

# **Rules and Regulations of the York Lunatic Asylum with list of Governors, 1824**

## **Publication/Creation**

1824

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Wellcome Collection  
183 Euston Road  
London NW1 2BE UK  
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THE  
RULES  
AND  
REGULATIONS  
OF THE  
**Dork Lunatic Asylum.**

WITH A  
*LIST OF THE GOVERNORS,*  
&c. &c.

Corrected to the 2nd of November, 1824.

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**Dork :**

PRINTED BY THOMAS WILSON AND SONS,  
HIGH-OUSEGATE.

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1824.

18

THE

# RULES

OF THE  
SOCIETY OF FRIENDS  
AND  
THEir DAY OF MEETING 1815

## REGULATIONS

OF THE

THESE REGULATIONS  
FOR THE SOCIETY OF FRIENDS  
WAS FIRST PUBLISHED IN 1815

WITH A

### LIST OF THE GOVERNORS

AND  
OF THE SOCIETY OF FRIENDS  
IN THE YEAR 1815  
AND  
OF THE SOCIETY OF FRIENDS  
IN THE YEAR 1815  
AND  
OF THE SOCIETY OF FRIENDS  
IN THE YEAR 1815

THE

THESE REGULATIONS  
FOR THE SOCIETY OF FRIENDS  
WAS FIRST PUBLISHED IN 1815

1815



*At an Annual Court of Governors of the York  
Lunatic Asylum, held at the Asylum, on Friday,  
the 25th Day of August, 1815,*

(The Right Hon. EARL FITZWILLIAM in the Chair,)

RESOLVED UNANIMOUSLY,

That this Court feels, with the highest degree of satisfaction, the very great improvement which has taken place in every department of this Institution, since the General Meeting in August last; by which they have no doubt that in point of humane treatment of the Patients, and the general order and cleanliness of the house, the York Lunatic Asylum is scarcely excelled by any similar Institution in the kingdom: and this Court returns thanks to the Committees, Visiting Governors, and Ladies, for their attention to the duties which they have so humanely undertaken, and so judiciously and zealously performed.

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Donations and Legacies to this Charity are received by JOHN BROOK, Esq. of York, the Treasurer; and at the YORK BANKS; and the Bank of Sir Wm. CURTIS, and Co. London.

*Account of Patients admitted and discharged, from the  
Establishment of the Institution, to June 1, 1824.*

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Patients admitted from the first Establishment } in Nov. 1777, to Oct. 10, 1814 .....	2635
From Nov. 1777, to Oct. 10, 1814, cured, im- } proved, removed by their Friends, &c. ....	2133
From Nov. 1777, to Oct. 10, 1814, died .....	399
Remaining in the Asylum October 10, 1814 .....	103
	<hr/> 2635

Patients in the Asylum, Oct. 10, 1814 .....	103
Ditto, admitted to June 1, 1824 .....	428
	<hr/> 531

From Oct. 10, 1814, to June 1, 1824,

Discharged cured .....	139
———— improved .....	98
Removed by their friends .....	92
Died .....	79

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408

Remain—Men .....	74
Women .....	49

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123

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531



## YORK LUNATIC ASYLUM.

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**T**HE YORK LUNATIC ASYLUM was established by voluntary Subscriptions, in the year 1777. It is designed generally for the relief of Lunatics, being either parish paupers, or belonging to distressed and indigent families. Persons of limited incomes, or in moderate circumstances, are deemed objects of this charity, if the expense of their care and maintenance cannot be otherwise supported without occasioning pressure and distress to their families. Persons labouring under the affliction of a disordered mind, whether considered curable or not, are admissible as Patients, and generally all persons whom the Governors may deem proper objects; and though the Asylum is an Establishment for the County of York, Patients from other counties and places may be admitted on extraordinary occasions.

The finances being inadequate to the maintenance of Patients in distressed circumstances, a limited number of affluent Patients is admitted, on a rate of payment adequate to their abilities; with a view to providing a surplus from the payments of this class, towards the support of the most necessitous objects.



LIST OF GOVERNORS  
OF THE YORK LUNATIC ASYLUM.

CORRECTED TO 1824.

Mr. Joseph Agar.  
William Aldam, Esq.  
Oswald Allen, Esq.  
Rev. Sir C. Anderson, Bart.

S. M. Barrett, Esq.  
William Beckett, Esq.  
Stephen Beckwith, M. D.  
William Belcombe, M. D.  
Rev. Francis Best.  
Henry Bland, Esq.  
George Broadrick, Esq.  
Charles Brome, Esq.  
John Brook, Esq.  
B. Brooksbank, Esq.  
Rev. E. H. Brooksbank.  
Rev. William Bulmer.

