreadful fire occurred, in which scores, yes hundreds, of girls and women lost their lives. Inquiry into the cause of this terrible loss of life in a fire which was not itself very big or costly, showed that there had been wicked carelessness and neglect of many things which should be done to protect people from fire.

It was in order to protect people, in another way, that a child was once excluded from school because her father would not permit her to be vaccinated. He said that he did not believe in vaccination. The school authorities, however, said that it made no difference what he individually believed, and that the *law* requires that in order to protect other children from the disease of smallpox, every child must be vaccinated before he or she can attend school.

An investigator of the Child Welfare League told in June, 1914, of finding a child only three years old shucking oysters for many hours at a

stretch in a Southern cannery. In another oyster cannery, she found a family, consisting of a woman and five children, earning at most only $3.00 in one day, for the whole family's work, and sometimes earning only 60 cents for a whole day's work.

To protect people from such wrong and unjust treatment, laws must be made, and large numbers of people must be employed in enforcing these laws. The following chapters will tell you some of the ways in which New York City is protecting its people, and will help you to understand why some laws are made.

II

Protection from Ignorance

Since many of you who read this book are probably thinking of the time when you will want to go to work, we shall speak first of the Compulsory Education Law and several other laws which are closely associated with it.

Why is Education Compulsory? There are always some children who would rather play than go to school; and there are parents who, for different reasons, will not send their children to school. Perhaps the little boy or girl can earn a small sum by working, and the father or mother, thinking more of the money that may be gained now than of the great sums to be earned by and by, will put the child to work at too early an age.

The chances are that such a child will not be so healthy and so strong physically, and of course he will not be so well developed mentally, as the child who has been trained and developed by regular attendance at school.

For these reasons the state has made laws fixing the length of time that a child must attend school, and the conditions under which he may be allowed to leave school and go to work. These laws are called the Compulsory Education Law, the Child Labor Law, and the Factory Inspection Law.

The Compulsory Education Law. This law provides that "Every child between seven and sixteen years of age, in proper physical and mental condition to attend school, shall regularly attend upon instruction at a school in which at least the six common branches of reading, spelling, writing, arithmetic, English grammar, and geography are taught, or upon equivalent instruction by a competent teacher elsewhere than at a school, as follows: Every such child between fourteen and sixteen years of age, not regularly and lawfully engaged in any useful employment or service, and every such child between seven and fourteen years of age, shall so attend upon instruction as many days annually, as the public school . . . shall be in session during the same period."

The law further says that "Every boy between fourteen and sixteen years of age" who is working, "and who has not completed such course of study

as is required for graduation from the public school, and who does not hold either a certificate of graduation from the public school or the pre-academic certificate of the regents, or the certificate of the completion of an elementary school issued by the Department of Public Instruction, shall attend the public evening schools, or other evening schools offering an equivalent course of instruction, for not less than six hours each week, for not less than sixteen weeks in each school year."

The Child Labor Law. The Child Labor Law says, "No child under the age of fourteen years shall be employed . . . in . . . any factory in this state." "No child between the ages of fourteen and sixteen years shall be so employed . . . unless an employment certificate . . . shall have been filed in the office of the employer at the place of employment of such child."

Another law, called the Mercantile Law, forbids, in the same terms, the employment of children in any mercantile business.

The Newsboy's Law. In a great city like New York, where many thousands of people are continually traveling back and forth, there is an opportunity for children to earn a considerable sum of money by selling newspapers.

It is an excellent thing for a boy or a girl to improve such a chance to help his parents by earning money in this way; but it should be done at the proper time, and should not be permitted to inter-

fere with his studies, or to injure his health by keeping him out late at night. So the Newsboy's Law regulates the age and the time of day at which children are permitted to sell papers.

This law says, "No male child under ten, and no girl under sixteen years of age shall, in any city of the first or second class, sell . . . newspapers, magazines, or periodicals, in any street or public place." "No male child . . . under fourteen years of age shall sell . . . said articles unless a permit and badge shall have been issued to him by the district superintendent of the Board of Education of the city and school district where said child resides."

The Permit and Badge. The newsboy's permit and badge cannot be issued to any boy until the officer issuing it receives, examines, approves, and places on file in his office satisfactory proof that the boy is of the age of ten years or more.

"Such permit shall state the date and place of birth of the child, the name and address of its parent, guardian, custodian, or next friend, as the case may be, and describe the color of hair and eyes, the height and weight and any distinguishing facial mark of such child . . ."

How to Obtain a Newsboy's Badge. When a pupil desires to sell newspapers, he applies to the principal of his school, who gives him a card, such as is shown on page 50. This card is filled out by the child's parent or guardian, and by the school prin-

P. S. No............ DISTRICT No............ PERMIT No............

DEPARTMENT OF EDUCATION, THE CITY OF NEW YORK

APPLICATION FOR NEWSBOY'S PERMIT AND BADGE

Name .... Date of Birth.................

Address....................... Place of Birth.................

Color of Hair................. Color of Eyes.................

Height ....feet.......inches Date......Weight......pounds

" " " " " "

" " " " " "

Distinguishing Facial Marks ....

Permit Granted.........191 ,

Re-issued...............191 ,

" " ....191 ,

Badge Returned.........191 , ...

District Superintendent

STATEMENT OF PARENT

GENTLEMEN:

I hereby make application for a newsboy's permit and badge

For..

Living at.................... Place of Birth.................

Signature.........................

Address...........................

Date................191

SCHOOL RECORD OF BOY

I HEREBY CERTIFY that..............................living at ....according to the records of this school, is........years of age, having been born............19 , and that he is now attending this school, and is of the normal development of a child of his age and physically fit for such employment, and I approve of the granting of a permit and badge to such child.

Date................191 ....

Principal P. S. No.

cipal; then the pupil takes it to the district superintendent.

The district superintendent fills out the back of the card to show the physical characteristics called for by law, and then gives the card and the badge to the child, who must sign both of them in the presence of the superintendent.

The badge must be worn conspicuously at all times by the boy while selling papers. It is good for one year from the time when it is dated. At the expiration of the year, the boy must give his old permit and badge back to the superintendent, who then gives him another for the next year.

Wearing this badge, a child may sell papers at any time outside of school hours, up to ten o'clock at night. Without such a badge, a child attempting to sell newspapers is liable to be arrested, and upon proof of his having broken the law, he may be sent to a reformatory or to some other institution.

III

Enforcement of the Laws

Officers of Enforcement. The state employs a number of men, some called truant officers and others called factory inspectors, whose business it is to see that these laws are enforced.

When a child of school age does not attend school, you may be sure that the principal of the school

school year before he became fourteen years old. It must state also that he is able to read and write simple English sentences; has learned something of reading, spelling, writing, English grammar, and geography; and is familiar with the fundamental operations of arithmetic through fractions.

Such school record must give also the age and residence of the child as shown on the record of the school, and the name of his parent, guardian, or custodian.

In New York City the child must be fourteen years old and must have completed the work of the sixth grade before the principal may issue an employment certificate. The principal must have written proof of the child's age in the form of a birth certificate, a baptismal certificate, or a passport.

Evening Schools. Even after a child under fourteen years of age has fulfilled all these requirements and obtained his employment certificate, he is not yet free from attendance at school. The law says further that he shall attend the public evening schools, for not less than six hours each week, not less than sixteen weeks in each school year until he is sixteen years of age.

When a boy fails to attend the evening school, the principal informs the truant officer, who investigates the case, and notifies the boy's employer that unless the boy is regular in attendance, he cannot remain at work.

The Compulsory Education Law applies equally

to girls, except that girls over fourteen may be kept at home, when they are needed to assist their parents in household duties.

Advantages of Compulsory Education Laws. The children to-day will be the men and women of to-morrow, and in order that they may properly consider the rights of others, the state requires that they shall be educated. Then they will be able to understand the laws, and the reason for obeying the laws, and will aid the state to suppress and punish law-breakers.

Another very important reason why children must be educated, is to prepare them to make the most of themselves when they are grown up. A man who has little or no education is not often fitted to take the higher positions which, with education, he might have held. He must do the severe manual part of the work, and for this work he will not receive as much pay as the educated man will receive. He must be contented with the plainest food, must live in small rooms, and must do without many things that the man who earns more money may enjoy.

In the third place, education develops the right kind of character. A child's character is properly developed by training him in right habits. Education teaches him to obey those who have the right to direct him, to be systematic in the discharge of his duties, to be thoughtful and self-controlled, and to fix in his mind a high standard of action which he may seek to attain.

A child so trained has every chance to be a good citizen, because he can understand the reasons for the laws, and he sees how to do his share toward making and keeping them.

Thus the state, by requiring that the children shall be educated, is protecting them and insuring their safety and advancement, and is protecting itself and insuring its own safety and advancement thereby.

IV

Protection from Disease

The Noises of the City. The noise and bustle and excitement of the city are very wearing upon the nervous system, and though we may not be conscious of it, they are constantly reducing our powers of resistance. You will get some idea of this, if you will recall any unusual occurrence, like a trip to the seashore for a day, a fire in your neighborhood, or a visit to the circus or theater. Have you noticed how much more tired you were at night afterward, and how much earlier you were ready for sleep? This is because the unusual strain has worn out the body's strength and exhausted the nervous force more quickly than usual, and the body's demand for rest makes us sleepy.

Necessity for Sanitation. Thus the city dweller is in far more danger of disease and ill health than the dweller in the open country, and it is very neces-

sary for him to watch over his health. If every one realized this and was careful to act accordingly, these dangers would be, to a great extent, overcome. But every community has many ignorant members who do not know these things, and a larger number who act in defiance of what they know they ought to do.

It is therefore necessary to have laws and regulations for sanitation, which the people must obey. Since people cannot preserve their health if they live in unhealthy homes, some of the most important of these laws relate to the erection and occupation of tenement houses. Builders, owners, and tenants must comply with these laws. Every family should have plenty of light, fresh air, means of ventilation, and proper facilities for the disposal of garbage and waste. The houses must be properly and strongly built, and must be provided with fire-escapes to prevent accidents. The plumbing must be tight, to prevent danger from sewer gas. In short, every care must be taken to make the building sanitary.

The Civics lessons in Part One tell you about the Building Department, the Tenement House Department, and other departments of the government by which the building of your home is protected by law. But after a house is built and people are living in it, much care is needed to keep it clean and healthy. This is the work of the Health Department.

V

Health Department

Officers of the Health Department. The Health Department occupies a large building at Walker and Centre streets, New York City. Its chief officer is known as the president and commissioner. There are five assistant commissioners, one for each borough.

Divisions of the Health Department. The duties of the Health Department are so numerous that they have been divided among several different sets of clerks and inspectors, each having its own director. In a previous chapter you read about how to secure an employment certificate. The giving of an employment certificate is under the care of the Division of Child Hygiene. A birth certificate, to present with your application for an employment certificate, is obtained from another division called the Bureau of Vital Statistics. There are several other divisions of the Health Department, which will be spoken of in a later chapter.

The duty of every division is to protect the people from disease and from the injuries to health which might be caused by the violation of laws.

The Division of Child Hygiene. The chief duty of this division is the protection of children from disease and ill health. One important way to protect children's health is to prevent their working

before they are old enough or strong enough. How this is done, you were told in Chapters II and III.

Another duty of the Division of Child Hygiene is to show people how to take care of their babies and little children. Among the many wise things this division has done to protect the babies is the planning for a "Baby Week," which started in 1914. Some of the ways by which the health of babies may be protected are told in the following circular, which was distributed during "Baby Week" in 1914.

THINGS EVERY MOTHER SHOULD DO

Nurse her own baby, unless the doctor advises otherwise.

Avoid weaning the baby during the hot weather.

Use only Grade A bottled milk, prepared under the doctor's direction, if unable to nurse the baby.

Keep the baby's milk on ice, and in a clean place, until ready for feeding.

Give the baby plenty of clean, cool water to drink.

Keep everything out of the baby's mouth but its food.

Keep the baby's bottle clean by washing it in boiling water before using.

Protect the home and babies from flies.

Keep the baby in the fresh air.

Keep the baby clean and on hot days give it cool sponge baths.

Dress the baby in light, loose clothing.

Keep the baby in a quiet place, and away from excitement.

Have the baby sleep alone.

Keep the bright sunlight out of the baby's eyes.

Have the baby weighed every week.

Send for a doctor at once if the baby shows any signs of sickness.

The Bureau of Vital Statistics. The duty of this division of the Health Department is to keep a record of every birth, every marriage, and every death in the city and to issue birth certificates and burial certificates. It is necessary for your protection that all of these things shall be carefully done. It is sometimes difficult for boys and girls to obtain their employment certificates because there is no evidence of their age. Careless recording of births has often made it difficult for people to prove their right to property and sometimes even to their names.

Careful recording of deaths and the requirement of a burial certificate are necessary in order that murder may not go unpunished and that contagious diseases may not spread through careless funerals and burials.

VI

Other Duties of the Health Department

Vaccination; Contagious Diseases. Every child must be vaccinated before being admitted to school, as a protection against that dreadful disease, small-

pox. No one who is, or has been, ill with any contagious disease can be admitted without a physician's certificate, stating that he is cured and will not give the disease to others. Vaccination and inspection for contagious disease are duties of the Health Department.

When contagious diseases are found by inspectors or are reported by physicians, a quarantine is established by the Health Department. The length of the quarantine differs for different diseases. The quarantine cannot be ended until the Health Department sends men to fumigate, that is, to "smoke out" or clean away all germs which might carry disease to others. While the quarantine lasts, people who live in the house must not go where they might carry contagion to others.

The establishment of the quarantine and the fumigation are the duties of the Division of Contagious Diseases of the Health Department.

School Inspection by Physicians and Nurses. The daily inspection which the nurse or the doctor makes in school is part of the plan to protect the people by preventing the spread of disease. One of the best ways, if not the very best way, to prevent disease is to keep clean. The best place for any germ to settle and begin to breed disease is a dirty skin. That is the reason teachers, as well as the school nurse, spend so much time in examining children's hair, skin, eyes, and throats, and in compelling children to keep these all clean.

The nurses and doctors who inspect school children, in order to prevent disease and dirt, are employed by the Division of Child Hygiene of the Health Department.

Public Nuisances. Another division of the Health Department has for its duties the removal and prevention of public nuisances. A public nuisance is some act committed by a few persons to the annoyance or possible danger of many other people.

Not long ago, all the classrooms on one floor of a school, and the playground also, were filled with a blinding, choking, foul-smelling smoke. The children were frightened and the teacher had to take them out into the open air. The principal of the school found that this smoke came from a bakery behind the school building and that it was caused by burning cocoanut shells in the baker's furnaces. The Health Department was notified at once and an inspector of smoke nuisances ordered the baker to stop building such fires and showed him how to build fires without creating such an unhealthy smoke.

Spitting in streets or cars or on platform floors is another public nuisance, and the Health Department should have a larger force of inspectors to punish people who do it.

Another public nuisance is throwing rubbish or garbage into the streets. Let us hope that soon both the Health Department and the Street Cleaning Department will have inspectors who will watch

for and punish the people who throw rubbish into the streets.

Inspection of Foods. The inspection of all food and of places where food is sold is another duty of the Health Department. Do you remember all that was said of this in PART ONE?

VII

PROTECTION FROM DIRT

In the previous chapter you read that throwing rubbish or garbage in the streets is a public nuisance. The collecting and disposing of rubbish and garbage is the business of the Street Cleaning Department. The work of this department is very important and very difficult and cannot be done right unless everybody helps.

How to Help Keep the Streets Clean. One way to help, the surest way to help, is to have boxes and cans into which to throw all rubbish and garbage. If you eat a banana, carry the skin in your hands until you find a garbage can. If you eat peanuts, put the shells back into the bag or into your pockets, until you find a rubbish box. It is better not to eat on the streets or in the cars at all, for it is then impossible to keep either yourself or the food clean.

A still worse habit than eating on the streets is throwing skins and other rubbish from a window

of a house or a street car. There are some streets in New York where people dislike to walk because of the dirt caused by throwing things from house windows. Not long ago a lady who was standing under an elevated road waiting for a trolley car suddenly felt something strike her shoulder and then saw that the right sleeve of her dress was stained and ruined by something thrown from the window of a passing elevated train.

