

MAINE STATE LEGISLATURE

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Public Documents of Maine :

BEING THE

ANNUAL REPORTS

OF THE VARIOUS

Departments  Institutions

FOR THE YEAR

1899.

VOLUME III.

AUGUSTA
KENNEBEC JOURNAL. PRINT
1900

REPORTS

OF THE

Trustees, Resident Officers and
Visiting Committee

OF THE

MAINE INSANE HOSPITAL

DECEMBER 1, 1898.

AUGUSTA
KENNEBEC JOURNAL PRINT
1899

OFFICERS FOR 1898-99.

Trustees.

FREDERICK ROBIE, M. D., GORHAM, President.
R. B. SHEPHERD, SKOWHEGAN, Secretary.
MRS. J. R. SMITH, LITCHFIELD.
JUDSON S. CLARK, MILLTOWN.
CHARLES S. PEARL, BANGOR.
P. O. VICKERY, AUGUSTA.

Resident Officers.

BIGELOW T. SANBORN, M. D., Superintendent.
HORACE B. HILL, M. D., Assistant Superintendent.
P. H. S. VAUGHAN, M. D., Second Assistant.
EMMER VIRGINIA BAKER, M. D., Third Assistant.
BYRON W. MCKEEN, M. D., Fourth Assistant.
MANNING S. CAMPBELL, Steward and Treasurer.
ALICE G. TWITCHELL, Matron.

Chaplains for 1899.

REV. J. S. WILLIAMSON, AUGUSTA.
REV. E. E. NEWBERT, AUGUSTA.
REV. EVERETT LESHER, AUGUSTA.
REV. CHAS. W. DOHERTY, AUGUSTA.

Subordinate Officers.

CHARLES F. PERRY, Hospital Clerk.
JOHN A. GETCHELL, Assistant Hospital Clerk.
GEO. M. BROWN, Second Assistant Hospital Clerk.
AARON B. RIPLEY, Superintendent's Clerk.
ELWIN M. GRANT, Store Clerk.

Supervisors.

MALE.	FEMALE.
VERMONT R. LUCE.	MRS. ANNIE D. MCLEAN.
GEORGE S. KIMBALL, First Assistant.	Miss MARIA H. MCFEE, Assistant.
CHARLES H. DAVIS, Second Assistant.	

Women's Pavilion.

Miss EDITH BOYINTON.

Men's Pavilion.

ANSEL L. BRANN.

W. L. SAMPSON, Engineer.	W. H. ALLEN, Florist and Gardener.
HORACE B. CONY, Farm Superintendent.	

Standing Committees for 1898—99.

- On Conference with Legislative Committee—Robie, Pearl and Vickery.
 - On Finance—Vickery, Pearl and Clark.
 - On Buildings and Improvements—Shepherd, Robie and Mrs. Smith.
 - On Farm Stock and Outside Property—Shepherd, Robie and Vickery.
 - On Library—Mrs. J. R. Smith and Dr. B. T. Sanborn.
 - On Recreation of Patients—Dr. Sanborn, Shepherd and Clark.
-

Visiting Committee for the Year.

- January—Clark and Pearl.
- February—Mrs. Smith and Vickery.
- March—Full Board.
- April—Shepherd and Pearl.
- May—Robie and Mrs. Smith.
- June—Full Board.

- July—Mrs. Smith and Shepherd.
- August—Robie and Vickery.
- September—Full Board.
- October—Clark and Vickerk.
- November—Robie and Shepherd.
- December—Full Board.

TRUSTEES' REPORT.

To His Excellency, the Governor, and the Executive Council of the State of Maine :

The Board of Trustees of the Maine Insane Hospital, having finished their duties for another year, beg leave to submit to your honorable body, the fifty-eighth annual report of the officers of the institution for the year ending the thirtieth day of November, one thousand eight hundred and ninety-eight.

We would express our sincere gratitude to a kind Providence that the hospital has been entirely free from any marked contagious disease during the past year, and that peace, goodwill and contentment have characterized its entire management and history; also, we feel assured that improvements and progress during this period have crowned the official administration of its affairs.

