

**State of the Lincoln Lunatic Asylum (instituted November 4, 1819) :
[fifteenth report].**

Contributors

Lincoln Lunatic Asylum (Lincoln, England)
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LUNATIC ASYLUM.

L I N C O L N

(INSTITUTED NOVEMBER 4, 1819.)

1839.

Lincoln:

PRINTED BY JAMES DRURY, STONE-BOW.

MDCCCXXXIX.

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1839.

LINCOLN LUNATIC ASYLUM.

FIFTEENTH REPORT.

The value of an Asylum for the Insane, possessing the readiest and best means for restoring the recoverable, and of safety and comfort for those who are not so, is inestimable to the Patients, their Friends, and to Society: nor can a Public Asylum be considered as having fully accomplished the intentions of its founders, or satisfied just expectation, until these objects shall have been carried out to the fullest extent, which its means will allow. It will be gratifying to the Governors of this Institution to know that the improvements, which have been effected in the construction and arrangements of the house and grounds, have been followed, not only by an extraordinary amelioration of the treatment and condition of the Patients, but also by a cessation of suicidal and other fatal accidents*, and by an increased proportion of Recoveries effected in a reduced space of time; objects of deep importance in a humane point of view, and (as Mr. Farr justly remarks) also as a matter of economy.

Of the great extent to which the general condition of the Patients has been ameliorated, some judgment may be formed from a review of its early state. Then might be seen (amidst the Quiet and Convalescent Patients,) some in Strait Waistcoats, or wearing padded iron Collars, heavy cumbrous leathern Muffs, Belts with Manacles, solid iron Wristlocks, jointed iron Leglocks, or Hobbles;—or in Dresses inappropriate to their sex, to accom-

*A late trial at York, concerning a fatal rencontre between two Lunatic Patients confined in an Asylum, *both under personal restraint*, proves that restraints are not of themselves a sufficient protection even against the worst effects of mutual violence.

moderate habits, which the use of Instruments confining the fingers had too often induced ; while others were sitting locked in massive Chairs with lime strewed underneath, or were secluded in solitary Cells ;—and these cruel substitutes for a steady system of Watchfulness, but a prelude to the still greater miseries of nights to be spent under the same wretched system of restraints, painfully sacrificing the freedom and ease of the Patients to the leisure, or misemployment, or inadequate number of the Attendants. Such treatment has gradually given way, as a slowly acquired experience of the tractability of the Insane under a milder management, gave confidence and courage. At last Severity of every kind has disappeared, through the zealous co-operation* of the present House Surgeon, who by an honest and determined application of the means placed at his disposal, has carried out the system of mitigation to the unhopd for result of an actual abolition† of the practice of personal restraint ; not any

* “ We hope the time is near, when the conviction will be more strongly felt than it has hitherto been, that the ultimate success of an institution in which human beings are assembled together, whether for instruction, support, correction, or physical cure, must depend almost if not entirely, on the strength of character and moral fitness for the situation, of the individual who is placed at its head. Whether it be a school, a work-house, an Asylum, or a prison, no committee of managers, or set of visitors, can ever hope to be able to bring it into a thoroughly prosperous state, unless their intentions are seconded and carried into execution by the individual, who is in reality the executive head of the whole”.

Monthly Chronicle, February, 1839, page 183.

“ Without efficient Officers, honestly and zealously willing to co-operate with the Authorities, no superintendance, no Rules can be of any permanent use. An unwilling Officer can thwart the best arranged plans, without subjecting himself to any specific charge : he can contrive that an improved system shall not answer, or can arrange that any convenient plan of his own shall become necessary, or can affect to misunderstand : or can distress Officers who are honest in their duty, or can countenance a faction of an opposite character, or can raise difficulties, and may always avoid offering expedients.”

Reports on prisons, transmitted to the Secretary of State, in 1827. [Lincoln Castle.]

+ In order to become *personally* assured of the effect produced upon the Disorderly Patients by the Substitution of a system of Watchfulness instead of Restraints, the House Surgeon spent 3 hours daily for 38 out of 40 successive days in the Months of March and April of the present year among these particular Patients and their attendants : and had the satisfaction to witness good order preserved, without either violence or intimidation on the part of the latter, throughout the whole period.

instance * of which has now occurred for a period of more than *twenty-three* successive months.

The Severity of an Asylum does not, as is supposed, consist in the outrage, blows, and active ill-usage occasionally brought to light, and which may be prevented by a Superintendent having any claim to humanity or attention, and who has eyes to see bruises and a voice to ask their origin:—Its torturing effect lies in the aching of limbs forcibly detained in one position, especially during the night, forbidden the ease and alleviation of change, with confined irritability for which nature has opened the vent of free motion, monotony, the feeling of oppression, surrounding miasma, contempt, and neglect:—all much more keenly felt than occasional violence, and sometimes prompting fatal acts of revenge or despondency.

Lunatics do not lose with their reasoning Faculties their bodily susceptibilities, although occasionally perverted. It is true that they have been known to bear extreme privations of Warmth, Food, fresh Air, Cleanliness, and kind Attention, without complaint or other sign of suffering. But, as fire will scorch a paralysed limb, notwithstanding that the sense of feeling may be suspended or lost, so will cold, meagre and unwholesome diet, foul air, filth, and a neglect of all the common decencies and comforts and enjoyments of humanity, injure health and shorten life, whether any consciousness of the mischief in progress may be exhibited or not.