Throwing rubbish or garbage out of windows or into streets is therefore a disgusting and dirty habit. It leads to disease, is harmful to other people's comfort, and makes it hard for the Street Cleaning Department to do its work.

Preventing the Accumulation of Rubbish and Garbage. Another good way to help the Street Cleaning Department in its work is to get rid of all your rubbish every day and not let it collect in great heaps in any part of your house or back yards. If you collect it every day and leave it in proper boxes and cans, men from the Street Cleaning Department will carry it away.

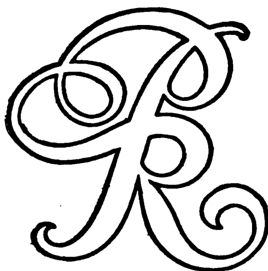
Into the rubbish box should be put all rags, old or useless papers, and trash of all sorts. Into the garbage can should be put meat bones, peelings, and all refuse matter from the table or the kitchen. Wherever coal or wood fires are used, the ashes and cinders must be kept in a third can or box or barrel.

All such cans, boxes, or barrels should have covers

so that none of the rubbish, garbage, or ashes can be scattered over the pavement.

Collecting Waste Matter. Waste matter includes ashes, garbage, rubbish, and the sweepings taken from the streets. The Street Cleaning Department of New York City has very strict rules about the collecting of this waste matter. These rules require that rubbish be tied up in bundles and that ashes and garbage shall never be mixed. The reason for these rules is that different wagons call for each of these three kinds of waste and that each of them is disposed of in a different way.

The rubbish collector goes around early in the day. He calls at doors where he sees a special sign or where he sees big bundles of rubbish properly tied together. Then he drives his wagon to the dump, which is usually on the river front.



THE SIGN FOR RUBBISH

The garbage man and the ashman drive around during the night and early morning. They must empty the cans into their carts, and if careless people have put garbage in with the ashes, the ashman must take it out. When the carts are full, they are taken to places where their contents are dumped and sorted.

Disposing of the Waste. This waste matter is really not wasted at all, but is put to many uses. If the ashes are kept separated from garbage and

rubbish, they are used for making roads and filling in ground which is swampy or low. Rubbish is carefully sorted so as to remove scraps of tin and other metals, rags, old shoes and overshoes, old books and papers, and many other things which can be made over into something new. Even garbage contains things of some value and these, too, are sold.

After everything of any use or value has been sold or given away, what is left is burned in great fires. The heat of these fires runs the machinery which provides much of the electric light and power needed by the Department of Street Cleaning.

VIII

Cleaning the Streets

Sweeping and Flushing the Streets. Besides the men employed in collecting and getting rid of rubbish, garbage, and ashes, a large force of men is needed to clean the streets. Just as in a house or a school, a large quantity of dirt gathers in the street and it must be swept up into heaps. Sometimes the broom alone will not take up all the dirt and then the street must be scraped by street-cleaning machines.

Sometimes, too, the streets must be washed in order to get rid of the dirt or to keep the dust from flying. This washing is called flushing the streets. It is done either by a cart which throws water in the street or by throwing water from a hose held in the cleaner's hands.

Collecting the Sweepings. The dirt of the streets is swept up into heaps by the cleaners and then carts come along whose drivers shovel up these heaps and carry them off in their carts. The sweepings are disposed of in much the same way as rubbish is.

The Street Cleaner's Tools. Each street cleaner who is on duty in the streets during the day has a little cart which he pushes around with him. Strapped to the cart are a can for rubbish, dirt, and refuse matter found in the streets, a water-can for sprinkling places where dirt is difficult to remove with a brush, a large brush, a short broom, and a shovel. All day long you can see him picking up, scraping together, or shoveling into his can the rubbish and garbage which careless people drop in the streets as they walk along.

Removing Snow. Winter brings heavy work to the street cleaners, for then snow and ice must be taken from the streets. It must be done very quickly, too, else it will soon turn into slush and mud and will impede traffic. This work must be done by extra help, horses, and carts, which the department engages by special contract.

IX

The Street Cleaning Department

The Commissioner. The man who is responsible for the proper carrying out of all the work you read

of in Chapters VII and VIII is the commissioner at the head of the Street Cleaning Department. The commissioner is appointed by the Mayor. He is assisted by deputy commissioners.

Sections of the Street Cleaning Department. The work of this department is so enormous that it is divided into sections, according to the various sections of the city and according to the different kinds of work to be done. Each section has its own force of men and its own officers.

Uniforms. All the men employed in the Street Cleaning Department wear badges and uniforms. The officers and inspectors wear tan-colored uniforms. The men who collect the waste matter and dispose of it wear brown uniforms. The men who sweep and clean the streets wear white uniforms and helmets.

Supporting the Street Cleaning Department. You must realize that it costs a city like New York an enormous amount of money to do properly the difficult work you have just read about. Some of the money is raised by selling waste matter, but most of it must be raised by taxation. The Board of Estimate and Apportionment carefully considers, each year, the amount of money the Street Cleaning Department must have.

As everybody helps to pay taxes in the prices he pays for rent and food, people are foolishly wasting their own money when they break the rules of this department. They are foolishly risking their own

health, too, as the chief reason for cleaning the streets is to prevent the spread of disease germs which grow very rapidly in dirt.

X

Protection from Fire

For many years people have been learning that it is better to prevent fires and so protect the people from danger than to have the most wonderful methods of putting out fires. For this reason, the Bureau of Fire Prevention has been organized as a part of the Fire Department of New York.

Fire Prevention Don'ts. This Bureau of Fire Prevention has prepared a number of "Don'ts and Warnings" for fire prevention. These are so good that it will be wise for you to read and study them well.

DON'T allow children to play with matches.

DON'T block the fire escapes, you may need them yourself to-night.

DON'T leave everything to the landlord; inspect your own house from cellar to garret and locate all exits.

DON'T throw away lighted matches, cigars, or cigarettes.

DON'T go into dark closets, bedrooms, or cellars, using matches or candles to light your way.

DON'T use insecticides in the vicinity of open flame lights. Many such compounds contain volatile inflammable oils.

DON'T use kerosene, benzine, or naphtha in lighting fires, or to quicken a slow fire—it may result in death.

DON'T use gasoline or benzine to clean clothing near an open flame, light, or fire.

DON'T use alcohol lamps, especially if made of glass; they often break and the fluid is ignited at once.

DON'T fill any lamp with gasoline, kerosene, or other oils while the lamp is lighted. Keep the burners of all oil lamps thoroughly clean.

DON'T fill kerosene lamps after dark or within 15 feet of the lights or fire.

DON'T use oils with a low flash point.

DON'T put ashes in wooden boxes or barrels. Keep ashes away from boards. Don't place them on dumb-waiters or in closets. Hot ashes will take fire by themselves as they frequently have small bits of coal mixed in with them.

DON'T accumulate rubbish in premises, cellars, or work-shops, and don't deposit such material on dumb-waiters unless it is to be removed at once; while awaiting removal, keep such material in covered metal-lined receptacles.

DON'T use candles on Christmas trees.

DON'T accumulate old beds and bedding or other trash in cellars.

DON'T keep matches in anything but a closed metal receptacle.

DON'T allow delivery boys to tie back the dumb-waiter door in cellars; by this means cellar fires spread throughout buildings.

DON'T have storage closets under stairways or near dumb-waiter shafts. Fires in these places cut off your main exit.

DON'T store oils, paints, grease, or fats in the house. Keep them outside if possible. If you must have such things on hand, use a metal box or bin with a lid.

DON'T put in the ash barrel such articles as greasy paper bags, oily rags, or waste which has been used to wipe machinery. Such articles cause many fires. Burn these things up immediately after use.

DON'T neglect to have the chimney flue cleaned once a year. You are responsible, not your landlord.

DON'T have lace curtains in the vicinity of gas jets.

DON'T leave holes in the flooring, walls, or ceiling. These enable fire to travel throughout the building, when once started.

DON'T use celluloid in the home. It is made of cotton, soaked in nitro-glycerine and camphor. This is one of the most frequent causes of fatal fires.

DON'T have short gas brackets or place them close to woodwork or near curtains. Every gas jet should be protected by a glass globe or wire cage. Swinging or folding brackets are never safe.

DON'T use gasoline, naphtha, or benzine in the home, unless absolutely necessary. They should never be used at night.

DON'T pour gasoline or naphtha down the drain. Pour it on the ground, if you must get rid of it. One pint of gasoline, naphtha, or benzine makes 200 feet of explosive vapor.

DON'T set kitchen stoves close to woodwork. Put a metal shield behind the stove. Leave a little air space behind the shield. Bright tin is the best protector if not placed right up against woodwork.

DON'T use small gas stoves or lamps on wooden tables. Place a metal protector under them. Be careful in using gas stoves, especially in lighting the oven, and, if the meat or grease takes fire, shut off the gas and throw salt, not water, on the flames.

DON'T look for a gas leak with a lighted candle or match. You might suddenly find it—to your sorrow.

WARNING

When in a place of public assembly such as a moving picture show, theater, dance hall, lecture hall, boxing club, etc., LOOK AROUND AND NOTE THE NEAREST EXIT TO YOU. In case of fire or panic WALK, not run, to that exit and do not try to beat your neighbor to the street.

SENDING IN AN ALARM

Locate the nearest fire-alarm box to your home. If it opens with a key, find out who keeps the key.

The ordinary box has no key; you simply turn the handle to the right, open the door and PULL THE HOOK DOWN ALL THE WAY AND LET GO. Wait until the firemen arrive and direct them to the fire.

If you don't know where the nearest alarm box is located, use the 'phone and ask Central for Fire Headquarters, and tell the Fire Department operator the EXACT ADDRESS of the building where the fire is.

XI

The Fireman's Duties

If a fire is started, call in the firemen just as quickly as you can. When a fire occurs, the firemen have three important duties: saving life, saving property, and putting out fires. Each fireman knows which of these duties is his and is trained to know just what different means to use for each purpose.

Saving Lives. One of the first things to be done when a building is on fire is to save the lives of people whose escape by ordinary means has been cut off by the fire. For this purpose the firemen use ladders, ropes, and life-nets. Sometimes none of these things is of any use. Then the firemen must be very quick-witted and brave.

One wonderful story of heroism tells of the fireman who flung his body across the front of a burn-

ing boarding-house, from one window on the fourth floor to the next window, his feet being held by firemen in the room. While he grasped an iron shutter-hook of the next window with one hand, a lame lady was able to pass across his body to the room where the other firemen pulled her in to safety.

Once each year the Mayor presents medals to firemen who have done acts of great heroism. Stories of their heroic deeds are then published by the newspapers and printed in the records of the Fire Department.

Putting out Fires. The best weapon with which to fight fire is water. So the firemen throw streams of water upon the fire from long lines of hose fastened to hydrants. Some of the water used to fight fire comes from high-pressure pumps, which draw the water directly from the water-mains or from the sea. Fire engines are used to pump the water into the hose, and water towers are used when the fire is too high to be reached by streams from hose held in the fireman's hands.

One of the first things the firemen do, is to try to find where the fire started, or where it burns most brightly. To do so, they often break doors and windows with axes and hatchets.

Saving Property. The firemen seek to save property by removing it from the path of the fire and by throwing water upon objects which seem to be in danger and upon houses adjoining the fire.

XII

The Fire Department's Apparatus

The Engine House. The fire engine, the water tower, the hose, the axes, and all the various means for fighting fire are called the apparatus of the Fire Department. They are kept in houses over which you see signs such as Engine House No. 9 and Hook and Ladder Company No. 12. New York is so big that many such houses are required. The firemen are organized into companies, and each company has its own engine house or its own house for the hook-and-ladder truck.

The engine is kept right in front of the door so that it can be run out promptly when needed. Some engines are still drawn by horses, although most of those now used in New York City are automobile or motor engines. When horses are used, they stand in stalls near the engine, and their harness hangs from the ceiling just over the poles of the engine.

The hose truck, which carries the great lines of hose, stands just behind the engine, its horses and harness also ready for instant use.

How the firemen slide down the poles from the room overhead; how each one springs to his position, pulling on his clothing as he goes; how even the horses understand what is wanted of them—all these are familiar to every boy and girl who has

stood around the engine-house door and watched the firemen at work.

The Hook-and-Ladder Truck. In a street near the engine house, another house is used for taking care of the hook-and-ladder truck and for its company of firemen. The various kinds of ladders, hooks, axes, hatchets—all the tools firemen need for reaching places where fire is burning and for saving lives—are stored in this truck ready for use. They must be kept spotlessly clean and free from rust.

Sometimes the hook-and-ladder truck is drawn by horses, but most of them are now motor trucks. The hook-and-ladder truck and the firemen belonging to the company are always prepared to answer every call, just in the same way as in the engine house.

The Fire-Alarm Box. On many street corners, attached to the lamp-post, is the fire-alarm box. It is painted red and the glass in the lamp above is red also. Fire-alarm boxes are set up also in many public buildings and in every public school. Directions about how to ring the alarm are printed on the box. It is hard to imagine anything more cruel and wicked than ringing the fire alarm unnecessarily.

How the Firemen Learn of a Fire. Each engine house is provided with a telegraph instrument, clocks, and gongs. Every time a fire alarm is rung from any fire-alarm box, it sounds in every engine house, but only the nearest company answers. Each

company has its own call and answers only when the gong strikes that call.

XIII

The Fire Department

The Firemen. Several thousand firemen are needed to fight fire in New York City. They are called firemen of the first, second, third, and fourth grade, according to the length and quality of their service. They are divided into companies, and each company has its captain and lieutenants, just as in the army. There are also firemen who are called engineers, because they run the engines or the water boats.

The Officers. The man who directs the work of all the firemen is the chief of the department. He is assisted by a large number of deputy chiefs and chiefs of battalions, who must hurry to fires and take charge. There is also one man whose special duty it is to take charge of the construction and repair of all apparatus.

The Commissioner. At the head of the whole department is the fire commissioner, who is appointed by the Mayor. He has several deputy commissioners as his assistants.

The fire commissioner holds a very important office. He supervises the work of all the men engaged in fighting fire and also the men engaged in the work

of preventing fire. He must study to find plans and laws for increasing our safety from fire, and he must be ready to advise the Building Department in regard to the building of houses, factories, theaters, and public buildings, so that the dangers of fire will be lessened.

The main offices of the Fire Department in New York City are in the Municipal Building.

XIV

Protection from Evil

Helping the Policeman. Fire, dirt, and disease are indeed dreadful enemies. We are proud of our firemen, who fight fire with such bravery. We know that the street cleaner, too, is working for our benefit; and we think with respect of the physician and nurse who try to conquer disease. But there is another enemy to fight—crime. There is another friend we often do not appreciate properly—the policeman.

Yet if we stop to think about the policeman's many duties, we must realize that he is a friend indeed. In the next chapter you will read of his duties. Let us see first how we can help him.

Obeying the Laws Yourself. The first and most important way to help the policeman is to do nothing wrong yourself. Grown-up people know what the laws are and can help the policeman by obeying

the laws. Boys and girls who do not yet know the laws, can help the policeman just as much, if they will remember to do nothing which interferes with the rights or safety or comfort of others. Many things which seem to be only fun are really harmful to others, like ringing false fire alarms, playing ball in crowded streets, and teasing or frightening horses. The policeman must stop all such things, whether fun or not, because he must be a friend to save people from harm and from evil.

Teaching the Laws to Others. One of the Sunday newspapers recently published the picture of a boy dressed in a real uniform, just like a policeman's, surrounded by a group of admiring children. Wearing his uniform and being admired by other children are not all this boy does, however. He is one of a number of boys who have formed a juvenile league to teach the laws to the people of their neighborhood.

The laws these boys are trying to teach other people to obey are all explained in the previous chapters of this book. The most important are the rules of the Health and Street Cleaning departments and the rule of the Fire Department that fire escapes must be kept clear.