The quarterly meetings of the full Board of Trustees, and other authorized meetings of the several committees of the Board, have not been neglected by any of its members; and thus the legal requirements of the responsible positions, which we hold from your hands, to look after the material and financial interests of the hospital and the best welfare of the inmates, have been faithfully regarded; we are thereby enabled to report, as far as our knowledge and observation extend, that there has been no previous year which can exhibit a greater degree of improvement in everything connected with the mental, physical and material interests of the hospital. It is a pleasure to report that the condition, appearance, and also the medical, sanitary and physical treatment of its inmates are free from any adverse criticism. The trustees have carefully investigated all complaints that have been made from any source, and have found nothing that requires private or public attention or investigation. The health and

various wants of the patients have been faithfully ministered to by a wise and competent superintendent, and an intelligent and faithful corps of physicians, assisted by a well selected company of attendants.

The trustees desire to publicly acknowledge the faithful and beneficial services of Mrs. Franklin M. Drew, of Lewiston, the lady visiting member to the hospital, of the committee representing the executive department of the State. It is to be regretted that ill health for some time has prevented her from making her monthly visits, so much appreciated and enjoyed by all the patients. It is the prayer of all interested in the hospital that her health may be speedily restored so that she may again enter upon her official duties of advice, sympathy and benevolence, which have so well characterized a life of philanthropy and generous deeds.

The hospital buildings, inside and outside, present a fine appearance; the walks and the avenues leading to the institution have been improved, and its immediate surroundings well cared for and beautified by an increase of flowers and shrubbery; and a suitable care of the shade trees has not been neglected. These improvements are not altogether the result of the expenditure of **this year**, which has been smaller than usual, but are more in consequence of careful looking after waste and dilapidated places, and making early repairs in season.

The voluminous and interesting report of the "Committee of Recreation and Amusement of the Patients" imparts much desirable information. We notice with great satisfaction that the benefit of the "Coburn Fund" to the inmates of the hospital becomes more apparent every year; and we feel there is a pressing demand for a still larger benevolence or gift from some philanthropic friend of the unfortunate insane so that new avenues may be opened for their comfort and pleasure. We also approve of the suggestion in this report, that some methods be devised that the talent and ability of many of the inmates for fine needlework and other vocations should be so employed and utilized, by the establishment of an industrial department, that their time may be suitably employed, and their financial resources increased by the sale of the results of their labor.

The trustees would also respectfully call the careful attention of the legislature of the State to the interesting and thorough

report of Dr. Sanborn, the superintendent of the hospital, in which document the condition and present wants of the institution are well defined. We fully agree with him, that the present is the proper time to repair "the two first wings radiating from the center building of the hospital." It seems to us that his arguments are based on sound reasoning, and that it does not require any further statement of facts on our part to secure an adequate appropriation for these additional and necessary repairs. To this end, we respectfully ask for a personal inspection of the buildings by the authorized committee of the legislature, and we trust that we may receive from them a favorable report.

The trustees feel the need of a suitable place where the convalescent, and a safe and selected company of patients, of the hospital can enjoy the physical and mental benefit and development to be derived from a well-equipped gymnasium, with billiard tables, bowling alleys, and reading rooms, where a large and appreciative number can enjoy diversion and exercise. To this end, as soon as the resources of the hospital will admit, we recommend that such a place be secured.

We also call the special attention of the legislature to that portion of Dr. Sanborn's report which refers to the "criminal insane." It appears that the wards of the State Prison cannot be used any longer as an insane hospital without interfering with other public interests. It is a grave question, whether a prison, with its bars and bolts, can be considered a curative institution; and whenever a criminal becomes insane, it is a pertinent question, whether he has not a moral claim in the line of humanity for the best methods of treatment. It seems to the trustees that for obvious reasons the citizens of our State who belong to respectable families should not be compelled to associate with our criminal insane; but that, as is the case in other States, separate provisions should be made and apartments of a safe and suitable character provided for the use of the criminal insane, near the State Insane Hospital; and that such patients should be placed under the direct charge of the superintendent of the institution. We therefor approve the superintendent's recommendations, and ask for a suitable appropriation for the above purpose.