Lunatics have not been indebted to an affected or mis-directed tenderness, which, while it has guarded them from the supposed inconveniences of the public eye, has at the same time deprived them of its protection. Strangers who inspect Asylums for the Insane, ought, as a matter of public duty, not to be contented with merely observing the more prominent arrangements

* This does not apply to a Surgical case, in which it was thought necessary to prevent a patient from meddling with the dressings of a part, supposed to have been injured by the use of one of the old injection pipes. Such an accident is now effectually prevented by adopting a bowel pipe, invented some years ago by a governor of this institution. It has a very short thin stem terminated by a perfectly round ball, sufficiently large to dilate the sphincter; this cannot injure the bowel under any circumstances.

of the Buildings and Grounds, the Work-rooms and modes of Employment of a portion of the Patients, the eccentric habits of others, often of a lively and amusing character; novelties too well calculated to strike the imagination, and divert attention from the far more important examination of the condition of those other inmates, who usually inhabit the more retired parts of the premises, perhaps suffering under various modes of restraint, or secluded in cells, or bound down in bed*. An inspection of the state of this Class of the Patients and their accommodation, may be considered as affording the unerring test of sound Government, efficient Visitation, and good Official Management. Where *such* inspection is avoided or evaded, reasonable suspicion must be entertained of a laxity in some or all of these departments, however imposing may be the exterior or high the character; and that the Privacy† professed to be necessary for the Patients, is only a plea for concealing negligent Superintendance. As the prejudices against Lunatic Asylums, and the grounds for them, have both had their origin and growth under a systematic exclusion of the public eye, so will both disappear under its honest Admission. Independent and Casual Inspection has frequently led to the detection of abuse, where Official inspection had failed; habit soon reconciles accustomed eyes. A single inspection of an Asylum conducted on wholesome principles, reverses all the

* The following Memorandum appeared in the "Strangers Memorandum Book" at Lincoln, April, 1830.

"On the Continent, as at Aversa near Naples, there is much in the institutions *ad captandum vulgus*—for instance, at the place above-mentioned we find a Theatre considered a necessary appendage, there are Billiard-rooms, &c., &c. I am not deprecating these, but when I was only allowed to view one third of the institution, and that in company of ALL the Superior Medical Officers, I was inclined to laugh at the baubles which were in full view to attract all eyes. There is no Clap-trap in the management of this Institution—and from its Situation it possesses perhaps greater capabilities than any other in Europe. Sonnestein near Dresden can, in this respect, alone be compared with it.

(Signed) E. Scholfield, M. D."

† How strong is the disposition to exclude the public eye under such circumstances may be learnt from the fact, that when, on a late occasion, a Stranger exposed some abuses he had witnessed in the treatment of Idiots confined in an Union-house, which, if not unobserved, had become familiar to the Official Visitors, an order was passed for the future exclusion of Strangers from this department

preconceived notions of strangers concerning the intractable nature of insanity, and exposes the hollow pleas for severity and concealment.

A happy natural turn for statistical inquiry has led the House Surgeon of this institution, to devote his leisure hours to the preparation of various Returns showing the state of the Patients, and has produced a valuable accession to a department, so necessary for sound practical deduction. Returns of this description require the strictest accuracy, and an uncompromising determination not to adapt the plan of the Tables so as to mitigate results, which may seem to indicate a bearing contrary to the views of the person employed. For instance, any Return of Recoveries, from which have not been deducted Re-admitted cases previously discharged as Recovered, must be fallacious; as must also any Return of Deaths, where the whole of the Re-admitted cases have not been deducted from the numbers on which the Return is made. In the one instance the true proportion of Recoveries would be unduly multiplied; in the other the true proportion of Deaths would be disguised.

Religious duty upon the Lord's day was beneficially introduced some years ago, and the present House Surgeon has cheerfully, on an intimation from the Board, now also introduced the practice of Evening Prayer for all Patients, with whom they might not be deemed inappropriate. And this approach to the respectable domestic habits of an orderly well-governed family, has been productive of good effects.

Among the improvements of detail may be enumerated, the removal of all projecting windows, a source of danger to Suicidal Patients.—Boarded floors are in course of substitution for stone throughout *all* the day and night apartments of the Patients. It cannot be too strongly impressed, that the radiation of cold is one of the most injurious depressing agents upon a Lunatic; and that nothing but a boarded floor can secure the warmth of any apartment, beyond the size to be found in a small cottage.—An ingenious watch-clock has been adopted in the night galleries, from

which it is known in the morning, whether any single quarter of an hour has been neglected by the person left in attendance.

In order to familiarize the Governors with the general arrangements of the Institution, the Routine of the Ordinary and Periodical business of the Boards, and a list of the Official Books in use, are published with this Report. The whole machinery of the Management, hitherto imperfectly seen in all its parts and bearings, will thus be made intelligible; and a regularity of proceeding is ensured, which will not allow of the inadvertent neglect of any fixed provision or arrangement.

Among the Benefactions lately made to this Institution by benevolent individuals, must be announced the munificent sum of £500 from some unknown friend of humanity, who may rest well assured that the means, so nobly placed at the disposal of the Board, shall not be unemployed or misapplied.

APRIL, 1839.

R. ELMHIRST,
CHAIRMAN.

LATEST WEEKLY RETURN OF THE STATE OF THE PATIENTS.