Telling the Policeman. The third way to help the policeman—the one which will show that you really appreciate him as a friend—is to find him and tell him at once when fires or accidents happen, when street gangs are fighting, when animals have been hurt, when children are lost, or when people

are breaking the laws for health and cleanliness. The policeman usually knows the first thing to be done and can often prevent accidents or injuries from becoming serious.

XV

The Policeman's Duties

Two things will keep the people in a city happy and comfortable. One we have read about in the last chapter: that is, each one of us must remember the rights of others and obey the laws which are made to protect the rights of all the people who live in the city. The second thing is this: officers must be appointed to prevent wrongdoing and arrest persons who persist in breaking the laws. These officers are the policemen. Their duties are so familiar to us that we often fail to appreciate the policemen and to remember how hard their work is. Let us consider some of their many duties.

Directing Strangers. At the entrance to Brooklyn Bridge stands a big policeman who could tell you many funny stories about the queer questions people ask him concerning the streets and street cars of the various parts of New York. All day long he stands there, ready to tell you what car to use to go to any part of Brooklyn or Manhattan. He carries a little book which helps him when the places asked for are unfamiliar to him. All over New York you will find that the policemen are the best people

of whom to ask directions. It is one of their duties to help people find their way around this big, confusing city, and it is remarkable that most of them do it very politely, for people are often both rude and stupid.

Controlling Traffic. By "traffic" we mean the passing to and fro of wagons, carriages, automobiles, trucks, and cars, as well as people. In New York City, the traffic is so enormous that very strict laws have been made to regulate it and a special set of policemen have had to be trained to control it. These policemen are known as the Traffic Squad. You can tell them by the figure of a horse's head set in a wheel sewed on the left sleeve of their coats. Some of them are mounted policemen; they ride around on horses so as to see more easily and reach more quickly places where there may be trouble or congestion. At crowded corners, the traffic policeman blows a whistle or signals with his white-gloved hand to show in which way traffic is allowed to pass. If, when you want to cross a busy, crowded corner, you will always follow the traffic policeman's directions, you need never fear danger.

Keeping Order. Sometimes people say careless, thoughtless things about the policemen and think the men have nothing to do all day but stand around the streets and chat with people who happen to speak to them. Such talk is very ungrateful, because even as he chats with some one the policeman is on the alert for signs of disorder or the gathering

of crowds. The best part of his work is not arresting people who do wrong but warning them and preventing wrongdoing. It is because they want to keep order and prevent wrongdoing that policemen run to a crowd that gathers where there is a fire, that they stand along streets where a procession is passing, and that they will not let groups of idle men stand on street corners.

Preventing Crime. We have already said that it is more important for a policeman to prevent wrongdoing than to arrest the person who does wrong. Can you think why? The policeman is preventing crime when he watches people who are on the streets late at night or who loiter in doorways at night. He is preventing crime when he looks into the windows and tries the doors of stores and houses he passes by. He is preventing crime when he hurries to the place where he hears a loud scream of pain or an unnatural noise. He is preventing crime when he checks the driver of an automobile that is going rapidly on a street across which people are passing. He is preventing crime when he hunts out the members of gangs or unlawful companies, finds out their meeting places, and breaks up their meetings.

Enforcing the Laws. The policeman is really enforcing the law when he keeps order and prevents crime; but he is too often compelled to enforce it by arresting wrongdoers and criminals. It is then his duty to take the person he has arrested to the station house and report what has happened, to

the captain or lieutenant in charge. The person arrested then has a chance to prove his innocence or guilt before a magistrate.

One large body of police, known as the Detective Squad or Detective Force, is engaged in enforcing the laws by hunting for and arresting criminals who do their work so secretly that it has no witnesses and is unknown to the uniformed police. The stories of brave deeds done by policemen would fill several books, and some of the most wonderful heroes have been among the Detective Squad. I wish there were room here to tell you the story of Petrosini, the Italian detective, who hunted out the criminals who were frightening people by their "Black Hand" letters and doing much injury by throwing bombs. Petrosini lost his life in trying to arrest some of the worst of these wicked men, but he succeeded in finding out and telling their secrets. Only ignorant people are now afraid of them and it is easy to catch and punish them.

Several of the different departments which look after the welfare of the people in New York City have special policemen assigned to help them enforce their laws, as, for example, the Health Squad which assists the Health Department.

XVI

The Police Department

The Police Squads. You already know that the police force is divided into squads according

to different duties which require special training. Some of these squads are the Detective Squad, whose members generally do not wear a uniform but merely carry a badge; the Traffic Squad; the Health Squad, who have a special badge of their own; the Harbor Squad, who patrol the water front in small police boats; and the patrolmen or ordinary police, who wear the uniform so familiar to us all and who sometimes are mounted, sometimes go afoot.

The Police Precincts. The police force is divided into companies under the command of captains and lieutenants. Each company has its own station house and controls a certain section of the city, known as a precinct. The number on a policeman's coat tells you the number of his precinct and the station house to which he belongs. A large city like New York is divided into several hundred precincts and has several hundred station houses. The number of policemen is considerably over ten thousand.

Supervising Officers. At the head of the whole Police Department is a commissioner appointed by the Mayor. He has four assistant deputy commissioners, each of whom has a special branch of the work to supervise and arrange for. In direct charge of the different police precincts are the inspectors, about twenty in all, each having the supervision of a certain number of precincts. The main office of the Police Department is in a fine large building, known as Police Headquarters, at Centre and Broome streets.

XVII

Protecting from Idleness

Idle Hours. Every one has a certain number of idle hours, idle, that is, in the sense that the daily work is finished, whether the work is in school or office or home. Some one has very wisely said that what we do in our idle hours is a true indication of our characters.

Play and Amusement. All of us want play and amusement and it is right we should have them, for it is indeed true that "All work and no play makes Jack a dull boy." A certain amount of play and amusement is right employment for our idle hours, but nothing is so important as seeking play and amusement of the right sort and in places we need not be ashamed of. The city authorities recognize this and much has been done to provide places for recreation.

Theaters, Libraries, and Museums. Many people enjoy the theater best as a means of recreation, and New York has very many places for this form of enjoyment, ranging from the opera house, where the music of the greatest composers can be heard, down to the hundreds of places where moving pictures are shown. This last form of amusement must be carefully chosen, as New York unfortunately has places where the moving pictures do much harm and put wrong notions into young people's minds.

Books give the greatest pleasure to many people in idle hours, and those who can afford it like to buy and collect books. Large libraries supply books to people who cannot buy them, and it is a wonderful sight to see hundreds of people reading in these libraries or taking books home from them. One of the first things young people should do, when they are old enough, is to join a library and acquire the habit of reading.

New York is also rich in museums where great collections of beautiful and curious things are kept. The two most important are the Museum of Art and the Museum of Natural History. In these two places many of your idle hours can be most enjoyably spent.

XVIII

Parks and Playgrounds

The Need of Parks. Because fresh air and sunshine are essential to continued good health, and are important in preventing and fighting disease, the city tries to compensate its inhabitants for the lack of light and air in its streets, by establishing public parks in various parts of the city where they are most conveniently reached.

To these breathing-places the people can go, when they desire to get away from the noise and bustle and dirt of the crowded streets. We need to see the green grass and flowers, to enjoy the beauty

and shade of the great trees, to breathe the clean air filled with the odor of growing things, or we become tired and discouraged.

When New York City was young, there was little need for parks, because close at hand were deep woods, broad meadows, and country lanes leading out from the close streets to the more open spaces, and to the smaller hamlets and villages, where there still remained trees, grass, and flowers. But as the city spread its limits, the fields and forests little by little gave place to paved streets lined by brick or stone houses, until the distance from the city to the country became too great for frequent journeys, by the slow means of travel then existing. You must remember that at that time—not so very long ago—the most rapid means of traveling in the city was by the slow horse cars, and even these were mainly confined to the business sections.

Attractions of the Parks. In the parks are to be seen trees, great and small, shrubbery, flower beds with their gorgeous display of colors, great stretches of green lawns, beautifully arranged walks, fine boulevards for driving, riding paths for those who enjoy horseback riding, lakes with boats, and pavilions, museums, menageries, playgrounds containing swings and merry-go-rounds, and grounds for baseball, cricket, golf, tennis, and other outdoor games.

For the student, there are collections of shrubs, trees, and flowers, carefully labeled, collections of

animals and fish, and vast and important museums of specimens.

Duties of the Citizen. We must remember that the parks are for the use of everybody. They are maintained by the city for our own enjoyment, but they are also for the enjoyment of other people, so we should do nothing that will lessen the pleasure of others who visit them. The officials are there to keep everything as beautiful as they can for us and we should help them to care for the statues, buildings, benches, lawns, and everything else in the park.

It may seem a very small offense to throw a piece of paper on the walk or to pick a pretty flower; but stop a minute and think what a sad-looking place the park would be if every one did such things! We should not break the plants and shrubs, nor make marks on seats and walks, nor throw waste material about, but we should help to keep everything clean and neat.

Visiting the Parks. The parks are for our benefit and are free to all. We should visit them as much as possible, not only to show that we appreciate them, but also to secure the health-giving benefits and the educational values that are offered to each of us in the varied material of every kind, gathered from the ends of the earth for our study and enjoyment.

Recreation Centers and Playgrounds. There is no place for a large portion of the city's children to amuse themselves except in the streets. They have

no opportunity to get the exercise and the fresh air which are necessary to health and comfort.

The city has therefore provided recreation centers and playgrounds, scattered throughout the densest portions of the city, on piers at the riverside, on the roofs and in the playgrounds of school buildings, and elsewhere. These recreation centers are open about ten months of the year; and the playgrounds are open during the summer months. Each is in charge of a director, and instructors are provided, to teach and direct the games and dances.

The recreation centers are for persons over sixteen years of age, and are open evenings from half-past seven to half-past ten. The playgrounds are for those under sixteen years of age, and are open from one to half-past five.

PART THREE

SIXTH YEAR: FIRST HALF

PART THREE

THE MANAGEMENT OF OUR CITY

HOW OUR CITY IS MANAGED

I

We have learned in previous grades how we secure the things which we need in our daily life, such as food, water, and shelter. We have seen how each of us has responsibilities in protecting ourselves and others against impure food and tainted water, and against wastefulness in all things. Then we learned how the city protects us from fire, crime, and disease, and provides us with opportunities for recreation and exercise.

Now we shall study how the officers of the city who are elected by the voters manage the affairs of the city for us. This will show us how important for our own good it is that the voters should elect capable men to the important offices of the city.

In order to understand the government of the city, we must remember that New York City is divided into five boroughs—Manhattan, Bronx, Brooklyn, Queens, and Richmond.

The City Charter. The government of a city is based upon a charter which is granted to the city by the legislature of the state. New York City has a

charter which is intended to meet the special conditions in this, the greatest city in the United States. Under the provisions of this charter we are able, through our elected officers, to rule ourselves with far more independence of the state government at Albany than the smaller cities or towns of New York State.

The Mayor. The highest office in the city is that of the Mayor. He is elected by the voters of the city for a term of four years at an annual salary of $15,000.

The Mayor has a great many important duties. The most important are to see that the laws and ordinances are carried out, to appoint heads of most of the departments which look after the business of the city, and to see that these departments are efficient.

The Mayor appoints the heads of the Police, Water, Fire, and Street Cleaning Departments, of which we have already studied. He also appoints the Board of Education, the heads of the Departments of Health, Parks, Taxes and Assessments, the commissioner of licenses, and the chamberlain. He may remove these officers when he thinks it for the best interests of the people, except the members of the Board of Education.

The Mayor has the right to veto laws passed by the state legislature in regard to New York City. This veto power is intended to protect the city from laws which may be injurious to its interests.

These responsibilities make the Mayor a very busy

man, and his office in the City Hall near the Manhattan end of Brooklyn Bridge is a very busy place.

The Board of Aldermen. The legislative department of the city is the Board of Aldermen. This board is composed of (1) a president, who is elected by the whole city; (2) the five borough presidents; and (3) one man from each of the seventy-three aldermanic districts. The aldermen are elected by the people for two years. There are thirty-seven aldermen from Manhattan, seven from the Bronx, twenty-two from Brooklyn, four from Queens, and three from Richmond.

This board has power to control local government through ordinances or resolutions which, after they have passed the board, must be signed by the Mayor. Meetings are held once a month, except August and September, in the City Hall, Manhattan.

The president of the Board of Aldermen presides over its meetings. When the Mayor is absent, the president of the board becomes Acting Mayor, and some other member of the board is then chosen to be its acting president.

The president of the board is also a member of the Board of Estimate and Apportionment.

II

Borough Government. Each borough has its own local government and attends to its local affairs, such as the condition of streets, sewers, and buildings.

The Borough President. The borough president is the chief executive of the borough. He is elected by the people of the borough for four years. He is a member of the Board of Estimate and Apportionment. He appoints all heads of departments, is responsible for all public works and improvements in his borough, and must make an annual report to the Mayor. His office is in the Borough Hall.

The president of each borough appoints a commissioner of public works and heads of departments for the various general public affairs, such as highways, buildings, and sewers. In the boroughs of Queens and Richmond the president has charge of cleaning the streets.

Local Boards. For the purpose of providing for local improvements, the city is divided into twenty-seven districts. Each district has a local board consisting of the president of the borough and the aldermen from that district. When this local board decides upon a local improvement, it must send a copy of the resolution to the Board of Estimate and Apportionment, which must either accept or reject it. The power of the local board does not apply to improvements costing more than $500,000, unless the Board of Aldermen approves of such improvements.

III

Board of Estimate and Apportionment. This board is in many ways the most important of all the city departments. It is made up of the Mayor, the

comptroller, who is head of the Finance Department, the president of the Board of Aldermen, and the presidents of the boroughs. The votes of the Mayor, the comptroller, and the president of the Board of Aldermen count as three votes each. The votes of the presidents of the boroughs of Manhattan and Brooklyn count as two each, and those of the presidents of Bronx, Queens, and Richmond as one vote each.

The heads of all the departments make up each year, before the first of October, an estimate of the money needed by them for the coming year. The Board of Estimate, as it is usually called, examines these estimates and decides how much to allow each department. Between the first of October and the first of November, the board combines these estimates into what is called the Budget.

When this Budget is completed, it is submitted to the Board of Aldermen, which may reduce any of the amounts not fixed by law; but it cannot increase any of them nor insert any new items. If the Board of Aldermen reduces any item, the Mayor may veto the reduction. Unless the Board of Aldermen repasses the reduction by a three-fourths vote, the amount remains as originally submitted.

The Board of Estimate attends to the making of public improvements. It also provides for the issue of city bonds and for their payment. When it is proposed to build subway, elevated, or street car lines, or to carry on any other enterprise which ne-

cessitates the use of city property, the Board of Estimate gives a franchise or permit. The city is paid for this franchise by those who receive it. These franchises are for twenty-five years with the privilege of renewing them for another twenty-five years. In the case of a tunnel, the first franchise is for fifty years.

IV

Taxes. To run the various departments of the city a vast amount of money is needed, and the people must provide it. The money which the people pay is called a tax. The taxes which must be raised in the city each year consist of the state taxes and taxes for local affairs and improvements.

The state each year notifies the city officials of the amount of money which the city must pay to the state. The Board of Estimate decides upon the amount of money that must be raised for city purposes for the year. The total of these two amounts is the amount of tax which must be raised in the city.

The Board of Taxes and Assessments. This board is composed of seven members appointed by the Mayor, one of whom is appointed as president. To assist in its work, this board appoints forty or more deputies.

This board is notified by the Board of Estimate how much money is needed. It decides annually the value of all taxable property, real and personal;

this is called assessing the property. The amount to be raised is then divided by the amount of taxable property. The result is the tax rate. All persons interested are duly notified that a hearing will be given to any one claiming that his property is assessed too high. This hearing determines whether a correction is necessary in his case.

After all corrections have been made, a list containing the name of every person, the amount of property upon which he must pay taxes, and the amount of the tax, is made up and delivered to the Board of Aldermen. The president of the board delivers this list to the receiver of taxes, who begins to collect the tax. Before he does so, he must publish due notice in the papers.

All taxes not paid within a given time are charged against the property, and if after a reasonable time the taxes are not paid, the property may be sold to pay the debt. A person who does not pay his taxes cannot give a clear title to the property upon which the taxes were assessed, and hence cannot sell it.