The appropriation of the last legislature for the new boiler, engines, coal-pocket, carpenter's room and other improvements, has been well and economically expended, and is now exhausted,

and we point with pride to the new structure and its surroundings, which add so much to the fine appearance of the hospital.

As an economic expenditure it has exceeded our expectations by the saving of labor, and by the great diminishing of the quantity of coal used for heating purposes as compared with former years. It seems to be a good policy to fully complete the work so wisely commenced. We would therefore recommend that a sufficient appropriation be made by the legislature to finish the coal-pocket, and that a tramway be constructed from the wharf to the coal shed for the transportation of coal by steam power.

There is no question that interests the public more than that of good roads. The continual walking and riding of nearly one thousand persons connected with the hospital up and down its various avenues, and the frequent visits of our citizens from every section of the State, demand that we have good roads. To this end, we endorse the recommendation of the superintendent that an appropriation be made for a suitable stone crusher.

In consequence of the large increase in the demand for many of the substantial articles of the subsistence department of the hospital, the trustees were obliged on June 1, 1898, to adjust and raise the price of board twenty-five cents for each week. This became necessary in order to furnish the best kind and a sufficient quantity of food and other luxuries for the tables of the patients. When we consider the advantages and security to the patients who are obliged to seek hospital life over what they can receive at home; when we view the expense incurred for the watchfulness and care of the patients by competent and trained attendants; when we add to this the benefit of the best medical skill and attention and the free use of apothecary supplies; the commissary department with its variety of food of suitable character; the opportunities for recreation and amusements, so conducive to the recovery of good health; and the enjoyment of many other privileges and comforts, all of which are found in this institution, and are severally covered by the present price of board, the cost of the same must seem reasonable and just to all interested parties.

The trustees are aware that there is an increasing sentiment among intelligent citizens of the State of Maine, that civilization,

humanity and true charity unite in demanding that every possible provision be made by those owning the taxable property of the State for the care and recovery of any of its citizens who may belong to the unfortunate class of the insane whether they be rich or poor. Insanity is no respecter of persons; it knocks with equal hand at the door of the cottage and at the palace gate. It is a wise providence that every citizen feel an equal responsibility to prepare a suitable place for the greatest calamity that can befall any representative of the human family. The liberal and enlightened policy of the State through its executive and legislative departments has fully and repeatedly recognized the necessity of an expenditure of money to meet the pressing demand for enlarged quarters for an unfortunate but increasing class of our fellow citizens who are afflicted with insanity. Our present accommodations are crowded as never before. The trustees for this institution have frequently placed themselves on record as favoring an immediate attention of the legislature to improved and enlarged facilities for the care of the insane. We once more respectfully ask that this matter may receive your early consideration, and that therefore a suitable appropriation be made to utilize the insane hospital already commenced at Bangor, so that the overcrowded condition of the present hospital may be relieved, and the distress which follows the confinement of our indigent insane in the poorhouses of our cities and towns may be removed, and the many hundreds of insane in our private residences may have the security, comforts and all the advantages of a suitable home. To this end, I quote the words of Miss Dix, the queen of philanthropic work, who speaks thus :

“It is said that the establishment of hospitals involves expense, that it is much cheaper to maintain the insane elsewhere. Is it also computed at what actual cost these are supported in the State penitentiary, in county jails, in poorhouses and in families? What sums are consumed by their uncontrolled habits of destructiveness; what are lost by their crimes, when under frenzied impulses they fire buildings, take human life, and make wreck of all social and domestic peace and happiness? What sums are uselessly expended in conducting the trials of insane criminals? What cost of supporting the large class of incurables, who, if timely treated, would have been restored to society and usefulness, to health and enjoyment?”