Earl of Carlisle.  
Mr. Robert Cattle.  
Mr. John Catton.  
Sir George Cayley, Bart.  
Robert Chaloner, Esq. M. P.  
Mr. Barnard Clarkson.  
Mr. Barnard Clarkson, jun.  
Mr. Michael Clarkson.  
Rev. Charles Constable.  
Francis Constable, Esq.  
John Cooke, Esq.  
L. F. Coore, Esq.  
Rev. Robert Croft.  
Rev. James Croft.

Lord Dundas.  
Rev. James Dallin.  
John Dalton, Esq.  
William Danby, Esq.  
Rev. William Dealtry.

W. J. Denison, Esq.  
Mayor of Doncaster.  
Charles Duncombe, Esq.  
John Dyson, Esq.

Mr. Gervas Elam.  
W. J. Ellis, Esq.  
Rev. Robt. Ellie.  
Mr. John Elston.  
Rev. John Eyre.

Earl Fitzwilliam.  
T. L. Fairfax, Esq.  
W. C. Fenton, Esq.  
Francis Foljambe, Esq.  
Mrs. Fountayne.

Benjamin Gaskell, Esq.  
Daniel Gaskell, Esq.  
William Gossip, Esq.  
Rev. John Graham.  
William Gray, Esq.  
Jonathan Gray, Esq.

Godfrey Higgins, Esq.  
Richard Hobson, Esq.  
John Hodgson, Ald.  
Mr. William Hornby.  
Simon Horner, Esq.  
John Hotham, Esq.  
Mrs. Ann Howard.  
J. Hustler, Esq.

Sir William Ingilby, Bart.

Robt. Jefferson, Esq.  
Mr. Thomas Jennings.



Duke of Leeds.  
 Mrs. Lawrence.  
 John Lawson, M. D.  
 Mrs. Jane Legard.  
 Thomas Lloyd, Esq.  
 John Lund, Esq.

Viscount Milton.  
 Mr. Joseph Marshall.  
 Mr. Thomas Marshall.  
 Mr. John Mason.  
 The Governor of the Merchants' Company.  
 Thomas Mitchelson, Esq.  
 Christopher Morritt, Esq.

S. W. Nicoll, Esq.  
 Richard Toulmin North, Esq.

George Osbaldeston, Esq.

George Palmes, Esq.  
 Mr. Nath. Parkinson.  
 Rev. T. Preston.  
 Mr. D. Priestman.  
 John Prince, Esq.  
 Mr. Thomas Proctor.

Duke of Roxburgh.  
 John L. Raper, Esq.  
 Rev. T. C. R. Read.  
 H. Reynard, Esq.  
 Rev. James Richardson.  
 Thomas Richardson, Esq.  
 Mr. James Richardson, jun.  
 Mr. Samuel Richardson.  
 John Roper, Esq.  
 David Russell, Esq.

Earl Spencer.  
 James Salmond, Esq.  
 Philip Saltmarsh, Esq.  
 Thomas Smith, Esq.

Martin Stapylton, Esq.  
 Mrs. Stocks.  
 John Swann, Esq.  
 Robert Swann, Esq.  
 Thomas Swann, Esq.  
 John Sykes, Esq.  
 Rev. Richard Sykes.  
 Richard Sykes, jun., Esq.

R. J. Thompson, Esq.  
 Thomas Thompson, Esq.  
 G. L. Thompson, Esq.  
 Rev. R. S. Thompson.  
 Anthony Thorpe, Esq.  
 Mr. Samuel Tuke.  
 Mr. Daniel Tuke.  
 John Tweedy, Esq.

James Walker, Esq.  
 William Walker, Esq.  
 Mr. Edward Wallis.  
 Mr. Charles Watson.  
 Rev. Charles Wellbeloved.  
 Godfrey W. Wentworth, Esq.  
 John Wharton, Esq. M. P.  
 William Whytehead, Esq.  
 Rev. William Whytehead.  
 Henry Willoughby, Esq.  
 Matth. Wilson, Esq.  
 R. Fountayne Wilson, Esq.  
 Thomas Wilson, Esq.  
 Joseph Bilton Wilson, Esq.  
 Mr. Thomas Wood Wilson.  
 Sir Francis Lindley Wood,  
 Bart.  
 Mr. G. Woodall.  
 John Wormald, Esq.  
 J. A. S. Wortley, Esq. M. P.