Department of Licenses. In addition to the money raised by taxation, a large amount is collected each year from the sale of licenses to carry on certain kinds of business.

The Department of Licenses controls all licenses except the all-night privileges, which are under the charge of the Mayor. At the head of this department is a commissioner with two deputies. The headquarters of the department are in Manhattan, and

there are branches in the boroughs of Brooklyn, Queens, and Richmond.

This department controls the licensing of public taxicabs, hack-drivers, street stands, pushcarts, hand-organs, bowling alleys, motion pictures, dance-halls, public porters, pool parlors, pawnbrokers, employment and theatrical agencies, lodginghouses for the unemployed, street preachers' licenses, theaters, and professional ball games.

The commissioner of licenses also has supervision over the City Employment Agency, a new department organized in 1914, to aid the unemployed to secure work.

THE COURTS

V

The Courts. We have read, in our earlier study of Civics, why laws are needed to protect and advance the liberties of the people. Now we shall learn something about how these laws are put into effect.

The officer whose business it is to see that the provisions of the law are properly applied, is called the judge. The place where the judge sits to hear complaints and to decide upon matters of law is called the court. The judge himself is often called "the court." We depend upon the court to uphold the law and to preserve our rights.

If a man does something against the laws of the state or city, he commits a crime. If he is accused

and arrested, he is tried before a judge. The district attorney is the lawyer who conducts the case for the people against the criminal.

A case in which the state and city are not interested, but in which one person seeks justice from another through the court, is called a civil suit. Suppose two men have a dispute over the ownership of certain property. They may go to the court and place the matter before the judge. Each has a lawyer to see that his side of the dispute is fully presented. The judge calls the case to trial. Let us go into the courtroom and see just how the trial is conducted.

The Courtroom. In the front of the room, behind a large desk, sits the judge. At his right and a little in front is another desk for the clerk of the court, who keeps track of the cases coming before the court, and who administers the oath to the witnesses.

At our right as we face the judge, and extending from the judge's desk along the side of the room, we see twelve chairs, in a space which is called the jury-box. These chairs are for the jury, twelve men chosen from among the citizens to decide the case. On the opposite side of the room and facing the jury are the seats for the witnesses, who are to tell what they know about the disputed matter.

In front of the judge's desk, and occupying the railed-in space between the jury-box and the witnesses' seats, are tables and chairs for the use of the lawyers who are to try the case. Between the judge and the jury is the witness-box, in which the witness

sits while giving his testimony. In front of the witness is the desk of the court stenographer, who writes everything that is said in the court.

As each witness takes the chair, he swears "to tell the truth, the whole truth, and nothing but the truth." This is called taking the oath.

Testimony. The lawyer for each side calls his witnesses to the stand one by one, and by questions leads them to tell what they may know about the case. When this lawyer has finished examining the witness, the lawyer of the opposing side questions him about the testimony he has given, in order to correct any mistakes or false statements that he may have made. This is called cross-examination. A court has the power to command any person to appear as a witness, or, as it is legally termed, to subpœna a witness.

How the Case Is Decided. During the trial, it is the duty of the judge to see that the trial is properly carried on and that each side receives fair treatment. After the lawyers have finished with their witnesses, each lawyer sums up his case and endeavors to show that the evidence proves the truth of his client's claim. The judge then "charges" the jury what the law is in the case in dispute, and explains to them the limit fixed by law for the verdict in that kind of case.

The jurors retire to the jury-room, discuss the evidence, and after they have come to a decision in which all agree, return to the courtroom and inform

the judge of their verdict. If this verdict is not accepted by the disputants, the case may be appealed to a higher court.

If the jurors are unable to agree upon a verdict, they are dismissed, and the case may be tried again before another jury.

VI

The Jury. Every person accused of a crime has the right, granted him by the Constitution, to a trial by a jury of his peers.

The jury is chosen from a list of the names of voters, made up annually. Upon this list is placed every citizen's name, unless for certain reasons he is excused by law from jury duty. Clergymen, lawyers, firemen, and school-teachers are exempt from jury duty.

The case is heard by the jury, which is aided by the judge in the taking of the testimony.

In minor courts where there is no jury, the judge decides the case himself; but either party to the action may appeal to a higher court and demand a jury trial.

The Witness. Any person who has knowledge of a case on trial before a court may be subpœnaed to appear before the court and state what he knows. If he does not obey the summons, or subpœna, he may be arrested and punished for his disobedience.

Witnesses are paid a small fee for their attendance

at court, but, as this is a public duty, the payment is insignificant. It is intended merely to pay the necessary expenses of the witness while in court attendance.

The Nature of an Oath. Unfortunately there are some people who cannot be depended upon to tell the truth at all times. For this reason, when a person is called into court to give testimony in a case, he is put upon his oath to tell before God, "the truth, the whole truth, and nothing but the truth." A person who might otherwise be inclined to state as the truth, what he knew to be false, would hesitate to do so when placed under such an oath.

False statements in court might do a great deal of harm, and so the law provides a penalty for false swearing, or perjury. The offender may be fined or imprisoned.

VII

City Judicial Departments. The courts of New York City are of four classes: (1) the City Court; (2) the Court of General Sessions; (3) the inferior courts consisting of the Court of Special Sessions, the Children's Court, and the Municipal Courts; and (4) the City Magistrates' Courts. Each of these courts has its special duties. Certain of them try only cases involving property rights, while the others try criminal cases.

The City Court. The City Court consists of a chief justice and nine associate justices, elected by

the people of New York County for ten years each, at annual salaries of $12,000. These courts try civil suits involving sums up to $2000.

The Court of General Sessions. The Court of General Sessions consists of seven judges elected by the voters of New York County for fourteen years each, at annual salaries of $17,500. Criminal cases, including those punishable by death, are tried in these courts.

Both the City Courts and the Courts of General Sessions correspond to the County Courts in New York State.

The Court of Special Sessions. The Court of Special Sessions consists of a chief justice and fourteen associate justices. These are appointed by the Mayor for terms of ten years, at salaries of $9000 for the associate justices, and $10,000 for the chief justice. These courts try small criminal suits without a jury.

The Children's Court is a part of the Court of Special Sessions, one of the judges of which presides over it. We shall study more about this court later.

The Municipal Courts. The Municipal Court consists of forty-five judges, distributed among twenty-four city districts, elected by the people of the districts. They serve for ten years each at salaries of $8000, except in the boroughs of Richmond and Queens, where the salary is $7000. These courts try civil suits where the amount does not exceed $1000.

VIII

The City Magistrates' Courts. The City Magistrates' Courts are divided into two divisions, each with a chief justice and sixteen associate judges: one division of sixteen justices in Manhattan and the Bronx; a second division of sixteen justices divided among the remaining three boroughs, ten in Brooklyn, four in Queens, and two in Richmond. Whenever it is deemed necessary, the board may create new courts and the Mayor may appoint associate magistrates, provided the Board of Estimate and Apportionment votes the necessary money.

The judges of these courts are appointed by the Mayor for terms of ten years at salaries ranging from $7000 to $5000; the chief justices get $8000. These courts bear about the same relation to the city that the courts presided over by the justices of the peace do to the town. They have jurisdiction over all the lesser criminal offenses.

The Children's Court. In a city as large as New York, there are so many cases in which children are the defendants, that special courts are provided, and special judges are assigned to try the cases. These courts are called the Children's Courts, and all cases in which children are concerned are brought before them.

The great majority of these cases are for minor offenses against the laws, such as playing ball on the

streets, "stealing" rides on the ends of street cars, and truancy cases. The judge has the power of suspending sentence in these cases. He may release the child under the charge of a probation officer, or may send him to certain institutions where his bad habits may be corrected. These institutions are the Reformatory and, in the case of truants, the Truant or Parental Schools, which the Board of Education conducts.

No child, however, may be brought before the court for truancy, unless the district superintendent has first adjudged him an "incorrigible and habitual truant;" or unless the parent, guardian, or custodian of the child refuses to consent to the superintendent's order sending the child to a truant school.

Parole. A truant may be placed on parole, which means that he gives his word to attend school regularly; or he may be sent to one of the Parental Schools for a given time. In these schools the pupil follows the regular school course, and in addition is given extra manual training. He sleeps, eats, and studies in the school.

When a pupil is placed on parole, he is given a card which he must have filled out by the principal of the school that he attends, so as to show his attendance and deportment. The pupil must take this card to the court, and after a reasonable time, if the record is satisfactory, he is released from parole.

THE DEPARTMENT OF HEALTH

IX

Department of Health. In a great city where the people are crowded together, there is always danger from the spread of disease. The buildings are close together and so large that the sunlight and air cannot do their ordinary work of purifying and cleansing.

There are many diseases which spread rapidly under such conditions, and the utmost care is necessary to protect the people from serious sickness. People are careless of little things which are necessary to the preservation of health. Bad odors caused by the accumulation of filth, or insufficient ventilation, poison the air. Unwholesome food, kept too long, is sometimes offered for sale by dealers. Milk dealers sometimes water the milk they sell, or attempt to keep it from souring by the use of preservatives which are injurious to health. Accidents may occur because of carelessness in leaving unprotected openings in the street or sidewalks, or because necessary repairs have not been made.

It is the duty of the Department of Health to guard against such things as these. Rules are made which every citizen must obey and these rules form the Sanitary Code, or general health laws of the city.

Inspection. To enforce this code, inspectors are sent into every part of the city. Wherever they find

any unsanitary conditions or any violation of the law, these inspectors order the premises to be cleaned, or repairs to be made. There is a squad of police attached to this bureau to enforce the orders of the inspectors. You may recognize them by the three bars with the flag under them, on their sleeves.

The rules of the Sanitary Code are printed and distributed free of cost, to any who may ask for them. Every citizen is expected to know these rules and should not only obey them himself but see to it that others do so too.

Some of the Rules of the Department of Health. One of the rules of the Department of Health is that no one may spit on the sidewalks, or on the floors of public buildings, cars, or workshops. Another rule requires all city railway companies to clean their cars every day.

No person is permitted to carry dirty clothes on any car, because of the possible danger from contagious disease.

Whenever there is a case of measles, scarlet fever, smallpox, or any other contagious disease in a house, the attending physician is required to notify the Department of Health at once. The family are quarantined, a notice is placed on the house, and if the disease is very serious, like smallpox, the patient is taken to the city hospital for contagious diseases on North Brothers' Island. When the disease is ended, the Department sends an inspector to fumigate the house.

Value of the Department of Health. As a result of the work of this department of the government, the death rate has fallen from 16 per thousand in 1909 to 13 in 1913, and is still falling. This means, when applied to the whole population of the city (5,000,000), that 15,000 more people died in the city in 1909 than in 1913.

As a result of the Department work for pure milk, the lectures given on the care of babies, and the pure milk stations, the number of deaths of babies in ten years has fallen from 181 per thousand to 105, a saving of 330,000 babies' lives.

During recent years the Division of Food Inspection has annually condemned 2,000,000 pounds of meat and 17,000,000 pounds of fruit, fish, and other foods.

In 1913 it cost $36,000,000 to run this department and give the people this protection.

Examination of School Children. The medical examination of school children comes under the Division of Child Hygiene. Each school is visited each day by a medical inspector and a nurse. During the year 1912, inspectors and nurses made 279,776 visits to the homes of school children.

The medical inspector, at regular intervals, examines the eyes and ears, the nose and throat, the skin and hair of every school child. He also makes an examination of every pupil sent to him by the teachers, and if a child is found to be ill, he is sent home to be treated by his own doctor. A card is

filled out stating what illness is suspected, and if the case is one requiring only home treatment, the parent is advised what to do.

THE DEPARTMENT OF EDUCATION

X

The Church and the Schoolhouse. In the beginning of our country's history, just as soon as the settlers had built their homes, they lost no time in erecting a church. After that they built a schoolhouse, generally near the church, and provided a teacher, so that every child might be educated.

What Children Should Learn. As the people moved farther and farther into the wilderness and settled new sections, they carried with them the same idea: that a church and a school must be provided. They believed that every child should learn to read, to write, and to solve simple problems in arithmetic, so that when he was grown up, he should be better able to provide for himself, and for others who might be dependent on him.

Not much more than this was taught in those early schools; but as time has passed, many more studies have been added, and people have found that something more than "the three R's" should be taught in school. Children ought also to learn to understand and obey the law, to be considerate of the rights of others, and to form and maintain good habits in all respects.

These are the things that the schools are trying to do for boys and girls—developing the mind and the body, showing children what it is to be good citizens, and teaching them those things which will enable them to be self-supporting.

Support of the Schools. Our schools are supported by the state and the city. The money needed to build, furnish, and take care of the schoolhouse, to warm it in cold weather, and to supply books, paper, pencils, and whatever is necessary, is raised by taxation.

Every one who owns property or pays rent, pays a part of this sum. If your father pays rent, he has to pay the landlord more than he would if there were no schools, because the landlord must pay taxes on his property, and part of these taxes are used to support the schools. If there were no schools, the owner of the land and the building where you live would not have to pay so large a tax, and would not need to charge so much rent.

So you see that everything about the school—the buildings, the furniture, the books, and all that is used in the schools—has to be paid for by your parents. The expenditures for the schools amount to more than $38,000,000 each year. When you grow up, you too will have to pay your share.

Care of School Property. When school property is treated carelessly, the furniture injured, the books misused, or any kind of damage done, every one suffers, for every one has to help pay for other things

to take their places or for repairs—your parents among the rest. Everything about the schools belongs to all the people, and the fair thing is for each person to do his part in taking care of them. It is your duty to prevent damage to school property as far as you can.

The Object of the Schools. You must not forget that the schools are provided for your benefit, in order that you may learn the things which will help you to become a good and happy man or woman, to earn a livelihood, and to help make our country a good one in which to live.

XI

The Teacher. Your teachers have spent many years in learning how they can help you in the best and quickest way. They are trained for their work, just as a lawyer or a doctor is, so that they may know how to develop your minds to the greatest degree, teach you what is necessary for you to know, and train you to be good citizens.

You see, then, that the teacher is your friend and is employed to help you, so that you should try your best to do what he or she tells you to do.

The Parent. Your parents often deny themselves many things which they would very much like to have, in order that they may keep you in school. But when you have received your education, you can go out into the world and help them by earning

all, or a part, of the money needed to feed and clothe you and to supply your numerous wants.

The Principal. Just as the teacher instructs you, and is responsible for the order, management, and progress of your whole class, so there must be some one who shall be responsible for the instruction, the discipline, and the management of all the classes in the school. Can you tell who this is?

The Superintendent. In large towns and cities, there are many schools, and so there must be some one to manage them all. It is important that the same subjects should be taught and the same order in teaching followed in all the schools. Then when a pupil moves from one part of the city to another, he will be able to enter the new school without losing time. It is the superintendent who attends to this general management of the schools.

School Districts and District Superintendents. In New York City there are so many schools that the city is divided into districts, and each district has its district superintendent.

The district superintendent must see that all the schools in his district are teaching what the law requires, and that all the children of school age attend school. If a child plays truant, or if a parent keeps a child at home when he ought to be in school, the district superintendent has the power, and it is his duty, to enforce the law requiring school attendance.

The City Superintendent and Associate Superintendents. Over the district superintendent, New York City has associate superintendents, each of whom manages the affairs of several districts. These associate superintendents are the assistants of one still above them—the city superintendent, who directs the entire school system, carrying out the orders of the Board of Education, and suggesting to the board the best methods of conducting the schools.

The Local School Board. In each district there is a local school board, which is composed of the district superintendent, a member of the Board of Education, and five men chosen by the president of the borough.

The duties of this local board are to visit and examine the schools, to report to the Board of Education about them, and to make recommendations for improving them. It also selects and recommends to the Board of Education sites for new school buildings, when such are needed.

The Board of Education of New York City. The Board of Education is composed of men chosen by the Mayor to manage the educational affairs of the entire city. They serve without pay.

It is their business to conduct and manage all affairs relating to the schools: to decide what the schools shall teach, and how the school money shall be spent; to elect the city superintendent and the associate and district superintendents; and to employ the teachers.