From Dec. 24 to Dec. 31, 1838.	M.	F.	Totals
<i>Number of Patients in the House.</i>	56	45	101
<i>First Rank.</i>	6	3	9
<i>Second Rank.</i>	5	2	7
<i>Third Rank.</i>	45	40	85
<i>Maintained by their Friends.</i>	22	7	29
<i>Maintained by the Public.</i>	34	38	72
<i>Less than 1 year since the 1st attack.</i>	6	3	9
<i>From 1 to 2 years since the 1st attack.</i>	1	8	9
<i>More than 2 years since the 1st attack.</i>	49	34	83
<i>Less than 1 year since admission.</i>	12	18	30
<i>From 1 to 2 years since admission.</i>	1	5	6
<i>From 2 to 15 years since admission.</i>	30	13	43
<i>Re-admitted cases not included above.</i>	13	9	22
<i>Not expected to recover.</i>	48	38	86
<i>Deemed recoverable.</i>	8	7	15
<i>Convalescent.</i>	1	1	2
<i>Employed.†</i>	24	19	43
<i>Attended Evening Prayers.</i>	34	24	58
<i>Attended Chapel on Sunday.</i>	35	24	59
<i>Cases of Idiocy.</i>	2	0	2
<i>Cases of Epilepsy.</i>	7	3	10
<i>Cases of Paralysis.</i>	0	1	1
<i>Cases of Imbecility.</i>	12	5	17
<i>Insensible to calls of nature.</i>	6	7	13
<i>Refuse food.</i>	0	0	0
<i>Dangerous to themselves.</i>	15	22	37
<i>Dangerous to others at present.</i>	6	7	13
<i>Dangerous to others occasionally.</i>	18	17	35
<i>Disposed to destroy Clothing, &c.</i>	17	22	39
<i>Under Night Watch.</i>	27	23	50
<i>In a Noisy Room.</i>	0	0	0
<i>Under any Day Restraint.</i>	0	0	0
<i>Under any Night Restraint.</i>	0	0	0
<i>Sick.</i>	0	1	1
<i>Under Surgical Treatment.</i>	0	2	2
<i>Died.</i>	0	0	0

† Males.—Cleaning Wards, &c. 11
 Pumping Water, and other out-
 door Employment 9
 In the Wash-house, Mangle-room, }
 Kitchen, and Scullery..... } 4

 Females.—Knitting, Needle-work, &c. } 15
 Cleaning Wards, &c. ... }
 In the Laundry, & Kitchen.. } 4

<i>Number of the Patients admitted, and of those Discharged from the Books,</i> from Jan. 1, 1838, to Dec. 31, 1838.			<i>from April 26, 1820, to Dec. 31, 1838.</i>				
	M.	F.	Tot.		M.	F.	Tot.
Remained Jan. 1, 1837.....	50	38	88				
Admitted in 1838	29	28	57	Admitted	329	261	590
Re-admitted in 1838.....	6	7	13	Re-admitted cases.....	66	59	125
Discharged in 1838.....	29	28	57	Discharged.....	339	275	614
Remaining Dec. 31, 1838..	56	45	101	Remained Dec. 31, 1838..	56	45	101

State of the Patients when Discharged from the Books,

<i>from Jan. 1, 1838, to Dec. 31, 1838.</i>		<i>from April 26, 1820, to Dec. 31, 1838.</i>	
As Recovered	31	As Recovered.....	285
Improved	6	Improved	70
Removed during treatment.....	8	Removed during treatment.....	120
Improper object	0	Improper object.....	1
By order of the Board	2	By order of the Board.....	15
Escaped.....	0	Escaped	5
Dead	10	Dead	118
	—		—
	57		614
	—		—

Re-admissions.

<i>Of the 590 patients admitted, have been Re-admitted,</i>			<i>Of the 285 patients Discharged as Recovered, have been Re-admitted,</i>		
73 Patients	1 time each	73 cases	26 Patients	1 time each	26 cases
10	2 times each	20	4	2 times each	8
2	3	6	2	3	6
2	4	8	1	4	4
2	5	10	1	7	7
1	8	8			
—		—	—		—
90 Patients.....		125 cases.	34 Patients.....		51 cases.
—		—	—		—

Of whom 4 have died, and 3 remain
in the Asylum.

Causes of the Deaths in 1838.

Apoplexy	2	Diseased Liver.....	1	Gradual Exhaustion....	2
Consumption	1	Dying when admitted	1	Old Age	1
Diarrhœa	1	Erysipelas	1		

Causes of the Deaths from April 20, 1820, to December 31, 1838.

Abscess in the Brain ..	1	Erysipelas	1	Maniacal Exhaustion ..	6
Apoplexy	8	Epilepsy	9	Old Age	7
Catalepsy	1	Fever	3	Paralysis	2
Consumption	5	Found dead in bed	2	Psoas Abscess	2
Diarrhœa	4	Gradual Exhaustion....	28	Suicide	7
Diseased Heart.....	1	Inflamed Brain	1	Tabes	5
—— Liver	1	—— Lungs	2	Typhus Fever	3
Dropsy	7	—— Parotid Gland	1	Ulcerated Bowels	2
Dying when admitted ..	7	Locked Jaw	1	Water in the Head....	1

Periods of Decease after Admission.

Between 1—7 days	Days 7—14	Weeks 2—4	Months 1—3	Months 3—6	Months 6—12	Years 1—2	Years 2—3	Years 3—16	Tot.
5	8	7	14	13	21	18	10	22	118

Ages at the time disease.