The Lord Archbishop of York.  
 The Lord Mayor of York.  
 John Yorke, Esq.



**PRESENT OFFICERS OF THE INSTITUTION.**

**PHYSICIAN,**

**Dr. W A K E.**

**TREASURER,**

**JOHN BROOK, Esq.**

**APOTHECARY,**

**Mr. HORACE BRIDGES HODGSON.**

**STEWARD,**

**Mr. GREEN.**

**HOUSE-STEWARD,**

**Mr. JOSEPH HORSLEY.**

**MATRON,**

**Mrs. JOANNA NAYLOR.**

# RULES AND REGULATIONS

FOR THE

MANAGEMENT OF THE YORK LUNATIC ASYLUM,

AS ADOPTED AT AN ANNUAL COURT OF GOVERNORS,

*Held on the 26th of August, 1814, and at other subsequent  
Courts.*

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## OFFICERS.

1. THE Officers of the Asylum shall consist of a PHYSICIAN; a TREASURER; an APOTHECARY, a STEWARD, who shall also be SECRETARY; a HOUSE-STEWARD, and a MATRON.

2. No person above the age of 50, shall be elected into the office of Apothecary, Steward, House-Steward, or Matron.

## GOVERNORS.

1. All Benefactors of £20 or upwards at one time, shall be Governors; as also the Lord Mayor of York, the Mayor of Doncaster, and the Governor of the Merchants' Company at York, respectively, for the time being.

2. No Donation being made subject to any condition whatever, or directed to be applied to any particular purpose, shall constitute a Governor.



3. In case of any future Subscription of £20, or upwards, by any Public Body, Society, or Partnership, one only of their number, to be named by themselves, shall act during his life as a Governor, and on his death the privilege shall cease.

4. No person shall be allowed to vote at the election of any Officer of the Asylum, till the expiration of six calendar months after he shall have become a Governor.

### COURTS.

1. There shall be a General Annual Court on Friday in the August Race-week, with unlimited powers.

2. Four Quarterly Courts shall be held,—on the Wednesday in the March Assize-week, and on the second Wednesday in the months of June, September, and December, respectively.

3. The Quarterly Courts shall be advertised once in two York Newspapers of the preceding week, and the Steward shall procure from the Treasurer an account of any Benefactions or Legacies during the Quarter, to be inserted at the foot of the advertisement.

4. Special Courts shall be called by the Steward on the requisition of any five Governors ; previous notice being given in each York Newspaper, specifying the object of calling such Special Court.



5. At the General Courts, seven Governors shall constitute a Quorum; and at Quarterly and Special Courts, five Governors shall constitute a Quorum.

6. The Chairman shall, if it be desired by any Governor present, be chosen by ballot. When the numbers on any question are equal, the Chairman shall have a second vote.

7. No Governor, or other person, shall be present when any matter relating to himself is under consideration, unless with the approbation of the Court.

8. No rule shall be made or altered at a Quarterly Court, unless after previous notice at a General or Quarterly Court.

9. No Governor, being an officer of the Establishment, shall be of the Quorum, either at a General, or a Quarterly, or a Special Court.

10. Four Governors shall be appointed at every Annual Court, as Auditors of the Steward's accounts, any two of whom may be competent to act; and these accounts shall be submitted to their inspection, at the end of each quarter.

### COMMITTEE.

1. At each Quarterly Court, a Committee of seven shall be appointed by ballot, three of whom shall be a Quorum. Each person named on the Committee, shall be apprized by the Steward of his appointment, and of the names of the rest of the Committee.



2. The Committee shall meet the first Tuesday in every month, and shall also be called together by the Steward as occasion shall require, at the discretion of himself, the Apothecary, or House-Steward, or at the desire of any one of their own number. In case of sudden emergency, a meeting may be held *instantly*.

3. The Committee shall audit all the accounts, and lay them before the Quarterly Courts; shall contract with tradesmen for provisions; (but the Committee shall not be authorized to expend more than £20 at one time, in Furniture, Linen, or Bedding, without the order of a Quarterly or General Court;) hire and discharge servants; determine the sums to be paid by Patients, as well as the persons to be admitted; discharge Patients when they see occasion; and give such orders and directions as they shall think requisite.

4. No Officer of the Institution shall be eligible to act on the Committee.

### VISITORS.

1. Every Quarterly Court shall appoint Visiting Governors, two for each month.

2. The Quarterly Court may also appoint three Ladies, whether contributors or not, as Visitors of the Female Wards for the Quarter.