THE DEPARTMENT OF PARKS

XII

Department of Parks. The Department of Parks is under the supervision of three commissioners appointed by the Mayor. One commissioner supervises the parks in Manhattan and Richmond, and acts as president of the board. One supervises the parks in the Bronx and the third the parks in Brooklyn.

Under these commissioners is a very large force of men who care for the parks. There are gardeners who understand all about plants and flowers, naturalists, keepers for the animals and birds, curators and scientists for the museums, hundreds of park custodians and workmen to keep the roads, houses, and benches in good order, and drivers and cleaners, besides the clerks who attend to the office work of the commissioners. These men are employed under civil service rules and hold their positions during good behavior.

Duties of the Park Board. It is the duty of the Park Board to make the parks beautiful, useful, and attractive, and to protect them from injury.

Subject to the approval of the Board of Aldermen, the Park Board makes all rules for the government and protection of the parks and everything in them. Every year each commissioner of the board must make a statement to the Board of Estimate and Apportionment of the amount of money needed for

the ensuing year. He must keep a detailed account of all the money he receives and spends on the parks under his control, and submit this account to the comptroller.

The Principal Parks. There are a large number of parks of all sizes scattered throughout the city. In Manhattan, Central Park is the largest. It runs from 59th Street north to 110th Street between Fifth and Eighth Avenues. This park contains a zoo, a museum, beautiful woodland, and lakes.

In the Bronx are four large parks. In the western part at the 242d Street station of the Broadway subway is Van Cortlandt Park with baseball and football fields, tennis courts, golf course, and a lake. In the northern part of the Bronx is Bronx Park with its zoo and botanical garden. In the eastern part is Pelham Bay Park and in the central part is Crotona Park, where there is a public athletic field.

In Brooklyn there is the beautiful Prospect Park with its playgrounds and beautiful scenery; and in Queens, Forest Park with its golf links and woodland walks.

Duties of the Citizen. We should be proud of our parks and grateful for their existence. They belong to the city, and as they are maintained for our use and enjoyment, we should assist the officials in seeing that no injury is done to them. We should, for instance, refrain from doing any injury to the grass, trees, or flowers, and prevent others from doing so if we can.

It is sometimes a great temptation to pick a few of the beautiful flowers, or to break off a branch of shrubbery; but if this were done by only a small percentage of park visitors, what a scraggy and forlorn appearance the plants would soon present! So with the other park property—the houses, benches, statues, and whatever else belongs to the park. We should treat them exactly as though they were our own property, as indeed they are in a sense.

One way, especially, by which we can keep our parks looking well, is to refrain from littering the lawns and walks with paper or other waste material, and to do our part in keeping the whole area clean and neat. By doing this, we can save the city from unnecessary expense. It has cost the city an average of ninety-three dollars per day merely to remove the peanut shells scattered about by visitors.

Cost of the Parks. For the year 1914, the Board of Estimate and Apportionment set aside in the Budget of the city $2,779,923.43 for the care and maintenance of the parks. This large sum of money is more than returned to the people in the benefit to health and the enjoyment the parks provide.

XIII

Other Duties of the Park Department. The Park Department cares for certain buildings used by the public, such as the Metropolitan Museum of Art, the American Museum of Natural History, the

New York Public Library, the Aquarium, and the Botanical and Zoölogical Gardens in the Bronx.

Metropolitan Museum of Art. One of our finest museums is the Metropolitan Museum of Art, which is located at the entrance to Central Park on the corner of 81st Street and Fifth Avenue. Here are kept some of the finest collections of paintings and sculpture in the world.

A very large part of the curiosities and art treasures contained in the museums have been presented to the city by public-spirited citizens. Were it not for these gifts, we should not be able to enjoy many of the splendid works of art with which our museums are filled.

During the year 1913 and 1914, the museums of the city were enriched by the great Altman collection of paintings and art treasures, valued at over $15,000,000. The great collection of J. P. Morgan, worth more than $50,000,000, was loaned to the Museum of Art during the same period.

American Museum of Natural History. This is located at 77th Street between Eighth and Columbus avenues. Here are kept wonderful collections of interesting things from all over the world. There are stuffed animals of all kinds,—monkeys, baboons, elephants, and hundreds of others. There are large collections of stuffed birds, of mummies, and of minerals. Other collections show how people of distant parts of the earth live. Every boy and girl ought to visit this museum. You will find there specimens

of strange things which you have read about in geographies and readers.

The Zoos. There are two zoos, one in Central Park and the other in Bronx Park. The Bronx zoo is very much the larger. There we can see animals alive, while in the Museum of Natural History we can only see them stuffed. There are bears, monkeys, wolves, and every animal of which you can think, as well as birds of which you have never heard.

Botanical Gardens. In Central Park there is a small but beautiful Botanical Garden, and in Bronx Park is one of the largest in the world. This is located at the northern end of the Third Avenue Elevated line. There you will find a wonderful collection of flowers and plants of all kinds. They have been brought from all over the world and many very rare and interesting flowers are contained in the collection. Around the big buildings in which most of the flowers and plants are kept are beautiful grounds, where people can walk or rest.

In Brooklyn are the Institute Gardens, which are also under the care of the Park Department.

Public Libraries. In addition to the parks and museums, the city provides a great library with branch libraries in every section of the city. Each library building contains a large, comfortably furnished reading room which is open to the public every day and evening, and is free of any charge. The main library is located at the corner of 42d Street and Fifth Avenue.

The only rules are that the visitor shall be as quiet as possible in order that he may not annoy other visitors who are reading, and that books taken away shall be returned to the library within a specified time.

THE DEPARTMENT OF CHARITIES

XIV

The City's Poor. In a great city like New York, with its millions of people, there must necessarily be very many who need help of one kind or another. And so, among the other bureaus of its government, there has been established the Department of Public Charities.

The Department of Public Charities. At the head of this department is the commissioner of public charities, who acts as the general overseer of the poor of the city. He makes the regulations for the department and is responsible for the management of all the institutions under it.

It is his duty to extend aid where it is needed, and to see that proper records are made and kept of all inmates of the institutions under his charge. He appoints two deputies to assist him, and under civil service regulations, fills all the subordinate positions of the department.

Charitable Institutions. For the sick, there are hospitals and infirmaries. For the unfortunates who have lost their sight or hearing, there are the blind and deaf asylums; for the aged or infirm, homes

where they can live happily and comfortably; for the poor, the necessaries of life; and for the little orphans, a home and kind friends to take, as far as possible, the place of the father and the mother whom they have lost.

Very many of these institutions are provided through private contributions. But in New York State, as in most other states, there is a Poor Law, in accordance with which poor persons are aided or maintained by the town, city, or county in which they reside.

Homes for the Poor, the Aged, and Others. In the East River, extending from 50th Street to 86th Street, lies Blackwell's Island, on which the city has erected most of the buildings necessary to carry out the work of the Department of Charities. These buildings consist of the City and Metropolitan hospitals, and the training schools for nurses connected with them; the Home for the Aged and Infirm; the buildings for the treatment of special cases of illness; and the various workhouses, storehouses, and other necessary buildings.

Besides these homes on Blackwell's Island, there are homes on Randall's and Hart's islands devoted entirely to the care of children and feeble-minded persons. They are here taught sewing, shoemaking, cane-seating, basketry, rug-making, and such other occupations as are practicable.

In Brooklyn Borough there are several hospitals and a Home for the Aged and Infirm.

In Richmond Borough the Department of Charities maintains a large farm called the New York City Farm Colony, which is cultivated by those living there and is almost self-supporting. Adjoining it is the Cottage Colony, forty acres of ground with a chapel and cottages, each of which can hold thirty-five couples, who, in their old age, have no homes of their own.

The department also takes charge of orphans and of children whose parents are too poor to care for them. These children may be placed in one of the homes under the charge of the department, in private families where they are boarded at the expense of the city, or in some religious or philanthropic institution where their expenses are paid by the city.

Care of the Blind and the Deaf. The blind who cannot support themselves are likewise cared for, some in institutions, but the greater number in private families or at their homes. In the latter cases, each one is allowed fifty dollars yearly by the city toward his support.

In the institutions, the blind are taught to converse in the sign language, and to read by the point system or by the use of raised letters. In the point system, characters are used which are very different from our alphabet. The paper is thick and stiff like pasteboard, and these characters are pricked out so that they stand above the page, just as happens when you pass a pin through a piece of paper. When

raised letters are used, each letter is raised as one often sees them on a metal tablet.

The blind are also taught to support themselves, wholly or in part. Many of them become expert in various kinds of work: women learn sewing and embroidery; men are taught wood-carving, joinery, basketry, rug and mat weaving, metal working, and various occupations. Some even become expert typewriters and telegraphers.

Think of the happiness that has come into the lives of these unfortunates, since the way has been opened to them to find enjoyment in books and occupations, like their more fortunate fellowmen.

XV

The Lodging House. For those in temporary want, the department maintains a municipal lodging house, which provides, every year, food and shelter for thousands of homeless persons.

Hospitals and Dispensaries. Aside from the work of the Department of Charities, the city maintains four hospitals, Gouverneur, Fordham, Harlem, and Bellevue, in which any needy person may be cared for without charge.

For the sick who do not need hospital attention, there are dispensaries situated throughout the city, where the poor may receive medical attention and may also be supplied with the needed medicine, without charge.

Private Beneficence. There are a large number of other charitable institutions throughout the city, supported by societies, churches, or private contributions. The best known of these are St. Luke's, the Presbyterian, Mt. Sinai, and Lebanon hospitals; institutions for the blind and the dumb; the New York Orthopedic Hospital for cripples, which has a large country branch near White Plains, N. Y.; the Charity Organization Society, which provides in every way possible for needy persons; the "Gerry Society," or the Society for the Prevention of Cruelty to Children, which takes care of orphans and children without proper guardianship; and a host of others not so well known.

Excursions; the Fresh Air Fund. During the hot summer months, various private organizations devote their attention to providing ice for the poor. Others arrange for excursions for mothers and their children, so that they may secure the benefit of a day on the water.

For many years a large amount of money has been raised for the Fresh Air Fund, which is used to send thousands of poor city children into the country to spend two or three weeks enjoying the green grass, the trees, and all the delights of country life.

Care for Animals. Our four-footed friends are not forgotten. The Society for the Prevention of Cruelty to Animals maintains a hospital for crippled and ailing horses and dogs. Its officers are scattered throughout the city, and are constantly on the

watch to prevent cruel treatment of animals. If a driver is forcing his horses to draw too heavy a load, he is made to reduce the weight. If a horse has a sore back, or is too old or too weak to do the work required of him, these officers have the right to unhitch him and make the driver use another horse in his place.

Unfortunately there are some drivers who do not realize when a horse is tired out, but will lash him to make him move faster than he is able to. In such cases, the officer, or any citizen whose attention may be attracted to the case, may call upon the police to arrest the driver. Such cases are brought into court and the driver is liable to a fine.

The Cost. The appropriation for 1913 for the Department of Charities was $31,000,000. But many of the institutions would be very much handicapped, and some of them could not even exist, without contributions from citizens. We can all do something to help. We can brighten the lives of the sick in the hospitals by sending them flowers. We can help the city by trying to prevent sickness and disease, thus reducing the number who must be taken care of. Each of us has a responsibility and each, no matter how few his opportunities, should make use of every chance to help.

Every-Day Service. Suppose we have some bright flowers. Is there not some one near, poor or ill, who would be made happy by the gift of a single

blossom? Do you not know of some one who would be glad to have a little plant growing in the window? It would be so easy to slip a branch of yours.

Is there not some lame or crippled boy or girl in your school who is prevented from joining in your active play, and who would be delighted to have you stop and talk, or sit and play a quiet game of some kind? When a classmate is kept at home by illness, how pleased he would be if you would stop on your way from school and talk with him of things that have happened during the day. Did you ever stop to think that you might help some pupil in your class who cannot learn his lesson as easily as you?

Many are lame or weak or blind, and you can be careful not to push or crowd them. You can help them up and down stairs and over street crossings. A boy who rises and offers his seat in a car to an elderly man or woman, or to a tired mother with a baby in her arms, shows the spirit of true charity. Would you not be pleased if you saw a boy or a girl offer to help an elderly woman or an old man toiling along with a heavy bundle? It would be a very little thing to do, but it would show the right spirit.

Such acts as these exhibit the real manly spirit and the sympathetic, kindly heart in the boy who does them. Kindness and thoughtful consideration for others, even for dumb animals, willingness to help wherever help is needed, sympathy for suffering, cheerfulness of speech at all times, unselfishness

in act and thought—all manifest the spirit of real charity.

The boys and the girls who remember these suggestions and who act upon them will grow up prepared to fulfill all the requirements of good citizenship, and it is upon such that our country relies to make it strong and great.

OTHER DEPARTMENTS OF GOVERNMENT

XVI

Other Departments. In addition to the departments which we have already mentioned are the following: Department of Finance; the Law Department; the Police Department; the Department of Water Supply, Gas, and Electricity; the Department of Street Cleaning; the Department of Bridges; the Department of Correction; the Fire Department; the Department of Docks and Ferries; the Tenement House Department; the Municipal Art Commission.

The Department of Finance. The head of the Department of Finance is the comptroller. He is elected by the people, and is the financial officer of the city. He is responsible for all money paid out and must see that the money is spent as directed by the Board of Estimate.

Closely related to the Finance Department is the chamberlain, who is the city treasurer. He receives all public moneys, and pays them out only when he

receives orders signed by the comptroller and countersigned by the Mayor.

The Law Department. Just as any large business must have legal advice, so must the city officials. The corporation counsel is the head of the Law Department. He is appointed by the Mayor and advises the Mayor, the Board of Aldermen, and other departments in regard to legal questions. He also represents the city in civil suits which it may bring, and in suits which are brought against it.

The Police Department. At the head of this department with its large force of men whose duty it is to protect citizens, is a commissioner appointed by the Mayor. His term of office is five years, unless removed by the Mayor. He is assisted by four deputy commissioners.

The Department of Water Supply, Gas, and Electricity. The Mayor appoints the head of this department, who in turn appoints a deputy in charge of a branch office in each borough. The duty of this department is to care for the distribution of a supply of pure water for public use, to collect the water bills, and to secure light for the use of the city.

The Department of Street Cleaning. The Mayor appoints the head of this department, whose duty it is to supervise the cleaning of streets and the removal of ashes, garbage, and snow in Manhattan, Brooklyn, and the Bronx.

The Department of Docks and Ferries. The head of this department, appointed by the Mayor, attends

to the leasing of docks along the shores of the rivers, and supervises the management of the municipal ferries.

The Department of Bridges. The Commissioner of Bridges supervises the construction of the bridges extending from one borough to another and is responsible for keeping them in repair.

The Fire Department. The fire commissioner holds much the same relation to the Fire Department that the police commissioner holds to the Police Department. He has complete charge of everything pertaining to the Fire Department and appoints the chief of the Fire Department, whose duty it is to supervise the fighting of fire.

The Municipal Art Commission. The Municipal Art Commission is a body of representative artists and other men, whose duty it is to pass upon all works of art before they can become the property of the city.

The Department of Correction. The Department of Correction has charge of all city institutions for the care or custody of criminals. It maintains several institutions in which persons guilty of crimes or misdemeanors are confined.

Tenement House Department. This department must pass upon all plans and specifications for new tenement houses, to see that each provides sufficient light and ventilation. It also inspects all tenements and compels the observance of all ordinances regarding light, ventilation, plumbing, fire escapes, etc.

A CITIZEN'S DUTIES

XVII

Our City and Our Government. In reading of the management of this great city, we cannot help realizing how much is being done for us. But greater than this is the fact that really we are doing these things for ourselves. The officers of the city are the representatives of the citizens; the money which they spend is our money. Each one of us is vitally interested that the city should be run well and as inexpensively as possible. If every citizen would help as much as is in his power, a great amount of money could be saved.

How We Can Help. The city provides us with many things without direct charge. We have parks, museums, libraries, and schools. We must remember, however, that in reality the taxpayers provide all these things. Almost all of us will some day be taxpayers, so we are interested in preserving the things which the city buys with our money.