We also add the following from another report :

“It is objected by some that hospitals are expensive; of this we are fully aware, but are not streets and bridges very expensive? Are not our private residences, our churches, and other edifices very expensive? The practical question is not whether a hospital costs a large sum of money, but whether it is worth what it costs, whether the money is judiciously expended; no great institutions dispensing their blessings from generation to generation can be established without costing money. But what nobler use for money than to establish them? How trifling, and ignoble and evanescent are the objects of many of our expenditures compared with the founding of a great institution for the relief of the suffering, for the healing of the sick, and for the exemplification of a true Christian benevolence for centuries to come?”

“These remarks, so truly and appropriately made in reference to a “General Hospital” come with a three-fold force when applied to a hospital for the insane.”

THE FARM.

In arranging the farm work, by the appropriate committee, for the year 1898, plans were made for cultivating about one hundred acres, twenty in potatoes, forty in fodder corn for ensilage, twenty in Hungarian, oats and barley for forage crops for the cows, and twenty in oats, barley and beans. Under the efficient farm management these arrangements were fully carried out with very satisfactory results. All the crops have been unusually productive, as will be seen by the detailed report of the steward and treasurer. The milk product 170,536 quarts, at an estimated value of \$7,692.12 has been sufficient for the ordinary needs of the hospital, while a larger number than usual of young animals have been reared for increasing and improving the herd. The fine herd of a hundred or more cows and heifers, and the commodious and convenient barns and silos are a credit to the State and a tribute to the wisdom of the State legislature.

THE NEW HEATING PLANT.

The appropriation made by the legislature of 1897 for the heating plant at the hospital was \$30,000. It was found by the trustees impossible to complete the necessary work. To finish and make useful this important and necessary annex to meet the requirements of the hospital, we are compelled to take from the other resources of the hospital a sufficient amount to finish the work so that the appropriation could be made available. The amount paid, mostly for contracts given to the lowest bidder, has been \$51,994.57 and this sum has been expended by a committee of trustees, charging but small sums for their services, which was not taken from the appropriation or other resources of the hospital. The result has been a very economical investment.

The cost of heating the hospital with the old heating apparatus for the year 1897 was \$17,652.94; for the year 1898 after the new heating apparatus was installed the cost of heating for the year was \$13,133.54, making a saving of \$4,579.40.

APPROPRIATIONS.

In consideration of what has been stated in the reports of the several departments of the hospital the trustees would respectfully ask for the following appropriations:

For the full completion of the heating plant, coal-pocket, and a tramway leading from the wharf to the boiler-house.....	\$15,000 00
For a stone-crusher.....	800 00
For full repairs and renovation of the two wings of the hospital as made by G. M. Coombs, architect, with fire-proof floors.....	21,500 00
The above does not include the heating apparatus and the plumbing in the basement, which would cost	4,000 00
Total	\$41,300 00

The last two appropriations can be made \$12,750.00 each for 1899 and 1900.

FINANCE.

An abstract from the treasurer's report shows the receipts and disbursements for the year to be as follows :

Balance cash on hand Dec. 1, 1897..	\$6,262 36	
Receipts for year hospital account..	187,140 61	
Received on account, appropriation from State of Maine for boiler- house, coal-pocket and steam machin- ery	15,000 00	
	<u> </u>	\$208,402 97

Cr.

Disbursements, hospital account....	\$195,954 60	
Disbursements, account appropriations	11,292 95	
Balance, cash in hand Nov. 30, 1898..	1,155 42	
	<u> </u>	\$208,402 97

There has been expended during the year for extraordinary repairs and permanent improvements, \$4,839.20; also for the usual repairs necessary for keeping up the buildings and out-buildings and maintaining the general sanitary condition of the Institution, including painting, \$9,898.73. The amount expended for the steam heating improvements, not provided for by the appropriation was \$12,369.77. This amount with the amount expended for the same purpose during the year 1897 makes a total of \$22,769.46 which has been expended from the current earnings of the institution. Nevertheless, by this exceedingly large outlay for 1897 and 1898 the capital of the institution has been impaired during those years only \$8,890.18.