3. The Visitors shall be apprized by the Steward, of the period for which they are desired to visit;



and shall be also informed who are named to visit along with them.

4. In case any Visitor appointed by the Quarterly Court decline to act, the Committee shall have the power of supplying the vacancy.

5. Books shall be kept for entering the observations of all the Visitors, under their respective signatures ; these Books shall be read at the Quarterly Courts, and shall be always open to the inspection of the Committee.

6. The Visiting Governors, on receiving information of the death or escape of a Patient, shall meet and examine into the circumstances, and shall direct such advertisements, investigation, and inquiry, as they shall think necessary, and report facts and observations to the Committee, who shall report such facts and observations to the Quarterly Court.

7. The Visiting Governors are desired to enter the day and hour of their visits in the book, and to make there, or to the Apothecary, House-Steward, or Matron, any observations on the state of the Institution they may think requisite : they are particularly requested to visit unexpectedly, and as often as possible, and to direct their attention to the night as well as day accommodations of the Patients.

8. The office of Lady Visitors is, to notice whatever regards the Female Patients, to enter the day



and hour of their visits in the book, and make there, or to the Matron, such observations as they may think proper.

9. Each Keeper shall be furnished with a List of Patients under his or her care; to be shown from time to time to the Visitors.

### PATIENTS.

1. Previous application shall be addressed to the Steward, before any Patients are sent for admission.

2. The payment of each class of Patients shall be from time to time fixed by the Quarterly Court.

3. In the admission and classification of Patients by the Committee, regard shall be had to the accommodation of as great a number of indigent Patients as possible.

4. The payment of the class of Parish Paupers shall be 7s. per week, subject to alteration by the Quarterly Court; but 1s. per week shall be allowed towards that sum out of Lupton's Fund, to such Pauper Patients as belong to the City, Ainsty, and County of York. The classification and payments of other Patients shall be left to the discretion of the Committee, subject to revision by the Court.

5. Patients paying Three Guineas per week and upwards, may be attended by their own servants,



paying such a sum for their board as the Committee shall think fit ; and such servants being under the control of the Apothecary, House-Steward, Matron, and Committee.

6. The person recommending a Patient, or some other person or persons on the Patient's behalf, to be approved by the Committee, shall, within one week of the Patient's being received into the Asylum, or at the time of admission, if the Committee or a Visitor deem it necessary, give a promissory note to the Treasurer, payable on demand, for a sum equal to the amount of at least one half-year's payment and contingent expenses of such Patient. At the option of the person giving the note, it may be for a sum equivalent to the Patient's future maintenance for a year or any longer time. Such note shall be from time to time renewed ; and if there shall be any neglect in its renewal, the Patient shall be dismissed.

All monies received by the Treasurer, on notes of the above description, shall form part of the Asylum Funds.

Persons placing Patients in the Asylum, may have the option of paying each quarter in advance, in lieu of giving such note.

In case any false statement shall be made respecting the health of a Patient, or a Patient shall be sent in a state of great bodily illness, at the



discretion of the Committee, the whole or any part of the note given to the Treasurer, or of the sum deposited on behalf of such Patient, shall be forfeited.

7. With each Male Patient, the following articles shall be brought, or else he shall be provided with them by the Steward, immediately on his arrival: viz.

- 1 Coat and Jacket, or 2 Coats.
- 2 Cloth or 3 Washing Waistcoats.
- 2 Pairs of Breeches.
- 3 Pairs of Stockings.
- 4 Shirts.
- 4 Neck and 4 Pocket Handkerchiefs.
- 1 Hat.
- 2 Pairs of Shoes.
- 3 Night Caps.

Each Female Patient shall be, in like manner, provided with the following articles: viz.

- |                       |                         |
|-----------------------|-------------------------|
| 2 Gowns.              | 2 Bed Gowns.            |
| 2 Woollen Petticoats. | 3 Night Caps.           |
| 3 Flannel Petticoats. | 4 Day Caps.             |
| 1 Pair of Stays.      | 3 Aprons.               |
| 2 Pockets.            | 4 Shifts.               |
| 2 Pairs of Shoes.     | 3 Pairs of Stockings.   |
| 1 Shawl or Cloak.     | 4 Neck Handkerchiefs.   |
| 1 Bonnet.             | 4 Pocket Handkerchiefs. |
| 1 Pair of Gloves.     |                         |



8. The persons of the Male Patients shall be examined by the Apothecary, and the Females by the Matron, when they are admitted into the Asylum; an account shall be taken of such property as they may be in possession of, and a book shall be kept by the Steward for the purpose of entering a list of such property.