When we go into the parks and the museums, we must treat everything as if it were ours to care for. We must not destroy trees, plants, and benches. They cost a great deal of money and will cost as much again to replace if we destroy them.

If you owned a book, would you mark it, or break the binding, or cut it up? Of course, you would not. Remember when you go to the library and take a

book, that it is really your property as a citizen of New York City. Do not mar it. Keep it clean so that the next person who wishes that book, and who has as much right to it as you have, will find it clean and no part of it missing.

In your home you do not waste the sugar, salt, butter, or any other food. Why not? Because these things cost money, and people cannot afford to be wasteful. In school you are supplied with paper and pencils and other things. Do not waste these things which your parents through their taxes paid for. Just so much as you waste must be replaced, and so much more money must come to the city from the taxpayers. When you think that there are 700,000 school children in New York City, you will see that if each one took care not to waste or harm what the school supplies, a great sum of money would be saved.

In this way we can save money for the city directly. But the greatest saving for the city and our fellow citizens is through the prevention of fire.

Fires and Fire Prevention. In every community throughout the world great damage is done and many lives are lost through fires.

"Fire is a good servant but a bad master;" and it is very easy for a fire, once started, to get beyond control. Very few fires occur except through the carelessness of some one. A lighted match tossed carelessly aside may cause a fire that will destroy thousands of dollars worth of property and perhaps many lives.

The city provides a Fire Department to protect property. But "an ounce of prevention is worth a pound of cure," and if every one were careful, there would be little work for the fire fighters.

The records of the Fire and Police departments show that a very large part of the fires that occur each year are the result of the careless handling of ordinary and necessary articles.

Gas. You use gas for lighting your house and for cooking your food. Be sure that the gas jets are all shut off tight when you have finished, and that they remain so. Watch the gas jets to see that they are not loose, for then they will leak and there is danger of an explosion when a light is brought near them.

Cleaning Fluids. Never use naphtha, benzine, kerosene, turpentine, or gasoline near a light or a fire. Many disasters have occurred from an innocent attempt to clean some small article of dress with one of these fluids in a room containing a lighted lamp or gas jet.

Never pour kerosene on a fire in order to start it. It will very likely explode and scatter burning material about.

Bonfires. Do you know that small bonfires have very often started great conflagrations? The fire is small and very pleasing, but a sudden puff of wind may carry burning particles up into the air, to fly perhaps into an open window. It catches on a lace curtain, and at once a fire is started. Would it not be better to get along without the bonfire?

Have you not often read in the papers about some poor little child who, while watching with eager eyes the flames from a fire kindled by her playmates, has suddenly found herself enveloped with flames? There is little hope of saving the life in such a case.

These are some of the commonest ways by which fires are started. There are many more, some of which you can easily think of; but these will serve to show the need of great care to prevent fire damage.

Turning in the Alarm. There is one more thing about a fire that you should remember. Every citizen, young or old, should know the location of the nearest fire-box, and how to turn in an alarm. If you discover a fire, go directly to the nearest alarm-box and turn the handle. The door will open immediately, and a bell rings. This bell is a police signal that the box has been opened, but is not an alarm.

You must pull down the hook which you see inside the box. This sends a signal to fire headquarters, and indicates the location of the box to the firemen.

Don't go away, but wait until a policeman comes, or the firemen, and take them to the fire.

Fire Escapes. The law requires that every tenement house and factory building shall be equipped with outside fire escapes. These are intended to provide means of escape from a burning building in case the stairs or elevators become blocked.

The fire escapes should be kept clear at all times. They are not intended as a convenient storehouse or as plant shelves; and yet the city has to employ in-

spectors to watch throughout the city to prevent the blocking of fire escapes by boxes, plants, and even bedding.

For your own safety, and the safety of the other tenants in your house, see that the fire escapes are kept clear. They may be the means of saving your life, or that of some member of your family.

PART FOUR

SIXTH YEAR: SECOND HALF

PART FOUR

GOVERNMENT BY THE CITIZEN AND BY THE STATE

GOOD CITIZENSHIP

I

The Home, the First School of Citizenship. Suppose you were the father or mother of a family and worked hard all day. You would be trying to do the best you could for your children, to give them all that you could in the way of food, clothing, and education. In order to devote all the time and energy possible to your business, and to save what money you could at home, you might ask your children to do some errands or to help at home after school. Would you not expect them to obey?

It would really be for their interest to obey and to do as much as they could to help, for in this way they would help their parents and each other for the good of all. This is practically what good citizenship means: to strive to do that which is for the good of all.

Every boy or girl learns early in life that there are some things he must do and some things he must not do. He must obey his parents, for they are in authority over him; and what they tell him to do, he must do, because it is for the good of the family. He

must not annoy other members of his family, for he is abusing their rights. He must not injure the things in his home, for either he will make the surroundings less attractive or he will make it necessary for his parents to buy other things to replace those destroyed. If he causes his parents unnecessary expense, he prevents them from doing other things for his good and the good of his brothers and sisters.

When a boy or girl is old enough to play with other children in the neighborhood, he learns that he must not think of his own wishes only but must consider the wishes of his playmates.

II

Good Citizenship in School. When you come to school, you find a little government having laws and rules which all in the school are expected to support and obey. All these laws are for the same purpose as are the laws of the state or the nation.

Suppose one boy in your class does something that he should not do, and disturbs the class. The teacher is prevented from continuing with the lesson while she attends to this boy. This interferes with the rights of the other pupils, because it takes away from them a part of the time that the teacher ought to be giving to them, and hampers their work. We do not like to be treated unfairly ourselves, nor to be disturbed in our work. What the unruly boy did may not have been wrong in itself, and may have

been entirely right to do at some other time and place; but in the classroom it disturbed the regular course of work, and caused the other pupils to lose time, and in this way it was wrong.

All the school rules and regulations are made to regulate the school life, so that our studies and exercises may go on smoothly, orderly, and profitably. The child who follows the rules is doing just what a good citizen does in the outside world. Both obey the laws because they understand that laws are necessary, and because, without them, business and pleasure would be interfered with.

School Regulations. Let us now examine the chief school regulations and see why they are necessary. This will help us to understand how other laws are helpful. When we have learned to respect and obey the school laws, we shall be trained to obey the greater laws. We shall have acquired the habit of obedience, as well as other habits of great importance.

III

Punctuality and Regularity. Punctuality requires that every one shall be present when work begins, so that the lessons shall not be interrupted or delayed.

The school work is planned so that the time may be used most economically. The lessons are arranged in regular order, and each depends more or less on the work of the previous day. If a pupil

is irregular in attendance, he must necessarily lose part of the work. Either the whole class must be kept behind because this one pupil does not understand the new lesson, or the teacher or some other pupil must take time to explain that part to him, for he can hardly go on without it.

Frequent absences of a pupil soon put him in a position where he can no longer keep up with the class. Then he must go back to a lower grade, or remain in his present one when the rest of the class are promoted. He must thus stay behind until the next promotion, while his former classmates move forward and get six months ahead of him.

These two regulations, punctuality and regularity, are of the greatest importance, not only in school life, but in all business. The habit of being always on time and of being always on hand when work is to be done, is one of the very best that a person can acquire.

The Habit of Order. Without order, time is lost, the attention of pupils is taken from the lesson, and the school work cannot go forward regularly and evenly. When a person has trained himself to be orderly and systematic in his work, not going at things haphazard, but taking up each required duty in its proper time, he has mastered the third great principle of success.

Home Work. The fourth school regulation is preparation of work at home. A certain amount of school work must be attended to outside of school

hours. The home lessons serve two purposes. First: by them the pupil fixes in his mind the work which he has gone over with the teacher during the day, or prepares for the next day's work. And second: by the practice work in the exercises to be brought to school, the lesson is applied, and the pupil is training himself to work by himself without help.

Obedience. The last regulation, and the one to which all the others are of secondary importance, is obedience.

Perhaps this is also the most difficult lesson that any one, young or old, has to learn—to respect and obey higher authority. Without this there can never be any law or order. It is the one thing which, more than any other, is necessary to advancement and to success, either of the individual or of the nation. Not until one has the habit of obedience to law, can he be called a good citizen. It is the test of character.

A man may not believe in a particular law, but if he obeys it because it is a law, he is showing respect and honor to his country, and to his fellow-men who have made the law. More than this, he is raising himself above his own personal feelings to consider what others desire. It may be, indeed, that a law which this man is greatly benefited by, another man may not like at all. If each man obeys the laws that he does not like, he is helping some one else, and is showing one of the highest traits of character—unselfishness.

It is not the opinion of the individual that makes

the law, but the opinion of the majority. The action of the majority may not always be right, but it is more likely to be right than that of a smaller number of people.

THE NECESSITY FOR GOVERNMENT

IV

The Story of Philip. In a story called *A Home in the Sea*, written by "Peter Parley," there is an account of a young man named Philip.

Philip was a Frenchman who lived in France about 1789. At that time the French people rebelled against their king and formed a republic. Among the most active of the young revolutionists was Philip, who believed that every man was entitled to do just as he wished, and that if there were no such things as government and laws, people would be far happier. Many others besides Philip thought that most laws were unfair, and that people should not be forced to obey any laws save those of morality.

The time came, however, when the French people turned upon those who were conducting the new government; and many of them, including Philip, who had taken an active part in the new order, were forced to leave France.

With some of his friends, Philip took ship for a foreign shore; but a violent storm arose and the ship was wrecked. Of all the ship's company, Philip

alone survived. After a time he succeeded in reaching the shores of an uninhabited island. For nearly a year Philip lived there alone, and enjoyed freedom from all laws save his own will.

Then one morning he espied a small black object out at sea, approaching the island. The object grew larger and larger, and finally proved to be a bit of wreckage to which a man was clinging. Philip was delighted to see the poor fellow, and cared for him tenderly. He proved to be a fisherman who had been wrecked at sea.

For some time the two men lived amicably together; but by and by a dispute arose over the share of the work each should do. From words, the two men soon came to blows, and Philip struck the fisherman and knocked him senseless.

How frightened Philip was when he saw what he had done! At first he feared that the man was dead, and as he stood watching him, he began to think: "While I was at home in France, I wanted liberty, and hated laws. Since I have been alone on this island, I have had perfect liberty, but I longed for society. Now I have society and I should be perfectly happy, but instead of that we have come to blows."

For some time Philip studied the matter, and at last concluded that the trouble was caused by the lack of rules to regulate their conduct. Instead of each one having his own way in everything, each should have given up in some of the things that dis-

turbed the other. Every one has different ideas about what is best, and what he enjoys most; and no one should be compelled by another's selfishness to give up in everything.

So when the fisherman was able to sit up again, the two men arranged a set of rules. By these rules, each agreed to give up some portion of his liberty and privileges.

The Need of Government and Law. In other words, people cannot live together in society without some form of government. Suppose there were no government at all. Then there would be no laws of property, for instance. Therefore, if at any time when we were away from home, some one wanted to have the things in our house, or even wanted to take possession of our house, he could do so; and if he were stronger than we, we could not help ourselves.

In the early times when governments were not strong, every one had to protect his own property, and people got very tired of all the warfare it caused. They were very glad indeed to pay a small sum into a general government, and to agree that for the sake of being protected in their own property, they would not touch other people's property, and that the government might punish them if they did.

So it is with all our rights. To prevent quarrels and injustice, there must be some means of securing mutual rights and privileges. This is done by enacting laws, stating what are the rights and privileges of all; what must not be done, because it interferes with

the rights of others; and what shall be done with one who violates any of these rights. Such regulations must take away some of our natural liberty, but on the whole, we gain more than we lose.

Thus it is that our country must be governed by laws, as is every other country. But we have an advantage over many countries, in that our people make their own laws, for in the United States of America, every American man twenty-one years of age or over, has a voice in determining what our laws shall be.

THE CITIZEN'S RESPONSIBILITIES

V

A Government by the People. When the government of the United States was first organized, in 1789, it was very largely an experiment. No other government had ever been carried on exactly like it. The general plan and many of its details were copied from older governments; but the men who devised it combined the best features of other governments with some new ideas as to officials. They changed the older form so much that few outside of its proposers believed the government could possibly last. Nor could it last to-day, even when the people understand it and are accustomed to it, except that the great majority are determined that it shall endure, and give it their support.

Our government is a government of the people;

its officers are chosen by the people, and unless they please the people, these officials can not remain in office. Therefore the government must always be safe, so long as the people see to it that the officials are the right kind of men and carry on the government in a proper manner. Our system of choosing public officials is so arranged and so guarded, that corrupt men need never be allowed to get control of the government, even locally, if the good citizens are determined to prevent it.

The Duty of a Voter. "How can this be done?" you ask. "We read in the papers so much about the wrongdoings of politicians, and about 'boss rule.'" Yet it can very easily be done.

The law provides that all candidates for office must be nominated by the people. This is done in the primary, or caucus. Here all the voters who support any one party come together at a given time, of which due notice has been given. They then decide upon the men whom they desire to have represent them, either in office or at the party conventions where the candidates are to be selected. On election day all the voters have the opportunity to vote for the candidate whom they prefer.

All that the voters have to do is to attend the primary of the party to which each belongs, and to see that only the best men that can be found are selected for officers. After each party has done this, the people have the choice as to which of these men they shall vote for.

Here is where we find the duty of the citizen to lie: to aid in the selection of the best men as candidates for public office, and then to support by his vote, at the polls, the candidate who appears to him to be best fitted for the office.

This, like many other duties, is often more or less troublesome. To attend the primary takes time which can be employed to good purpose in other ways. Sometimes the primary is held in an out-of-the-way or distant location, or in a disagreeable neighborhood. Sometimes we are forced to act against the wishes of some one who desires our support, and whom we would like to aid, if it were not against our convictions.

The Danger of Neglecting this Duty. Thus, for one reason or another, good men have fallen into the habit of staying away entirely from the caucuses, or of throwing away their independent right of choice, until the management of the caucus, or primary, has come into the hands of the worse element.

When this has become the case, groups of these men form "rings," which control the entire political action of the community. Undesirable men are too often selected for office; votes are bought and sold. The whole power of the "ring" is employed to enact the laws and ordinances which some few may desire for their own advantage, and for which they are often ready to pay. The rights and desires of the public at large have no place there.

We often hear men complain that the govern-

ment is in the control of "unscrupulous" men; but that need never be the case. There are always many more good men than bad men in any community, and there would seldom be any bad government if these men did their plain duty: first, by attending their party primaries and selecting the right kind of representatives, and second, by casting their vote at the polls for the best men.

If men forget the privilege they enjoy of sharing in the selection of their government, or if they do not deem it of sufficient importance to vote on election day, they must not be surprised if dishonest or incapable men are chosen to fill the offices of government, or if the government does not measure up to a standard of which they can be proud.

VI

Suffrage. The right to vote is called the right of suffrage. In New York State every male citizen twenty-one years of age or over may vote at any election, provided he has not lost his rights through being convicted of a crime, and provided also that he has fulfilled all the requirements of the law.

These requirements are as follows: A voter in New York State must be a male citizen of the United States, and must have been a citizen at least ninety days before the election in which he desires to vote. He must have been living in the state for the one year just preceding an election, a resident of the

county for the last four months and of the election district for the last thirty days—except that no voter may be deprived of his vote who is absent from his election district because of service in the army or navy of the United States, or in the state militia.

Women of legal age, twenty-one years, who own property in a school district, or who send a child to school, may vote in school meetings.

Registration. Before each election certain days are fixed as registration days, on which every man who expects to vote is required to register his name and address at a given place in his election district. No person who fails to register on these days may vote at the succeeding election.

The registration books are carefully kept, and on election day as each voter enters the voting place, he again gives his name and address to the poll-clerk, who compares it with his books. As the voter casts his vote, his name is checked, and thus a careful watch is kept to prevent any person from voting more than once.

When and Where We Vote. The Constitution fixes the date of election for all state and national officers as the first Tuesday after the first Monday in November. In a city the date of election for city officials is named in the city charter. New York City holds its city election on the same day as the state and national elections.

The city is divided into voting districts according

to population—one for every 400 voters—and each of these districts has its voting place.