Betw.-20	20—30	30—40	40—50	50—60	60--70	70 & upw.	unknown	Total.
1	12	24	26	23	13	10	9	118

Results of the Cases placed on the Books in 1838, as found on March 31, 1839, following, shewing the current Practice of the House.

Duration of Attack previous to Admission.	State when Admitted.			State when Discharged from the Books.			Remained March 31, 1839.	
	Expected to Recover.	Not Expected to Recover.	Not Expected to Live.	Recovered.	Removed during Treatment.	Dead.	Expected to Recover.	Not Expected to Recover.
Admitted within 3 Months after the 1st Attack.	14	0	2	13	1	1	1	0
Admitted between 3 and 12 Months after the 1st Attack.	3	3	2	2	1	2	1	2
Admitted between 1 and 2 Years after the 1st Attack.	1	10	1	2	1	3	0	6
Admitted the period after Attack being upwards of 2 Years.	1	15	2	1	1	2	0	14
Admitted, having had previous Attacks.	12	3	1	8	4	1	1	2
Totals.	31	31	8	26	8	9	3	24

*Recoveries in the Lincoln Lunatic Asylum,
as affected by the Duration of the Complaint before Admission or Re-admission.*

Periods of Recovery.	Admitted within 3 months of the 1st attack.	Admitted between 3 & 12 mo. of the 1st attack.	Admitted between 1 & 2 years of the 1st attack.	Admitted, the period of attack being upwards of 2 years.	Admitted, having had previous attacks.	Admitted, the period of attack not known.	Admitted, Idiots.	Totals.
	181	112	37	129	231	21	4	715
Discharged within 3 months after admission.	68	13	1	2	52	0	0	136
— between 3 and 6 months after admission.	39	8	2	2	30	0	0	81
— between 6 and 12 months after admission.	12	5	4	3	26	0	0	50
— between 1 and 2 years after admission.	1	4	0	1	4	0	0	10
— between 2 and 3 years after admission.	1	0	0	0	0	0	0	1
— after 3 years.	1	0	1	2	3	0	0	7
Totals.	122	30	8	10	115	0	0	285

Employment of the Female Patients,

From January 1, 1838, to December 31, 1838.

ARTICLES MADE UP.

Sheets, pairs of	48	Coarse Socks, pairs of	5
Towels	72	Fancy Socks & } ditto	100
Table Cloths	15	Stockings... }	
Beds	24	Garters ditto	12
Pillows	24	Pincushion-covers	8
Pillow-cases	60	Petticoats	24
Blanket-cases	2	Flannel Petticoats	26
Straw-cases	6	Shifts	41
Window Blinds	14	Night Gowns	26
Muslin ditto	13	Caps	64
Handkerchiefs	26	Aprons	8
Neck-kerchiefs	12	Flannel Waistcoats	10

From January 1, 1839, to February 14, 1839.

Matrasses	13	Towels, (the Cloth woven	} 53
Bolsters	96	from Yarn spun by the	
Chair Cushions	2	Patients.)	

The Female Patients have repaired the whole of their own Clothing, the Male Patients' under Clothing, and the House Linen, with the assistance of a Sempstress for two days weekly.

Note.—The Matrasses were stuffed by a Sempstress.

Number of each Rank of the Patients admitted in 1838.

First Rank.....2 M. 2 F. | Second Rank..7 M. 3 F. | Third Rank....30 M. 30 F.

Average Number of Patients and Household in 1838.

Patients..... 94; Household..... 18.

Average Consumption of Bread and Meat.

Average Consumption of Bread, per head, per day.... 18oz.

Average Consumption of Meat, per head, per day.... 8½oz.

Charged to the Patients for Board, Lodging, and Attendants, in 1838, £2391 15 3,

viz. 1st Rank. £339 15 0 | 2nd Rank. £181 14 11 | 3rd Rank. £1870 5 4

Charged to the Patients for Board, Lodging, and Attendants,

from the Opening of the Institution in March 1820, to December 31, 1838.

1st Rank....	1 Patient at 2 12 6 per week,	6 7 6		
	3	2 2 0	166 7 0	
	2	1 11 6	59 3 6	
	2	1 5 0	47 6 7	
	56	1 1 0	3635 2 1	3914 6 8
2nd Rank ..	85	0 15 0	2635 3 11	2635 3 11
3rd Rank ..	23	0 12 0	453 0 4	
	162	0 10 0	4838 3 11	
	225	0 9 0	8537 6 6	
	127	0 8 0	3360 2 9	17,188 13 6
				<u>£23,738 4 1</u>

Variations in the rates of payment by some of the same Patients, will account for the apparent excess of Patients in some of the above Tables, beyond the real number.

DISBURSEMENTS,

from January 1, 1838, to December 31, 1838.