9. Every Patient's linen shall be changed twice a-week, and their stockings at least once a-week.

10. Such Patients as are thought proper by the Apothecary or Matron, shall be taken to some place of worship on Sundays.

11. From Martinmas to Candlemas, the breakfast-hour shall be not later than nine o'clock; during the rest of the year, the breakfast-hour shall be eight. The Patients' dinner-hour shall be twelve o'clock; that of the Servants, one o'clock.

The Patients who have no tea, shall sup at six o'clock; those who have tea, may, if they choose, have some refreshment at seven.

The Patients not to be put to bed before eight o'clock.

12. No Patient shall be permitted to be taken out of the Asylum, till after at least seven days' notice given by their friends of such intention, or a week's extra pay.

13. The person and clothes of each Patient on going out shall be carefully examined: the males by the Apothecary and Visiting Governors, and



by any other Governor who has been a Visitor; the females by the Matron, the Lady Visitors, and any Lady who has been a Visitor; the Apothecary instructing the Steward to give the necessary notices to the examining parties. The inventory of the Patient's clothes to be produced at the examination, and an account kept by the Steward of the clothes taken out.

14. No criminal Lunatic shall be admitted as a Patient.

15. No Governor or male Officer of the Institution shall be allowed to enter the female apartments, without being accompanied by the Matron, or some other female attendant.

#### PHYSICIAN.

1. The Physician, in addition to his professional duties, is expected to pay attention to the state of the persons of the Patients; to remark the condition of their apartments; to notice any negligence or misbehaviour which he may observe in any of the officers or servants, and to represent it to the Committee if he find necessary.

2. The Physician is expected to record in a book, on the removal of a Patient, the state of health at the time of removal; and to report to the Committee whether the Patient was discharged or taken away by friends.

3. The salary to be paid to the Physician, shall,



until further order, be One Hundred Guineas per annum, payable half yearly.

4. On the election of a Physician, he shall pledge himself not to have any interest, direct or indirect, in any private Asylum.

5. The person holding this office shall not be connected with, interested in, or generally attend the Patients of any private Establishment for the reception of Lunatics; and the office shall be vacated by his connecting himself with, or becoming interested in, or generally attendant upon any such Establishments. Such vacancy shall be declared by the first Quarterly Court to which such circumstance shall have been made known; and a Special General Court shall be thereupon called, for the purpose of filling up the vacancy in the office of Physician.

6. The Physician is precluded from accepting any fees or gratuities on account of Patients in the Asylum.

### TREASURER.

The Treasurer shall receive all legacies and donations, and give discharges for the same; he shall receive the dividends and interest upon the money in the funds, or on securities; and shall issue money to the Steward when it shall be deemed necessary; and he shall make up an annual account of his receipts and disbursements. The money which he shall from time to time receive,



shall be paid into one of the York Banks, to the separate account of the Lunatic Asylum.

### APOTHECARY.

1. The Apothecary shall be resident in the house; he shall have full power over all the attendants on the Patients, both male and female, and may discharge them.

2. He shall see each Patient at least twice every twenty-four hours; and shall daily remark the condition of every apartment.

3. He shall attend to the preparation and at the administration of medicines.

4. He shall not allow the attendants to employ any coercion without either obtaining his previous consent, or immediately informing him thereof.

5. On the death or escape of any Patient, he shall give immediate information to the Visitors.

6. He is expected to support the authority of the Matron over the female Servants, and he shall direct her attention to the sick male Patients.

7. He never shall be absent from the house at the same time as the Matron, nor ever all night, without the permission of the Committee.

8. On the admission of a Patient, the Apothecary shall endeavour to collect an accurate account of the case; inquire into the previous habits of the Patient, and his or her disposition; and enter all



requisite particulars on the table and case-book belonging to the Asylum, which shall be examined at least once in every three months by the Committee.

9. He shall also keep a register of remarkable cases which may occur in the practice of the house, for the inspection of such medical men as may be Governors, or introduced by a Governor.

10. He shall keep a journal, or common place-book, in which he shall record :

The christian and surname of each Patient ;  
the dates of their admission, discharge, or death ;  
and the complaints of which they may be supposed to die :

The entry and discharge or death of any servant :

The ground of his refusing to allow the friends of Patients to see them :

Articles which he thinks are wanting for the use of Patients or the house—and generally any circumstance on which he wishes the Committee to be consulted.