VII

Election Officers. The law makes careful provision to allow every voter an opportunity to cast his ballot, and provides officers to conduct the election. These officers consist of inspectors of election, poll-clerks, and ballot-clerks.

It is the duty of the election inspectors to see that the election is conducted according to law, and to count the ballots and announce the vote.

The poll-clerks have charge of the registration books and check up the names of the voters.

The ballot-clerks have charge of the ballot boxes, and see that the votes are deposited in them.

Besides these officers, there are men appointed by the different political parties to see that no one votes who has not a legal right. They also watch the count of the ballots, to make sure that their party is given credit for all its votes.

After the polls are closed, the ballots are carefully counted, and the result is made out on a report sheet provided by the state. These reports are collected from the various polling places and delivered to the Board of Elections, who announce the complete results, or returns, as they are called.

Majority and Plurality. Whenever any vote is cast for any purpose, either for an election or to de-

cide a question, the side receiving the greater number of votes wins. If there are two candidates for an office, the candidate receiving the most votes is elected. He has received a *majority* of the votes. Suppose, for instance, that James Anderson and George Barton are running for the same office. Anderson receives 53 votes to Barton's 51. Anderson has a majority of two, and is elected.

If there are three or more candidates, then the one receiving the largest number of votes is elected. He may have received less than half of the whole number of votes cast; but if he receives more than any of the other candidates, he wins the election. He has received a *plurality* of the votes. A majority means more than half; a plurality means the largest of several.

Suppose, again, that in an election James Anderson, George Barton, and Thomas Macy are all running for the same office. There are 524 votes cast, of which Anderson receives 212, Barton receives 198, and Macy receives 114. Anderson has received more votes than either of the other two men, and though he has not received half of all the votes cast, he is elected by a plurality of 14,—the number by which his votes exceed those of his nearest competitor.

The Ballot. The legislature of New York State has fixed by law the form of the ballot that shall be used at all elections. Since 1895 this has been the so-called Australian ballot. In 1914 the form was changed to that of the Massachusetts Ballot.

VIII

The Understanding of Government Acts. The citizen's duty has not ended when he has cast his vote. He should watch carefully the operations of the government, observe what laws are made, what privileges are granted, and what is done to uphold the law. In so far as is possible for him, every citizen should endeavor to understand the conditions and the reasons which are brought forward in favor of or against legislation, and should make his opinion known to his representative. Terms of office are so short that no elected official can hope to act against the wishes of his constituents and retain his position.

If only the worst men make their wishes known, and attend the primaries and help a man into office, it is not surprising that representatives obey the wishes of those who put them in office and can keep them there. But when the public officials find that the good men among their constituents are watching their acts, and will call them to account, even those not naturally conscientious will endeavor to act in the best interests of the people.

The Understanding of Party Policies. In a government based upon a written constitution, as is the United States government, there will always arise differences as to the interpretation of some of the provisions. Questions of policy, also, will create differences, and so there are quite sure to be at least two parties opposing each other for control of the

government, both honest and conscientious of purpose.

In order to take sides intelligently with either of the parties, it is necessary that a citizen should inform himself as to the principles underlying the government and as to conditions throughout the country. Otherwise he cannot hope to decide wisely upon the problems which are made issues at every election.

The Duty of the Citizen. To understand the principles upon which our government is founded; to know the general conditions of the country so as to form an intelligent opinion as to the needs of the country; to obey the laws; to attend the primaries and aid in choosing the right kind of men for public officials; to vote at every election and to cast his vote for the candidate who in his judgment is best fitted for the office; to follow carefully the proceedings of the lawmakers—these are the duties which the right of suffrage places upon the citizen.

HOW FOREIGNERS BECOME CITIZENS

IX

Naturalization. Naturalization is the process by which a person born in a foreign country may become a citizen of the United States.

The United States law requires that a person who wishes to become a citizen must have lived in the United States for five years, and he must declare his

intention to become a citizen at least two years before he may become naturalized. This is done before a United States or a state court. The applicant is then given his first papers, showing that he has applied for naturalization.

Two years or more after receiving these first papers, he must again go before the court and swear that he gives up his citizenship in his own country, and accepts citizenship in the United States. He is then given a certificate showing that he is a citizen of the United States and entitled to all the privileges of a citizen.

Whenever a foreigner thus becomes a citizen, his wife and all his children under twenty-one years of age also become citizens. Children of United States citizens who are born in foreign countries, are natural-born citizens. No first papers are required in the case of foreigners who come to this country before their eighteenth birthday, but they must live here the required five years before they can be naturalized.

A naturalized citizen who attempts to vote, should take his papers with him to the voting place, as he will be required to show them and to have them recorded before being allowed to cast a ballot.

The law of the United States does not allow Chinese, Japanese, or other Mongolian races to become naturalized.

The Right to Vote. The act of becoming a citizen does not necessarily carry with it the right to vote.

The state grants this right, and any state may determine the qualifications of its voters. In some states the right to vote, or, as it is termed, the right of the franchise, is permitted to foreigners who have merely declared their intention to become citizens, without having taken out their final papers. Most states, however, like New York, require the final papers before permitting the use of the franchise.

STATE INSTITUTIONS

X

THE STATE CONSTITUTION

The Original Sovereign States. Before the War of the Revolution, the thirteen original colonies were under the government of England. England was so far away, however, and conditions in the two countries were so different, that the colonists were allowed a considerable degree of self-government. Each selected its own lawmakers, appointed its own judges, and some (Rhode Island and Connecticut) even chose their own governors. But all appointments and all laws made by the colonists were subject to the approval of the government of England.

Aside from certain general regulations common to all, each colony was entirely independent of the others, and each had its own laws growing out of the different conditions existing in each colony.

When the colonies became independent of Great Britain through the Revolution, each became at once an independent sovereign state; that is, each was absolutely its own ruler. It could do whatever its people wished; it could make any laws they desired.

The Formation of State Constitutions. After the Revolution, the governments of the former colonies had to be changed to fit the new conditions. To do this, it was necessary to determine just what the form of the government should be. So representatives from all sections of each state gathered together and agreed as to a plan of management by which the new government was to be carried on. This plan was then put into writing, and became the constitution of the state.

From their experiences under the colonial conditions, the people knew pretty thoroughly just what they wished their government to do and what not to do. The old colonial governments were very largely what the people had gradually evolved from their needs and their desires. As far as the laws and ordinances were concerned, most of them were of their own making and they were accustomed to them; the people had found them generally satisfactory, and did not wish to change them.

The Character of the State Constitutions. Though the Revolution had taught the people the danger of too weak a central power, they had also had sad experience as to the dangers resulting from too much

power in the hands of a central government. And while they felt the need of some unity and centralization of authority, they also felt the importance of confining those powers. For eight long years they had carried on a bloody war in order to gain the rights and privileges to which they believed they were entitled; and they took care to see that each of these rights and privileges, together with some necessary restrictions upon the power of the government, was inserted in the new constitution.

The majority of the people of the colonies, being English and having been governed by English laws, knew the English form of government fairly well; and all the states were content to adopt the same general form of government. Each state has its written constitution dividing the government into three departments—the legislative, the judicial, and the executive—to be chosen by the people. Each has defined certain rights and privileges which can never be taken away from the people except with their approval. Each has organized a public school system.

The Formation of the Union. In 1789 the thirteen original states became a Union under the Constitution of the United States. As other sections of the country have become populated and organized into states, each has been permitted to join the Union, provided its form of government and its constitution were approved by Congress.

In forming the Union, the states were careful to

provide against too great centralization of power. We therefore find specifically stated in the national Constitution the powers which the central government may assume, the powers which are reserved to the states, and also a list of acts which the central government is forbidden to perform.

Thus the rights and privileges which had been so dearly bought by the people, are now doubly safeguarded by the written law, both of the state and of the nation.

XI

The State Legislative Department

The Constitution and its Amendments. The state government is, as we have just seen, based upon a written constitution. This constitution may be changed by a vote of the people, after the proposed change has been submitted to the legislature and has passed both Houses. Any changes in the constitution are called amendments.

The Legislative Department. The legislative department of New York State is composed of two branches—the Senate and the Assembly.

The Senate. The Senate is composed of fifty-one members, who are elected each even year by the vote of the people, and who serve two years. The salary of a state senator is $1,500 a year. Once each term he is allowed, in addition, one dollar for each ten miles that he is forced to travel in going to

or from his home to the capitol, the miles being determined by the usual route.

The presiding officer of the Senate is the lieutenant governor.

Requirements for Senator. Any man who is twenty-one years of age, and a citizen of the United States and of the state, may be elected to the state Senate. The state is divided, according to population, into senate districts, from each of which a senator is elected. These districts are adjusted, if necessary, every ten years, after the taking of the state census.

The Assembly. The Assembly is composed of one hundred fifty members chosen by districts, which are apportioned among the counties in proportion to their population. They serve for one year.

The same qualifications are needed for an assemblyman as for a senator, and the salary and the traveling allowance are the same.

As soon as the Assembly meets, it organizes by electing one of its own members to be the presiding officer, or speaker.

Sessions of the Legislature. Every year on the first Wednesday of January, the legislature begins its session, which lasts until the public business is completed. Usually this takes from three to four months. In case he believes it to be necessary, the governor may call a special session of both Houses, or of the Senate alone.

The Making of the State Laws. The chief duty of the legislature is to make laws. When a proposed

law is before the legislature, it is called a bill. Either House may originate a bill, but to become a law it must pass both Houses by a majority vote of each. But bills appropriating public money or property must be passed by a two-thirds vote of each House.

Both Houses have standing committees appointed by the presiding officers at the beginning of the session. It is the function of these committees to examine into the merits of all bills and determine whether they should become laws. Each bill is referred to the proper committee before being submitted to the House.

After a bill has been passed upon favorably by the committee, it is printed for the use of the members, and then read and discussed and perhaps amended. At a third reading, a final vote is taken on the bill as a whole.

If passed, the bill is sent to the other House. There it goes through the same process, and is then sent to the governor. He must either sign it within ten days, or return it, with his reasons for not signing it, to the House in which it originated. If the governor returns a bill without his signature, it is said to be vetoed. In case both Houses again pass the bill by a two-thirds vote over the veto of the governor, the bill becomes a law. Bills sent to the governor within ten days of the adjournment of the legislature must be signed within thirty days, or they do not become laws.

XII

The State Executive Department

The Governor. The governor of New York State is elected every two years, in even years. He is paid a salary of $10,000 a year. To be eligible for the office of governor, a man must have lived in the state for at least five years before his election.

Duties of the Governor. It is the duty of the governor to enforce the laws of the state. He is commander-in-chief of the National Guard, and may send it to any part of the state for duty, whenever the sheriff of a county calls upon him for aid in enforcing the law or in preserving order. He appoints many state officials. He has the right to pardon, grant reprieves, or commute sentence after conviction, for any offense against the law of the state, except treason and cases of impeachment.

The governor must sign every bill passed by the legislature, unless he wishes to veto it. In that event, the legislature may pass it over his veto by a two-thirds vote of each House.

The Lieutenant Governor. The lieutenant governor is elected at the same time as the governor, and must have the same qualifications. His salary is $5000. He presides over the state Senate, but has no vote, except in case of a tie. In case of the death, resignation, impeachment, removal, disability, or absence of the governor, the lieutenant governor takes over all the powers of the governor.

Either the governor or the lieutenant governor may be removed upon impeachment and conviction.

State Departments. At the same time when the people vote for the governor and the lieutenant governor, they vote for a state secretary of state, a comptroller, a state treasurer, an attorney-general for the state, and a state engineer and surveyor, each of whom serves for two years.

The Secretary of State. The secretary of state has charge of the state seal, which must be affixed to all state papers, and is the custodian of all such papers. He publishes and distributes the laws; issues notices of elections, pardons, land-grants and commissions; and, in general, acts as clerk to the state.

The Comptroller. The comptroller has charge of all moneys of the state, superintends the collection of taxes, and controls all the expenditures of the state out of the state funds.

The State Treasurer. The state treasurer receives all state moneys from the comptroller, and pays out all state money on orders issued by the comptroller.

The Attorney-General. The attorney-general attends to all the legal actions in which the state is a party. He is the legal adviser of the governor and of the state department.

The State Engineer and Surveyor. The state engineer and surveyor has charge of all public lands of the state. He superintends the engineering de-

partment of the state canals, and oversees the repair and maintenance of all roads constructed by the state.

XIII

Other State Executive Officers. Besides these elected officials, there are numerous other state officers appointed by the governor, by and with the consent of the Senate.

The most important of these are the superintendents of public works, of banks, of insurance, of state prisons, of public buildings, and of elections; two public service commissions of five members each; three civil service commissioners; three members of the County Court of Claims; commissioners of highways, of conservation, of excise, of agriculture, of foods and markets, and of health; a state board of charities, a state hospital commission, and a state industrial commission.

There is also a Commissioner of Education, who is elected by the nineteen regents of the University of the State of New York. These regents have general charge and supervision of public schools and public instruction in the state.

The Prison Commission. All prisons, jails, and places of detention for adults are under the general supervision of the State Prison Commission. The superintendent of prisons has the supervision, man-

agement, and control of all prisons of the state, and of all convicts detained in them. He appoints the agents, wardens, physicians, and chaplains of the state prisons.

The State Board of Charities. The State Board of Charities is composed of members chosen by judicial districts, with one additional member for Kings County and three for New York County.

The duties of this board are to visit, inspect, and maintain general supervision over all charitable and correctional institutions. These include the state hospitals, the reformatories, the House of Correction, and all homes for the poor, aged, or infirm.

The State Militia. The American people have always been opposed to a standing army, because history has shown that such armies have frequently been used to deprive the people of their rights and liberties.

However, trained soldiers are necessary to preserve order on special occasions, and also to serve in case any other nation should attack us. The United States has, therefore, provided for a small standing army, which is always prepared for duty, and for a school for military officers.

In the early days of the republic, it was the custom for each state to call out its own men of the militia, at convenient points, for military drill. This day was known as training day, and it was observed as a holiday by the people. Now, however,

each state has regularly enlisted bodies of troops called the National Guard, composed of volunteers, who are uniformed, equipped with arms, and are trained in warfare. These troops are obliged to report at least once each week for drill; are regularly inspected and tested by officers appointed for that purpose; are given each year a certain period of actual war conditions as nearly as these can be duplicated; and are also, for practice, occasionally combined with the regular United States army.

The state militia is under the orders of the governor, and may be ordered out by the governor whenever disorder in any county of the state is such that the sheriff of that county calls upon the governor for aid. In time of actual war, the President may call upon the governor for any or all of the state troops.

In addition to this small force, the law requires that each year every able-bodied male citizen of the United States, between the ages of eighteen and forty-five, shall be enrolled in the militia. The militia may be called upon for service whenever the United States requires a large body of armed men. During the latter part of the Civil War, this law was put into effect by means of the draft.

The Militia in New York City. We have in this city seven regiments of infantry: four in Manhattan, and three in Brooklyn and Queens. There is one regiment of cavalry in Manhattan and one in Brooklyn. We have also five artillery regiments and a

corps of engineers and signal corps complete, the principal part of the state militia being in New York City.

Each regiment of infantry or cavalry has its own armory, which is sometimes shared with the signal corps or artillery organizations. The state provides the armories and part of the equipment.

Value of Joining the Militia. Service in the militia is a pleasant duty. In addition to the physical benefits of drill, a member of the militia may enjoy many athletic contests and entertainments. But more important than these personal benefits is the fact that by joining one of these organizations a man contributes toward strengthening his government against attacks from outside countries or against lawlessness within.

The training which a man receives prepares him to answer the call of his country even after he has served his term of enlistment in the militia. Other countries have a compulsory reserve army, but in the United States the government depends on the patriotism of its citizens and their support of the militia to help in time of need.

XIV

The Superintendent of Banks. All banks organized under the laws of New York State are under the supervision of the superintendent of banking.

Each bank must deposit funds to guarantee the payment of the bank notes it issues, and make quar-

terly reports of its transactions. Banks are examined by state examiners at least twice a year.

The superintendent also supervises all trust, loan, and guarantee companies and building-and-loan associations, from which he receives semi-annual reports.