	£	s.	d.	£	s.	d.		£	s.	d.	£	s.	d.		
Balance brought forward.....	1154	0	9½	<i>Brought forward</i>				3200	10	10					
House Surgeon	120	0	0	Escape of a Patient				1	18	6					
Matron	30	0	0	Medicine				14	15	10					
Secretary	60	0	0	Newspapers, Peri- odicals, Books ..				8	10	11					
Surveyor	10	10	0	Printing, Advertis- ing				16	19	6					
Porter, Gardener..	21	0	0	Stationery, Postage				13	15	10	56	0	7		
5 Male Attendants	95	3	8	Cooperage				3	5	9					
5 Female Ditto ...	53	3	4	Earthenware, Glass				8	18	7					
5 Female Servants	46	6	8	Furniture.....				142	17	7					
Night Watching... 48	17	4½		House Linen.....				102	4	6					
Sick Nursing	11	11	2	Ironmongery, Bra- ziery				123	0	10					
Charwomen, &c.	14	18	11 5½	11	11	1½	2 Watch-Clocks... 10				5	7	390	12	10
Beer (money,) for the household..	61	3	3½	Leading				36	8	6					
Bread... 46,440lbs.	300	2	11	Levelling				36	16	10					
Butter ... 1,088lbs.	54	6	4	Joiner				316	14	10					
Cheese, for the household, 316lbs.	9	17	11	Mason, Bricklayer				606	9	5					
Coffee ... 41lbs.	4	2	0	Painter.....				64	13	3					
Eggs	6	0	6	Plumber, Glazier..				122	3	6					
Fish	0	4	2	Smith.....				25	2	5	1208	8	9		
Flour	16	12	8	Insurance							8	5	0		
Meat ... 21,756lbs.	486	5	4½	Interest							43	13	6		
Milk	115	11	0½	Conveyance of Land				26	5	9					
Oatmeal	15	16	2	Law bill (1828)...				1	15	4	28	1	1		
Peas	1	2	10	Patients' Clothing				268	0	8½					
Plums, Currants ..	4	3	1	Patients' Advances returned on discharge				115	6	4					
Porter	0	7	4	Balance of advances to Surveyor				22	6	1					
Potatoes 2,044pks.	46	3	2								£5341	5	8½		
Poultry	2	7	0												
Rice..... 336lbs.	4	18	0												
Salt, Pepper	4	3	7												
Sugar ... 1,738lbs.	47	3	4												
Tea..... 282lbs.	71	0	3												
Vegetables	10	8	7												
Wine	2	1	0	1264	0	6½									
Candles ... 580lbs.	16	4	9												
Coal..... 183 tons	152	13	9												
Firewood.....	8	13	10												
Mops, Brushes.....	15	7	2												
Oil for Lamps.....	8	8	2												
Soap	22	8	11												
Starch, Blue	1	14	2												
Straw	15	12	1												
Sundries	29	15	6½	270	18	4½									

RECEIPTS,

from January 1, 1838, to December 31, 1838.

	£	s.	d.
Balance of the £250 advanced for New Buildings in 1836	6	15	5
Balance of advances to Surveyor in 1837	123	3	9
Cash from Patients, including payments in advance, & Clothing	2843	7	4
Annual Subscriptions	92	7	0
Benefactions	166	12	0
Dividends on Stock	7	0	0
Return on over-charge for Milk	8	2	4
By sale of old Bricks.....	10	17	0
—— of foul Straw.....	2	5	0
—— of Grease	7	8	0
Balance	2073	7	10½
	<hr/>		
	£5341	5	8½

STATE OF DEBTS AND CREDITS,

January 1, 1839.

DEBTS.

	£	s.	d.
Patients' Advances in hand	349	12	7
Due to the Bank.....	2080	8	10

CREDITS.

Stock in the new 3½ per Cents.....	200	0	0
Advanced to the House-Surgeon in 1830	20	0	0
——— Matron in 1831, 1832.....	30	0	0
——— Surveyor in 1833, 1834....	50	0	0*
Balance of advances to ditto in 1838	22	6	1
Cash in the hands of the Secretary	7	0	11½
Due from a Patient	5	8	0½

* Accidentally omitted in the preceding Annual Statement.

ORDER OF PROCEEDING AT THE WEEKLY BOARD.

1. Names of the Governors present, entered on the "Minutes."
2. "Minutes" of preceding Board read up by the Secretary—"Recorded Minutes" signed by the Chairman, as examined.
3. Laid before the Board for Examination :—
 - "Benefaction and Subscription Book," as entered up ;—Benefactions and new Subscriptions, entered on the Minutes.
 - "House Surgeon's Cash Account," as balanced with the Accountant, and the items transferred to the "Cash Book ;"
 - "Bank Book," as entered up and the Receipts transferred to the "Cash Book ;"
 - "Cash Book," as entered up, with the date of each receipt and issue ;
 - "Matron's Petty Cash Book ;"
 - "Auditors' Check Book," with the amounts of the Weekly Bills, and the amount of the Patients' Clothing Bills, as entered up ;—and the Bills and "Pass Books ;"
 - "Stock Book" of Provisions purchased, issued, and as found in store on survey ;
 - "Patients' Wine Book," as entered up ;
 - "Register of the Numbers daily maintained," as entered up.
4. Laid before the Board for Examination, and Chairman's Signature :—
 - "Register of Restraints," as entered (if any) daily ;
 - "Board-room Memorandum Book" containing :— "Cravings" of smaller Articles for the Establishment, and for replacing Articles condemned,—Unserviceable House Articles reported by the House-Surgeon for Condemnation,—Cravings for Stationery, Drugs, &c.—Cravings of Articles of Clothing for Patients, with the Name of each Patient wanting the same, — Patients' Unserviceable Clothing reported by the Matron for Condemnation,—House Surgeon's "Weekly Report of the State of the Patients," their Number, Rank, Class, Forms of Disorder, Prospects of Recovery, Religious Observances, Employment, &c.—Names of Patients Admitted provisionally, or Applying for Admission, or Removed and their State, or under Notice of removal, or Reported for removal, or Deceased and the Cause,—Reference to any Special Matter in the Official Journals or Books,—Other matters to be brought before the Board.
5. "Forms of Admission" of Patients Applying, or provisionally Admitted in the preceding week, produced as duly filled up.
6. Names of Patients as Admitted, Re-admitted, or to be Discharged from the Books, and the State of the latter,—Notices of Removal,—Inquiry into Deaths (if any),—entered on the Minutes.
7. Persons waiting to see the Board.
8. "House Visitor's Report" read up.
9. House Visitor for the week next succeeding, appointed.
10. Special Matter from "Physician's Journal,"—"Surgeon's Case Book,"—"House Surgeon's Journal,"—read up.
11. Special Matter from "Governors' Memorandum Book,"—"Strangers' Memorandum Book,"—read up.
12. Letters and Communications to the Board.
13. Hiring Attendants and Servants.
14. "PERIODIC BUSINESS," as herein referred to ;—(See *Special Periodic Business.*)