This book shall be always laid before the Committee at their meetings ; and he shall also be prepared to lay before them at their Monthly Meetings, a correct list of all the Patients, distinguishing such as are in a state of recovery.

#### STEWARD.

1. The Steward shall keep the accounts with the



friends of Patients ; pay bills under the direction of the Committee or Treasurer ; and settle accounts with them when required.

2. He shall enter the minutes at the Courts, or copy them into the books if made in his absence ; keep correct lists of admissions, deaths, and removals, with such particulars as the Committee shall suggest ; and generally transact such concerns of the Institution, as the Committee shall direct.

3. He shall give each of the Committee two days previous notice of their stated Monthly Meetings, and shall also call them together as often as he, the Apothecary, or the House-Steward shall see occasion, or at the desire of any one of the Committee.

4. He shall keep an inventory of any property which may be in the possession of the Patients on admission, such as money in the pocket, &c. and of all clothes brought by the Patients ; to which he shall from time to time add whatever is sent to, or procured for them.

5. He shall take care that all the Patients are properly supplied with clothes ; and if necessary clothing be not provided by the friends of any Patient, he shall purchase it, with the Matron's assistance, where requisite, and charge it to such Patient's account.

6. On application being made for the admission of any Patient, he shall send a copy of the printed



queries to be answered by the friend of such Patient, also a list of clothes required.

7. He shall make a report to each Quarterly Court, of the number of Patients, specifying their respective payments, and the dates of their admission.

8. All bills of articles purchased for the separate use of the Patients, as well as of goods for the House, shall be paid by the Steward.

9. All bills shall be examined and signed by at least one of the Committee before payment, and all bills for goods for the house shall also be signed by the House-Steward.

10. Four days at least previous to each Quarterly Court, he shall send notice thereof by the post, to each Governor resident in York, and to any other Governor, who may desire such notice.

### HOUSE-STEWARD.

1. The House-Steward shall superintend the domestic male Servants, including the gardener, the brewer, the baker, and all other occasional workmen and mechanics, employed in or about the house; (except the Attendants on the Patients;) and when necessary, shall keep a journal of their time, but shall not hire or discharge any Servant without the approbation of the Committee.

2. He shall see, and be answerable, that all the outer-doors of the house are locked and bolted every night at ten o'clock.



3. He shall purchase, under the direction of the Committee, ale, furniture, provisions, and other necessities for the house, (except drugs,) and shall keep a book, stating minutely, the quantities and prices, which book shall be produced at each Monthly Meeting, for the inspection of the Committee, and shall report to them all bills and wages due, that they may be discharged by the Steward.

4. He shall keep inventories of all the furniture in the house, except what is in the female Patients' apartments, and of all utensils, in and about the house.

5. He shall have the care of the brew-house, bake-house, cellar, garden, and store-room; shall see weighed and measured, all shambles' meat, flour, malt, sugar, and other provisions, and shall take care that there is no extravagance or unnecessary waste, or if any, shall report the same to the Committee.

6. He shall generally transact all such concerns of the Institution, as the Committee shall direct.

#### MATRON.

1. The Matron shall superintend generally the domestic arrangements, victuals, &c.; and shall keep inventories of the linen, and of the furniture in the female apartments, for the inspection of the Courts and Committee; and also inventories of the apparel of the female Patients.



2. The Matron shall see that the beds and bedding throughout the male and female wards be clean, dry, and in good order; and report to the Committee or Visitors, any neglect on the part of the attendants.

3. She shall have the particular management and control of the female Servants, and the care of the female Patients.

4. If any thing require correction, she shall represent it, in the first instance, to the Apothecary, or House-Steward, as the case may require, and if she find it expedient, to the Physician, Visitors, or Committee.

5. She shall visit the men's wards once a-week at least, and examine the state of the bed-rooms.

6. She shall be as much as possible with the female Patients, and see that they are treated with tenderness, and that all the alleviations are provided which their state will admit, and that they be so arranged in their several day-rooms, as least to annoy each other.

7. No male Keeper, male Servant, or male Patient, shall be admitted into any of the female wards, unless the Matron, or, in case of her absence, a responsible female Attendant, be present.

#### SERVANTS IN GENERAL.

1. All the Servants shall have fixed salaries, or wages, and no perquisites.



2. If any of the Patients escape, the expense of following and bringing them back shall be defrayed, in the whole or in part, at the discretion of the Committee, by the Servant to whom blame may attach.