This expenditure was made necessary by the entire remodeling of the heating plant in order to produce the most economical results, which has been fully demonstrated to be a profitable investment for the institution, as the cost of heating for the year 1897 was reduced \$4,519.40 or nearly 30%. The coming year the amount of saving will certainly reach \$6,000 as the heating system is now practically completed. The saving from this source alone will in the future pay 10% on the investment annually, and in a short time fully restore the reduction of our capital.

The financial affairs of the hospital, as given by the extended report of the treasurer, show that the purchases and expenditures have been managed with economy and skill. The thorough and excellent system of keeping accounts has assisted the committee of the trustees in making a complete examination of the financial condition of the institution, and thereby affords good reasons for public confidence in its administration.

The promptness with which the business affairs have been conducted, and the excellent and profitable management of the farm, are satisfactory and worthy of the acknowledgment of the trustees of the institution.

CONCLUSION.

The State of Maine has reasons to be proud of this institution. Its development is due to the liberal and enlightened policy which has for the past sixty years characterized the executive and legislative departments of our government and the public sentiment of our native State. We trust that the same conditions will attend our future history, and that a kind Providence will continue to protect this great Christian benevolence.

FREDERICK ROBIE, *President*,
R. B. SHEPHERD,
MRS. J. R. SMITH,
J. S. CLARK,
CHAS. S. PEARL,
P. O. VICKERY.

REPORT OF THE COMMITTEE ON RECREATION AND AMUSEMENT OF PATIENTS.

To the Trustees of the Maine Insane Hospital:

Since the organization of combined action, made effective in the appointment by your Board, of a committee whose especial duty has been to introduce methods for the further amusement and diversion of the patients, it has been very apparent that more efficient results in treatment have been obtained. In consequence of coöperative action more agencies have been employed for the individual patient in the direction of mental recreation than at any previous period. While your committee have endeavored to be on the alert to devise methods to suit the mental wants of the patients and have expended much time and labor, yet the opportunities for successful treatment have been rendered comparatively easy by the various bequests that have been donated by philanthropic citizens of the State. With these instrumentalities at our command and practically applied it needs not a very close observer to note a higher degree of contentment among our patients. Much of the monotony, which would otherwise exist, is dissipated. One cannot fail to note satisfactory results in consequence of the greater opportunities for reading books and literature adapted to the wants, in the introduction of new games and increased facilities for listening to music and in laying hold of the various opportunities that are from time to time afforded for their additional wants.

We are inclined to the opinion that a larger share of open air recreation has been rendered the patients than in previous years. It has been the aim of the committee to keep an additional force of attendants during the summer season for this purpose, and on quite a number of the wards the patients have had the pleasure of going out twice a day for exercise, sometimes remaining for a

long period. It has been our especial aim during the past season, to allow a maximum number of paroles, and our experience in this further trial of more liberal action has impressed us of its great utility in the direction of added benefits to the recipients.

It means much to a patient if he can be allowed to go about the premises, or even beyond the bounds of the institution unattended. This greater freedom of action is a moral force which is soothing to the irritated mental activities. It inspires hope and confidence and can but conduce to comfort and improvement. Greater freedom in this direction has been intentionally transferred to our patients, and among the large number that have been paroled and have the pleasure of going in and out as they saw fit, only one has taken improper advantage of this privilege, and it may be said that in this instance the patient desired to return to the institution and came back after a short absence at home. With the pleasant experience that has been noted in the system of increased parolling of our patients and from the good results which we feel certain has accrued, we would advise its continuance in the future.

It is evident that as large a number of patients as in any preceding year have been employed about the premises and about the farm and garden. There have been two and a portion of the time, three well equipped, experienced attendants, whose duty it has been to take patients out upon the premises to aid in the work in the various out-door departments. We are pleased to state that out of this large number who have availed themselves of this opportunity for manual employment no accidents have occurred to any, and contentment and physical and improved mental vigor has been the result.