<p>Jan. First Mond. 3, 4, 5, 6, 12, 13, 14, 15, 19, 20, 25, 27, 29, 30, 31, Last — 10, 16, 21, — 22, 23.</p> <p>Feb. First — 12, 14, 19, 26, 27. Last — 10.</p> <p>Mar. First — 12, 14, 19, 27. Last — 1, 10, 11, 24.</p> <p>Apr. First — 12, 13, 14, 15, 19, 20.</p>	<p>Apr. First Mon. 25, 27, 29. Last — 10, 21.</p> <p>May, First — 12, 14, 19, 26, 27. Last — 10.</p> <p>June, First — 12, 14, 19, 27. Last — 7, 8, 9, 10, 11, 24.</p> <p>July, First — 12, 13, 14, 15, 19, 20, 25, 27, 29. Last — 10, 21.</p> <p>Aug. First — 12, 14, 19, 26, 27, 28. Last — 10.</p>	<p>Sep. First Mon. 12, 19, 14, 27.</p> <p>Last — 10, 11, 24.</p> <p>Oct. First — 12, 13, 14, 15, 19, 20, 25, 27, 29, Last — 10, 21.</p> <p>Nov. First — 12, 14, 19, 26, 27. Last — 10.</p> <p>Dec. First — 12, 14, 19, 27. 9, 10, 11, 24.</p>
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15. "Reports" of Committees.
16. Adjourned business.
17. Motions.
18. "Cheque" for Payments, signed by the Chairman and two Governors present at the Board.
19. Adjournment (if any required) for the due closing of the Accounts or otherwise.
20. "Rough Minutes" read up by the Secretary, and signed by the Chairman.

ORDER OF PROCEEDING AT THE QUARTERLY BOARD.

1. Governors present, or some of them, inspect the House, and report in "Governors' Memorandum Book."
2. Names of Governors present, entered on the Minutes.
3. "Minutes" of preceding Quarter, read up by the Secretary,—Interleaved "Book of Rules, Standing Orders, &c." checked by the Minutes read,—"Recorded Minutes" of the last Weekly Board, signed by the Chairman, as examined.
4. Thanks for Benefactions and new Subscriptions, entered on the Minutes, and to be transmitted to the parties.
5. "Quarterly Balance Sheet of Accounts," with "Statement of Outstanding Debts and Credits," as entered in the "Cash Book" and signed by the Auditors, read up and allowed.
6. Vacancies (if any) of Honorary Offices, filled up, *viz.*—President, Vice Presidents, Physicians, Surgeons.
7. "PERIODIC BUSINESS," as herein referred to :—(*See Special Periodic Business.*)
Jan. Sec. Wedn. 18. | Apr. Sec. Wedn. 2, 17, 32. | July. Sec. Wedn. 18.
8. "Special Reports" of Governors, House Visitors, Physicians, Surgeons, House Surgeon, Strangers, addressed for the General Board, read up.
9. "Reports" of Special Committees, (if any,) read up.
10. "Surveyor's Report" on the State of the House, Out-houses, Spouts, Tanks, Sewers, Grounds, Walls, Roads, Fixtures, Furnishing, Baths, Water Closets, Windows, Locks, Bells, &c.—and any alterations required,—read up, and order made thereon.
11. OFFICIAL BOOKS (*) produced, and certain of them signed by the Chairman, as duly kept."
12. Adjourned Business.
13. Matter referred by the Weekly Board to the Quarterly Board, disposed of.
14. Proposed Alterations of Rules, and other matters requiring previous exhibition of Notice, disposed of.
15. Motions.
16. Adjournment (if any.)
17. "Rough Minutes" read up by the Secretary, and signed by the Chairman.

* OFFICIAL BOOKS.

KEPT BY THE SECRETARY.

- S-1 Book of Rules, Standing Orders, &c.
- S-2 Rough Minutes' Book.
- S-3 Recorded Minutes' Book.
- S-4 Portfolio of all Printed Documents.
- S-5 Portfolio of loose Papers.
- S-6 Secretary's Portfolio of Correspondence.
- S-7 Current Board-Orders Book.

KEPT BY THE ACCOUNTANT.

- A-1 Benefaction and Subscription Book.
- A-2 Cash Book.
- A-3 Auditors' Check Book.
- A-4 General Ledger.
- A-5 Abstract of General Ledger.
- A-6 Patients' Ledger.
- A-7 State of Patients' Accounts.

Under care of the Accountant.

- A-a Bank Book.

KEPT BY THE HOUSE SURGEON.