Public Works. The canals and highways of the state require the expenditure of large sums of money in order that they may be kept up and that needed repairs and improvements may be made. The construction work is under the charge of the state engineer and surveyor. For several years past New York State has spent millions of dollars annually in the construction of state roads, which now reach every part of the state.

Canals. The canals of the state are cared for by the Canal Board, which consists of the lieutenant governor, secretary of state, comptroller, state treasurer, attorney-general, the state engineer and surveyor, and the superintendent of public works.

There is perhaps no more important part of the state government than this Canal Board. A large number of the industries of the state depend upon the canals. When we consider the enormous amount of commerce carried through our canals, amounting to hundreds of millions of dollars yearly, and the importance of the canals to the state, we realize what the work of the Canal Board means to us.

The greatest canal in the state is the Erie Canal from Albany to Buffalo, by which large barges that

come up the Hudson River from New York can go by water to Lake Erie.

Excise. The state places a tax on dealers in liquors, and this tax is called the excise tax. The commissioner of excise is appointed for a term of five years. He has charge of the enforcement of the laws relative to the sale of liquors. For this purpose he appoints deputies in New York, Kings, and Erie counties, and sixty special agents to assist him in other sections of the state.

It is his duty to see that the provisions of the law are observed; and in case of violation, to bring action to take away liquor licenses, and to collect the fines fixed by law.

State Department of Health. This department is in charge of the commissioner of health. He is required to investigate the causes of disease, especially of epidemics, and the effects of employment and other conditions upon the public health. He must examine into and correct any public nuisances, and regulate the manufacture and sale of foods, drugs, and liquors.

All boards of health in cities, villages, or towns are under his supervision. From them he collects and tabulates the statistics of births, deaths, marriages, and diseases.

Quarantine at the Port of New York. Every vessel which enters the port of New York is required by law to stop at the quarantine station in the bay. A doctor goes aboard and examines the passengers and crew to discover whether any of them are suf-

fering from contagious diseases. If any such are found, they are taken off the vessel and taken to the quarantine station on Hoffman Island, where there is a hospital. The ship is then fumigated and allowed to proceed to her dock.

The Quarantine Commission, composed of three members and the health officer at the port of New York, has charge of this work.

Every foreigner entering the port must have an examination very much like the one the school doctor gives each pupil. Every one is given a thorough examination of eyes and ears, throat and nose, as well as general health.

There is a very serious and incurable disease of the eyes called trachoma, from which very many of the immigrants are suffering. None who have this disease are allowed to land. They must go back to the country from which they came, at the expense of the ship that brought them over.

Thus the health of the country is protected against the introduction of diseases from other lands, and the people are saved from the expense of caring for undesirable and diseased immigrants from other countries.

XV

The State Judicial Department

Duties of the Judicial Department. The duties of the judicial department may be briefly summed up under two divisions: first, to determine whether

any laws passed by the legislature are contrary to the state constitution; and second, to hear and decide all cases brought before it, involving actions contrary to the law of the state or the nation.

The Justices of the Peace. The judicial department consists of four divisions. The lowest and the nearest to the people are the courts presided over by the justices of the peace. Four of these justices are elected by the people of each town for terms of four years each. These justices try civil suits where the amount sued for is less than two hundred dollars; and also hear cases against persons accused of certain small crimes.

The County Court. The next higher court than that of the justice of the peace is the County Court. Each of the sixty-one counties of the state has a County Court, presided over by its own county judge, who is elected by the people for a term of six years,—except that in Kings County there are two county justices. In this court are heard appeals from decisions of justices of the peace. Besides these cases of appeal, the county judge hears cases too important to be brought be ore the lower court; such as all crimes against the law, and civil suits for amounts up to two thousand dollars.

The Supreme Court. Next above the County Court is the Supreme Court—in many ways the most important court in the state. It hears cases appealed from the County Court, the most important civil suits, and all cases of crimes against the state.

There are one hundred four Supreme Court judges elected by the people of the nine judicial districts of the state, for terms of fourteen years each.

Certain of these judges, selected by the governor, constitute what is called the Appellate Division of the Supreme Court, and these judges hear all cases appealed from the County Courts and from the Supreme Court.

The Court of Appeals. Above all other state courts is the Court of Appeals. This court is composed of seven justices—one chief justice and six associate justices. These are elected by the people of the entire state for terms of fourteen years each, but the governor has the power to appoint, in addition, four Supreme Court justices to sit temporarily as associate judges in this court.

This Court of Appeals hears cases involving questions of law which are brought up to it on appeal from the Appellate Division of the Supreme Court. No questions of fact—except in cases where the sentence is death—are ever heard in this court.

There is no jury, and no witnesses are heard. The lawyers for the two sides in the case appear and argue their cause, and submit written arguments, or briefs. When the case has been heard, the justices consider it; and an opinion is written by one of them chosen for the case. The other justices examine this opinion and either approve or disapprove. Five justices of this court form a quorum, and four of them must agree for a decision.

There is no higher court in the land than the Court of Appeals, except the United States Supreme Court. To that court only may a decision of the state Court of Appeals be taken for further action.

NATIONAL INSTITUTIONS WITHIN THE STATE

XVI

The Post Office. Have you ever thought how much of our comfort, happiness, and prosperity depends upon the mails? The man in blue-gray uniform who comes to the house two or three times each day to bring letters and papers would be greatly missed if his visits should stop. He is one of the mighty army of men employed by the United States government to deliver the mail.

The New York City Post Office is the largest in the United States, if not in the world. It occupies a large building in City Hall Park and has branch offices throughout the city.

Thousands of men and hundreds of horses and motors are employed to deliver the mails. You never have to look far to find a letter-box, and generally there is a large receptacle for packages near by. From these boxes the mail is collected several times daily and sent to its destination.

In addition, the department maintains a parcel post, by which any package up to fifty pounds in

weight may be sent through the mails. Such packages cannot be left in the package boxes, but must be taken to a branch post office for shipment. The business of the parcel post has grown to immense proportions. It is an example of the efficiency with which publicly conducted enterprises may be carried on, when they are honestly administered.

By means of the mail we can keep in touch with the whole world. Business can be carried on with people in the remotest corners of the earth. We can buy at the post office a money order for any amount we wish and send it to almost any part of the world. The person who receives it can exchange it at his post office for money.

Postal Savings Banks. In the main post office and in many of its branches are postal savings banks. Anybody who wishes to save his money can take it to any of these banks and the post office will keep it until he is ready to use it. He can take out as much as he wishes whenever he wishes. While the money remains in the postal savings banks, it draws interest at two per cent.

The great value of the postal savings bank is its absolute safety, for the finances of the whole United States government are behind it.

The Custom House. One of the means by which the national government raises money to meet its expenses is to tax various articles which are sent from other countries into the United States. Most of these articles come to this country by steamer;

and as New York City is the greatest port in the United States, by far the largest amount of imports comes through this city.

In order to collect these taxes when the goods arrive at the docks, the national government is represented in New York City by a large force of customs officers. Their headquarters are in the Custom House on Bowling Green, Manhattan. The chief officer is the collector of the port, who is appointed by the President. Under him are appraisers, inspectors, the surveyor of the port, and a host of others.

When any one comes to New York from Europe, the first thing he does after leaving the steamer is to have an inspector examine his baggage. The inspector carefully goes over everything the traveler has and finds out whether there is anything on which the tax or duty, as it is called, must be paid.

Not only is a passenger's baggage inspected, but all freight which comes in by steamer. This has to be done watchfully, for there are many men who try to cheat the government. They forget that it is their government, and that the money they pay in duty is part of the necessary funds which their government must collect in order that it may serve them well.

The Immigration Bureau. Our country offers such great opportunities for a happy and prosperous existence that large numbers of people come to our shores from other countries, by every passenger

ship that enters our ports. The Immigration Bureau was established to protect these people from swindlers, to aid them in every possible way to obtain employment and lodging, to prevent the vicious of other lands from entering, and to protect the country from being overrun by the helpless and the undesirable.

This bureau maintains stations at every large port of the United States. Every foreigner who comes to our shores to make his livelihood, has to show that he is supplied with sufficient money to support himself until he can obtain employment, that he is strong physically and mentally and so not likely to become a public charge, and that he is one who will make a good citizen. If the immigrant passes this test, he is allowed to enter. If not, he is at the first opportunity sent back to the place from which he came.

New York, being the largest port, receives most of the immigrants to this country. The Immigration Office is situated upon Ellis Island, which is given over entirely to the work of this bureau.

Forts. As the chief commercial port of our country, New York City is particularly well defended from possible attack, in case of war, by the fleets of other nations. All the entrances to New York harbor are protected. In order to reach the city, a fleet must pass Sandy Hook and go up the bay, or must come through Long Island Sound. To go up the bay, a fleet would be forced to pass strong forti-

fications at Governor's Island, Fort Wadsworth, Fort Wood, and Fort Hamilton. If it entered the Sound, it would have to pass the chain of fortifications at the entrance of the Sound, and two forts at the entrance to the East River, before it could do serious damage to the city.

Neither is New York State without protection on its northern borders, where forts guard the shores of the Great Lakes. At the head of the Niagara River, which connects Lake Ontario and Lake Erie, is Fort Niagara. Farther east on Lake Ontario is Fort Ontario, near Oswego and the mouth of the Oswego River. Army barracks are situated at Sacket Harbor, still farther east, and there are barracks also at Plattsburg on Lake Champlain. At Watervliet, a few miles from Troy and the Hudson River, is a large government arsenal. In New York State also is the United States Military Academy, at West Point on the Hudson, where officers are trained for the army.

Federal Reserve Banks. New York City is one of the twelve Federal Reserve cities in the United States. By a law passed in 1913, the United States was divided into twelve districts with a Federal Reserve city in each district. There is a Federal Reserve bank in each Federal Reserve city. In New York City is the bank for the second Federal Reserve district of the United States. Each bank that is organized under national laws, instead of under state laws, must be a member of the Federal

Reserve bank in its district and must keep a certain part of its money in this bank. The Federal Reserve bank may receive deposits, issue bank notes, and lend money like any other bank, but it lends and receives money only from banks, not from people. It is a "bank for banks."

The New York Federal Reserve bank opened with a capital of $21,971,700, almost twice as much as any other Federal Reserve bank in the United States. Each of these banks is governed or controlled by a board of nine directors, and there is a Federal Reserve Board of seven men in Washington that has general charge and oversight of the whole system.

Sub-Treasury. There is a sub-treasury of the United States in New York City. Here a part of the government money is deposited. This sub-treasury is on Wall Street, at the corner of Nassau Street.

XVII

Our Government. We studied in the previous grade about the government of our city. We saw that the city officials were really our representatives, who carried on the business of the city in our interest. We saw how important it is to elect to office upright men, who will serve us honestly and well.

This is also true of state officers, who in a larger way are our representatives. In their hands is the spending of the vast sums of money raised by state taxes, which can readily be wasted by dishonest officials.

This fact makes it very important that every person who has the right to vote should use this right. It is for his own personal interest that the right men should be elected; and too often they are not, because the lack of interest of honest citizens is so great that they do not vote.

It is often difficult to persuade the best men to take office. Public office, if the official does his duty, is not an easy position. It requires practically all of a man's time and a great amount of hard work. For this reason many of our most able men feel they cannot afford to leave their business to serve the people.

But it is every man's duty, if his fellow-citizens believe him to be the man they want to represent them in public office, to make every possible sacrifice to fulfill their wishes. It is his government and our government; and unless we all take an interest in it and in how it is run, we shall suffer.

Voting and holding office are probably the most important things which we can do for our government. But another matter, the importance of which our citizens sometimes fail to realize, is jury duty. When a citizen is summoned to court by the commissioner of jurors to serve his term, he is compelled to appear. Every man should go willingly and should be ready to serve on the jury. There cannot be justice if good, honest, intelligent men do not take their places on the jury when they are called upon to do so.

Put yourself in the place of the man who is to be

tried by a jury. Would you care to have on that jury men who are ignorant and uneducated, who would allow themselves to be influenced by their personal feelings? Of course, you would not. You wish for a jury of honest, intelligent men. So when your turn comes to act as a juror, do so, and be glad of the opportunity to be of service in carrying on your government.

Every boy and girl must always remember that the government of the city, the state, and the nation is his or her government. It is carried on for your interest and for your protection and benefit. You should avail yourself of every opportunity to help your government, and remember that it is for you and not against you.

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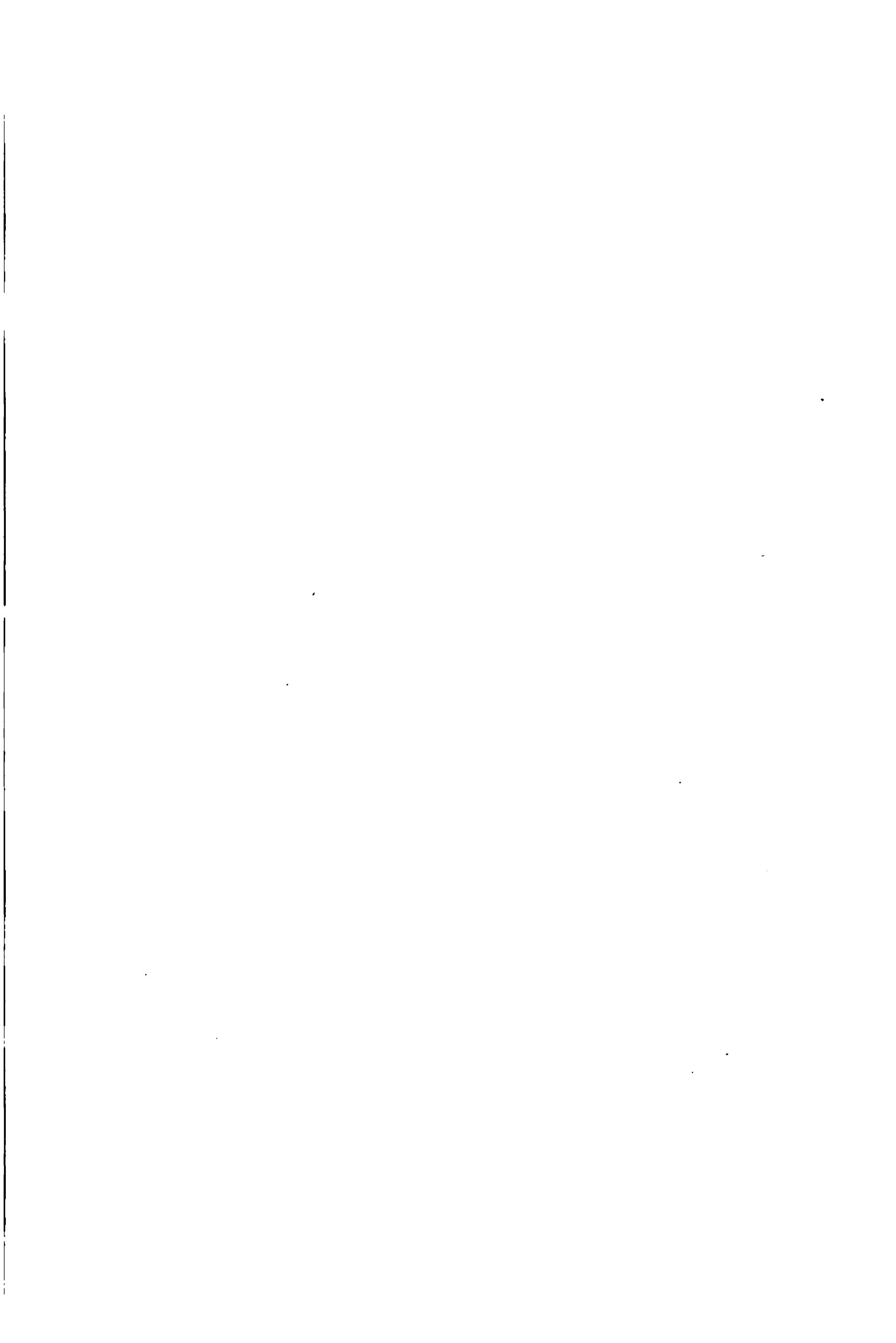

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