3. If any Servant strike, or punish, or otherwise ill-treat any Patient, such Servant shall be dismissed from his or her situation.

4. The attendants shall not employ any coercion, without either obtaining the previous consent of the Apothecary, or immediately informing him thereof.

5. The Attendants shall take care that all the Patients be clean washed and combed every morning before breakfast.

6. All the Attendants shall, in future, clean and put in order their respective day-rooms every evening.

7. The Attendants shall, as much as possible, be present with the Patients under their respective care.

8. Every Servant on going out, must have leave of absence; the Attendants, from the Apothecary; the Female Servants from the Matron; and the other Servants from the House-Steward.

9. No male Attendant shall go into the apartments of the female Patients, unless called upon, or ordered by the Physician, Apothecary, or Matron.

10. Each male and female Attendant shall keep



an inventory of the clothing belonging to each Patient under his or her care, to which they shall add any article sent to, or purchased for them, and enter the date when they receive it. They shall from time to time report the state of the Patient's clothes to the Apothecary or Matron.

11. The Servants shall, in all respects, conform to the orders and directions of the Apothecary, House-Steward, and Matron, respectively.

12. No Servant disabled by illness to do the duties of his or her office, shall be entitled to remain in the house :—but the Committee for the time being, may, at their discretion, relax the strictness of this rule.

13. The Laundry-Maid shall sort the clothes when washed, and take them to the Keepers in the respective wards, and each Keeper shall furnish her with a list of the clothes given to her.

#### LUPTON'S FUND. \*

All existing and future contributors of £20, or upwards, are Governors ; but they have no distinct power over that fund.

#### MISCELLANEOUS.

1. No Officer or Servant of this Institution

\* This fund originated in a donation by the Executor of Mr. THOMAS LUPTON, in 1789, to be appropriated solely for the maintenance of Lunatic Parish Paupers, and other indigent Lunatics within the City, Ainsty, and County of York. It has been augmented by subsequent donations and legacies.



shall accept any fee, reward, or gratuity, from or on account of Patients in the Asylum.

2. Books shall be kept in which each Tradesman shall enter, at the time of any purchase made for the use of a Patient, the articles, dates, and prices; and the Steward or Matron shall annex the number of the Patient to the article: and the Steward shall compare these Books with the Tradesman's Bill previous to the payment.

3. The old clothes of the Patients which can no longer be made use of, shall be disposed of by the Apothecary or Matron, under the direction of the Committee.

4. No member of the Committee, or any Officer of the Institution, or Visiting Governor, shall be employed in his profession or trade in the affairs of this Institution, with the exception of Bankers.

5. One of the Visiting Governors, or a member of the Committee, shall sign all bills before they are sent to the friends of the Patients, and also sign the amount of these bills entered in a book, to be produced at the time by the Steward. This book to be afterwards audited by the Committee.

6. The Quarterly Court, or the Committee, shall have power to discharge any Officer of the Institution, with the exception of the Physician and Treasurer; and if the Officer discharged shall think proper, he or she may appeal from the decision of the Quarterly Court, or of the Com-



mittee, to a General Meeting of Governors, to be held for the special purpose of hearing such appeal.—The day of holding such Meeting shall be appointed by the Committee, within one week of receiving a requisition for that purpose, and one month's notice of the Court shall be advertised in each of the York Newspapers.

7. The Quarterly Court, or the Committee, shall have power to suspend any Officer of this Institution, and to appoint a substitute during such suspension; and in such case, a Special General Court shall be held within two calendar months, to be called by advertisement in all the York Newspapers, one calendar month previous to its being held, for the purpose of determining upon dismissal or restoration to Office.

8. In case of the death, resignation, notified intention to resign, or removal of any Officer of the Asylum, the Committee shall, within fourteen days, cause one calendar month's notice to be given, by advertisement in all the York Newspapers, of a Special General Court, to supply the vacancy.

9. All elections shall be by ballot; and when there are more than two candidates for the vacant office of Physician, Treasurer, Apothecary, Steward, House-Steward, or Matron, if an absolute majority of all the Governors present do not appear upon the first scrutiny for any one candidate, there shall be a second ballot leaving out



the candidate who has fewest votes, and so on till such majority shall be found.

10. No friend of a Patient, nor any stranger, shall visit the house without written leave from the Physician or a Visitor, or without the approbation of the Apothecary; and in case of the Apothecary's refusal, he shall report the occasion of it to the friend of the Patient, and record it on the books.