- H-1 House Surgeon's Journal.
- H-2 H. Surgeon's Portfolio of Correspondence
- H-3 House Surgeon's Cash Account.
- H-4 Salaries and Wages Book.
- H-5 Current Inventory.
- H-6 General Inventory.
- H-7 Memoranda of small Repairs.
- H-8 Board-room Copy of Stock Book.
- H-9 Patients' Wine Book.
- H-10 Register of the Numbers daily maintained
- H-11 Register of Patients.
- H-12 Register of Restraints.

Under Care of the House Surgeon.

- H-a Board-room Memorandum Book.
- H-b Weekly Visitors' Report Book, and Roll.
- H-c Physicians' Journal.
- H-d Surgeons' Case Book.
- H-e Governors' Memorandum Book.
- H-f Strangers' Memorandum Book.
- H-g House Pass-Books, *viz.* :—
1. Coal, 3. Glazier,
2. Druggist, 4. Straw.

KEPT BY THE MATRON.

- M-1 Stock Book.
- M-2 Household Issue Book.
- M-3 Matron's Petty Cash Book.
- M-4 Quarterly Return of House Linen and Bedding.
- M-5 Patients' Current Expenses Book.
- M-6 Patients' Inventories of Property.

Under Care of the Matron.

M-a House Pass-Books, *viz.* :—

- 1 Baker, 4 Cheese, 7 Milk,
- 2 Butcher, 5 Draper, 8 Oil.
- 3 Butter, eggs, 6 Grocer,

M-b Patients' Pass-Books, *viz.* :—

- 1 Clothier, 3 Hatter, 5 Shoemaker,
- 2 Draper, 4 Hosier, 6 Tailor.

KEPT BY THE PORTER.

- P-1 Porter's Check Book.
- P-2 Porter's Memorandum Book.

Special Periodic Business.

1. "Subscription Book" examined, and Notices to be sent to the Subscribers in arrear. (*Last Mond.—March.*)
2. Annual Appointment of Treasurer and Auditors. (*2nd Wedn.—April.*)
3. "Roll of House Visitors," as fairly re-copied, read over, and signed by the Chairman. (*1st Mond.—January.*)
4. One or more Governors appointed for Furnishing and Repairs, under direction of the Board. (*1st Mond.—January.*)
5. One or more Governors appointed for superintending the Gardens and Grounds. (*1st Mond.—January.*)

6. Printer and Stationer appointed for the year, if so long approved. (*1st Mond.—January.*)
7. Yearly Contracts for Coal, Straw, Milk, Butter, Eggs, made and entered on the Minutes. (*Last Mond.y.—June.*)
8. Yearly Agreements for sale of Refuse Straw, Ashes, Swill, &c. made and entered on the Minutes. (*Last Monday.—June.*)
9. Halfyearly Contracts for Bread, Flour, Ox Beef, Wether Mutton, Cheese, Groceries, made and entered on the Minutes. (*Last Mond.—June, Dec.*)
10. Allowance and Order for Payment of House Bills, and Patients' Clothing Bills, and Surveyor's Labour Bills (if any,) as audited, and examined by the Board, entered on the Minutes.—(*Last Mond.—Monthly.*)
11. Allowance and Order for Payment of Quarterly Bills, as audited, and examined by the Board,—and of Salaries and Wages,—entered on the Minutes.—(*Last Mond.—March, June, Sept. Dec.*)
12. Receipted Bills, as compared by an Auditor with the Orders for Payment, and numbered to correspond with the entries in the "Cash Book" and in the "Patients' Current Expenses Book" respectively, produced and filed. (*1st Mond.—Monthly*)
13. "Salaries and Wages Book,"—as receipted, and audited, produced. (*1st Mond.—Jan. April, July, Oct.*)
14. "Abstract of General Ledger," as made out Monthly, produced. (*1st Mon.—*)
15. "Abstract of General Ledger," as made out Quarterly, and signed by the Auditors, produced. (*1st Mond.—Jan. Apr. July, Oct.*)
16. "Abstract of General Ledger," as made out for the Year, and signed by the Auditors, produced, and signed by the Chairman. (*Last Mon.—January.*)
17. "Annual Balance Sheet of Accounts," with "Statement of Outstanding Debts and Credits," as signed by the Auditors, read up and allowed. (*2nd Wedn.—April.*)
18. Report of Physicians on the State of the Drugs, Instruments, Apparatus, &c. laid before the Board. (*2nd Wedn.—Jan. July.*)
19. "Current Board Orders Book" produced, as entered up from the Minutes with the dates, and memorandum added when the same are executed. (*1st Mon.—Monthly.*)
20. "Quarterly Return of House Linen and Bedding," produced,—Articles reported by the Matron as unserviceable, referred for Survey and Condemnation. (*1st Mon.—Jan. Apr. July, Oct.*)
21. "Current Inventory," as made out from the Articles received and condemned, and signed by the House Surgeon, produced, and signed by the Chairman. (*Last Mond.—Jan. Apr. July, Oct.*)
22. "General Inventory," as newly made out, and signed by the House Surgeon, laid before the Board. (*Last Mond.—January.*)
23. Governor appointed to compare the "General Inventory" with the property and Current Inventory," as checked by the Bills of the past year and the Articles Condemned, and to report to a Board. (*Last Mond.—January.*)
24. Patients' Tradesmen appointed for three months, viz, Draper, Clothier, Shoemaker, Hatter, Hosier. (*Last Mond.—March, June, Sept. Dec.*)
25. Patients' Quarterly Bills for Maintenance, &c. with the Items of charge, as duly compared with the "Patients' Ledger," and signed by an Auditor, produced, and to be forwarded. (*1st Mond.—Jan. Apr. July, Oct.*)
26. "State of Patients' Accounts" examined,—Patients in arrear to be returned to their Friends. (*1st Mond.—Feb. May, Aug. Nov.*)
27. Number of Patients Admitted, and of Patients Discharged from the Books, during the preceding month, with the Numbers at the beginning and end thereof, read up, as entered in the "Board-room Memorandum Book," and to be forwarded to the County Press. (*1st Mond.—Monthly.*)
28. Draft of "Annual Return to the Secretary of States," laid before the Board, and to be transmitted. (*1st Mond.—Aug.*)
29. Interleaved "Book of Rules, Standing Orders," &c. produced, as entered up from the Minutes with the dates, and signed by the Chairman. (*1st Mond.—Jan. Apr. July, Oct.*)
30. Governor appointed to arrange and consolidate the "Standing Orders" of the preceding year, under the proper heads, and report thereon to a future Board. (*1st Mond.—Jan.*)
31. Governors appointed to prepare the Draft of "Annual Report and Statement,"—to lay the same before a future Weekly Board for approval,—and to superintend the Printing and Circulation thereof. (*1st Mond.—January.*)
32. Copies of "Annual Report" on the State of the Institution, with the Names of Benefactors and Subscribers, Items of Receipt and Expenditure, Statistics, &c. as printed for Circulating among the Governors and the Public, delivered at the Board, and the Report read up. (*2nd Wedn.—April.*)