It is a comparatively easy matter to afford opportunity for exercise during a portion of the warm season of the year, but in this high latitude there is a great dearth of this privilege out of doors during the winter months. With the present opportunities we are much embarrassed during such seasons of the year, and some steps should be devised in order to furnish some light indoor employment for our household. In many institutions industrial establishments have been constructed where very many articles, that were necessary to be purchased before these appliances were at their command, are being manufactured by

the inmates of the institution. Your committee has called your attention before to this particular matter, and we simply desire to emphasize what has been said in former reports in the direction of making available some suitable employment for our household during such a portion of the year as a large amount of out-door recreation would not be practicable or advisable.

We regret exceedingly that our patients were obliged to forego the pleasure of their usual season trips to the seashore by steamboat. It was a great disappointment to us all; and, with the pleasant experience of such occasions, which had continued over a period of eight or nine years, we hope this disappointment may not occur again. All of our efforts to obtain a suitable conveyance were frustrated. We took occasion as usual to allow a large number of patients to attend the circuses, and occasionally some have been taken to the city theatricals and other amusements.

The usual number of current magazines and daily papers have been distributed among the patients, and the usual interest has been taken in selecting books from the Colonel Black Library. Much effort has been made to select for our orchestra and band sufficiently intelligent and skilled musicians. Our equipment, not only in instrumental but vocal music as well, has never been surpassed at any former period. We trust this efficiency may continue unimpaired throughout the year during the entertainment season.

We are under grateful acknowledgments to Hon. J. W. Bradbury for remembering our people quite frequently and so generously with periodicals and religious papers; to Prof. Roberson for an illustrated lecture upon Japan; also one by E. C. Swett, entitled "Picturesque Maine;" to the principal of the high school, Gorham, Me., and his pupils, for a fine dramatic entertainment; to Prof. Ansbach for exhibition of legerdemain; to the Tremont Male quartette for a very pleasant vocal exercise; to M. Dennett, humorous recital, and to Mrs. Waldo Richards, recital.

We append a financial statement of the expenditures in this department during the past year.

COBURN FUND DISBURSEMENTS

FOR THE YEAR ENDING NOVEMBER 30, 1898, AS PER VOUCHERS IN THE
TREASURER'S OFFICE.

Paid for entertainment of patients at public halls, circuses, etc.	\$20 80
games for patients	26 70
music and musical supplies	50 80
Christmas cards	17 14
repairing and tuning musical instruments.....	14 00
Prof. Ansbach, sleight-of-hand entertainment	25 00
Tremont Quartette.....	20 00
M. Dennett.....	10 00
"Picturesque Maine," by E. C. Swett	33 00
recital by Mrs. Waldo Richards.....	25 00
Gorham Dramatic Company.....	23 75
orchestra and band services.....	698 22
choir	301 25
	<hr/>
	\$1,265 66

BIGELOW T. SANBORN,

R. B. SHEPHERD,

J. S. CLARK,

Committee on Recreation and Amusement of Patients.

REPORT OF THE COMMITTEE ON HOSPITAL LIBRARY.

To the Trustees of the Maine Insane Hospital:

Your committee on the library for the year ending November 30, 1898, having attended to that duty now ask leave to report.

ASSETS AND RECEIPTS.		
1897.		
December 1 ...	To deposit in Augusta Savings Bank	\$1,224 00
December 1 ...	twenty shares First National Bank stock, Portland..	2,000 00
December 1 ...	cash on hand	6 41
1898.		
January 1	dividends on bank stock	60 00
July 1	dividends on bank stock	60 00
	savings bank dividends	48 48
		\$3,398 89
1898.	DISBURSEMENTS.	
February 9....	By paid for books, Estes & Lauriat	\$16 76
March 2	D. Appleton & Co.....	18 00
April 5	Jordan, Marsh & Co	9 78
May 4	Thompson's Recollections.....	6 00
July 31	Estes & Lauriat.....	16 07
August 4	International Medical Annual	2 75
September 15.	books, Estes & Lauriat	6 82
November 30..	papers and magazines	88 10
November 30..	express and revenue stamps	3 96
November 30..	balance on hand	3,230 65
		\$2,398 89
December 1 ...	Balance in savings bank	\$1,224 00
	Twenty shares First Nat. Bank stock	2,000 00
	Cash on hand	6 65
		\$3,230 65

MRS. J. R. SMITH,
BIGELOW T. SANBORN,
Committee on Library.