11. The friends of Patients may call in any regular Physician, in consultation with the Physician of the Institution.

12. All books directed to be kept by the Physician and Apothecary relative to the cases of Patients, their admission, or discharge; as well as all the books kept by the Steward and House-Steward, shall be the property of the Institution.

13. The Diet Table shall be from time to time revised by the Committee, with the assistance of the Physician.

14. An Annual Report shall be prepared by the Committee for publication and distribution, at least seven days previous to the General Court.

15. All Legacies and Donations shall from time to time be funded, for the purpose of augmenting the capital belonging to the Institution

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On application for the admission of Patients, the following queries are addressed by the Steward to the party applying :

*In order to enable the Committee to determine respecting the Admission of ——— you are requested to answer the following Queries :*

1. What is the Patient's Name?—*Answer.*
2. Place of Residence?
3. Age?
4. Occupation?
5. Income and Circumstances?
6. Is he [she] Single, Married, or a Widower [Widow]?
7. If Married, or a Widower, [Widow] what number of Children, and Age of the Youngest?
8. What can be afforded, as the Weekly Payment?
9. Who will be responsible for the Payment?
10. How long has the Patient been affected with derangement?
11. Is it a Case of considerable violence, or is the Patient in a tractable state?
12. What is the Patient's state of bodily Health?
13. Is the Patient subject to Fits?

*The following is a List of Clothes required to be sent with each Male Patient, viz.*

One Coat and Jacket, or two Coats.

Two Cloth, or Three Washing Waistcoats.

Two pairs of Breeches.

Two pairs of Shoes.

Three pairs of Stockings.

One Hat.



Four Shirts.

Four Neck Handkerchiefs.

Four Pocket Handkerchiefs.

Three Night Caps.

*The following is a List of Clothes required to be sent with each Female Patient :*

Two Gowns.

Two Bed Gowns.

Three Woollen Petticoats.

Three Flannel Petticoats.

Four Day Caps.

Three Night Caps.

One pair of Stays.

Three Aprons.

Two Pockets.

One pair of Gloves.

Four Shifts.

Three pairs of Stockings.

Two pairs of Shoes.

One Bonnet.

One Shawl or Cloak.

Four Neck Handkerchiefs.

Four Pocket Handkerchiefs.

N.B. The Pauper Patients generally pay at least Seven Shillings per week : One Shilling per week from Lupton's Fund to be allowed to Patients from the County, City, and Ainsty of York, which reduces the actual payment of each such Patient to Six Shillings per week

After the Committee have ordered the admission of a Patient, the following letter and queries are sent :

*I have to inform you that \_\_\_\_\_  
may be admitted into the York Lunatic Asylum, at \_\_\_\_\_  
per Week ; and have to request your attention to the List  
of Clothes already sent ; also that the accompanying  
Queries, properly answered, and the blank Certificate  
filled up, and signed by some Medical Practitioner, may*



*be addressed to the Apothecary, and sent by the person who accompanies the Patient, or if not then ready, forwarded as soon as possible afterwards.*

*R. GREEN, Steward.*

*As the successful Treatment of Insane Persons depends much upon the Information received relative to their Cases, the Friends and Medical Attendants of Patients sent to the York Lunatic Asylum, are earnestly requested carefully to answer the following Queries, and to add any other particulars connected with the Patient's Disorder or Character which may be thought important.*

1. Is this the first attack?—*Answer.*
2. If not, how many previous ones, and at what distance of time from each other?
3. How long since the Commencement of the present one?
4. Has any, and what change taken place in the Symptoms?
5. Is there, or has there appeared a disposition to self-destruction?
6. Or to injure others?
7. Or to destroy Clothes?
8. What defect, impropriety, or false notion marks the Disease?
9. What circumstance appears to have been the exciting Cause?
10. Was there any previous Singularity, or Weakness?
11. Is it known that any of the Patient's Relations have been in any degree deranged?
12. What was the Patient's natural Temper?
13. Favourite Pursuits?



14. Habits, (as to Temperance?)
15. Of what Religious Profession?
16. Have any, and what Medical means been employed?
17. Has the Patient any Bodily Disease?
18. Has the Patient had the Small Pox?
19. Or Vaccine Disease?

### MEDICAL CERTIFICATE.

*I do hereby certify, after personal examination of \_\_\_\_\_ that I believe \_\_\_\_\_ to be Insane, and a fit object for confinement in a House for the reception of Lunatics.*

(Thomas Wilson and Sons, Printers, High-Onsegate, York.)