EXTRACTS FROM THE RULES.

BOARDS.

An *Ordinary Board* of the Governors is held Weekly at the Asylum, on Monday at *One o'Clock*.

A *General Board* of the Governors is held Quarterly on the second Wednesday of January, April, July, and October, at *Twelve o'Clock*.

ADMISSION OF PATIENTS.

The Ordinary Board regulates the admission of Patients.—The Forms of Admission, with other necessary information, are immediately supplied to applicants, by the Secretary or the House-Surgeon.

The House-Surgeon, during the intervals of the Boards, may, on emergency, provisionally admit Patients who have complied with the necessary Forms, subject to the opinion of the Physician.

Where any difficulty occurs in conducting Patients to the Asylum, the Physician may send a confidential Attendant and needful Apparatus for the purpose; for which no charge is made beyond the expenses incurred.

The following are the usual terms for Board, Lodging, Attendants, and Medical Treatment.

	£	s.	d.
1st Rank..... per week	1	1	0
2nd Rank	0	15	0
3rd Rank, Males	0	9	0
———, Females.....	0	8	0

Special Contracts may be made for extra Attendants and Diet.

A "Deposit of six weeks' payment," and a "Payment in advance up to the next Quarter Day," are required with each Patient on admission.—The Friends may advance for any additional Quarters, if more convenient.—The Quarter Days fall on the first of January, April, July, and October, respectively.—On the removal or death of any Patient, the amount due to the institution is deducted, and the surplus returned.

OFFICIAL VISITING.

A "Governors' Memorandum Book" shall lie upon the Board Room Table, for their remarks at such times as they shall think proper to visit the Asylum.

At each Quarterly General Board the Governors present or some of them, shall be requested to inspect the Asylum, and see every room and Patient, and report forthwith to the Board.

At each Ordinary Board, one of the Governors shall be appointed Visitor for the week next succeeding, to visit the Asylum daily if convenient, to see every Patient once at least in the week, to make any enquiries which may seem fit, and to enter his observations in the "Weekly Visitors' Book;" and no person whatsoever shall interfere to prevent the most minute examination of the Establishment.

OCCASIONAL VISITING.

Persons wishing to visit the Asylum, may be personally introduced by one of the Physicians, Surgeons, or Governors, or by the written order of a Governor; and the House-Surgeon may admit any respectable non-resident of Lincoln to see the Establishment, without a special order.

VISITS OF FRIENDS.

The Rules affecting the admission of the Patients' friends are appended to each Quarterly Account.

OFFICERS, SERVANTS.

No Officer or person whatsoever employed in this Institution, shall give to, or receive from any Tradesman, Servant, Patient, Stranger, or other person whatsoever, any fee, reward, gratuity, or present, directly or indirectly, for any thing done or to be done on account of the Asylum, on pain of expulsion; nor bargain with any patient for the sale, purchase, or exchange of clothing, food, or other article.

BOOKS, ACCOUNTS.

Any Governor may at all times inspect, extract, or copy, any Bills, Accounts, Journals, Registers, Minute-Books, or Documents whatsoever, provided that the names of the Patients shall not be copied: and all Documents, kept by order of the Rules or of any Board, shall be the property of the Institution.

Note. A Key to the Official Books, Bills, Vouchers, &c. is left always in the House, so that they may be accessible to the Governors.

FORM FOR LEGACIES.

Persons disposed to contribute to the Asylum by their last will, are particularly requested to use the following words.

I give and bequeath unto the Treasurer of a Society who call themselves GOVERNORS OF THE LINCOLN LUNATIC ASYLUM, the Legacy or sum of _____ which sum I charge on such part of my personal estate as does not consist of Chattels real, and direct to be paid by my Executors within _____ months after my decease, and applied to the Charitable uses of the said Asylum, for which, on payment, the Treasurer's Receipt shall be a sufficient discharge.

☞ For want of this Form many Charities have lost their Legacies, the Testators having charged them on their *real* instead of their *personal* estate.