SUPERINTENDENT'S REPORT.

To the Trustees of the Maine Insane Hospital :

Another milestone in the history of the Maine Insane Hospital has been passed, and again it becomes my duty to call the attention of your Board to what has occurred in its affairs during the fiscal year just ended, and which comprises the superintendent's fifty-eighth annual report. Three-score years save two have marked the existence of the institution, it having been opened for the reception of patients October 14, 1840. Its growth has been slow but gradual until the present time, when during the fiscal year just closed a larger number of patients has been domiciled than in any preceding one, notwithstanding the fact that no additional room has been provided for patients since 1890. The institution has, during this long period, had under its care more than nine thousand patients and has discharged as recovered and restored to home and a life of usefulness more than three thousand of this number. By consulting our statistics from year to year it will be found that a large share of success in treatment has resulted, and a very high ratio of recoveries has been the result. Success in treatment, however, should not be measured by recoveries alone. Other considerations should be weighed; namely; ability to afford a maximum amount of care and comfort to the individual patient and to ameliorate the suffering of incurable cases, or to assist by proper treatment the weakened faculties of the mind to regain partial self-control and to aid in regaining as far as can be its former mental stability. Disease of the mind is a formidable malady. Cell changes in the brain, when once profoundly disturbed, do not easily yield to treatment; and, hence, in quite a percentage of cases former mental vigor cannot be expected and indeed does not occur. If the statistics of the hospital are carefully

scrutinized, it will be observed that in any given year nearly as large a number of patients have been discharged, designated as improved or much improved, as of those who were classed as recovered. The significance attached is of much importance. It emphasizes the fact that, while interstitial changes have been such as to preclude recovery, yet, power of self control under judicious treatment, has been so far regained that the patient has been enabled to be restored to home and friends and to take up the daily duties of life, which were formerly made ineffective by disease of the brain inhibiting the power of will. Just here is where an institution of this character has within its grasp the power to accomplish very much good, but which has not been fully recognized. It means much to a person to be able to recover his reason so far as to enjoy home surroundings and to become so far mentally restored that he is empowered in a large degree to take up again the burdens of life formerly laid down. The institution should receive then the benefit of what it accomplishes through agencies put forth to approximate restoration of mind aside of what is rendered to aid in full recovery. It is a satisfaction for the management of the institution to receive the assurance from friends and relatives of many discharged patients that great benefit has been received from the treatment; and, although the patient may not be fully restored, yet, misguided habits have been corrected, the moral faculties of the patient have been greatly strengthened, and the disposition to become productive and industrious again has become re-established. Perhaps, while the intellectual faculties have not fully regained their former tone, the tempers, tastes and natural impulses have nearly or fully become restored. The discipline that a patient receives here, if judiciously administered, can but be corrective. The institution's prescribed rules for regular hours of sleep, its night police, making available proper nourishment and medicine the entire day, its stated hours for meals, its plain but nourishing diet, its insistence upon proper and regular exercise in the open air, and its system of proper methods for physical and mental diversion have in their potentialities elements which are not only corrective of habits, but which tend to improvement and ultimate recovery.

The number of patients remaining at the close of the fiscal year was 733; 398 men, 335 women. This number is in excess of twenty over that at the close of last year's report, there being at that period 713; 388 men, 325 women.

It will be noted by referring to table No. 1, regarding the movement of population, that the admissions this year have been twenty-one less than the preceding, there having been but 234 admitted during the period embraced in this report against 255 noted in the preceding tabulation. I think this may be accounted for by the fact that it is generally known throughout the State that the hospital is maintaining a large number of patients in excess of its capacity, and that not a few have been taken to institutions in other states for treatment. It may be also that the relatives and guardians of patients, considering the great excess of population at the hospital, conclude to make further sacrifices in keeping the patients at home rather than to take them to an institution where it is likely that some inconvenience may result in consequence of the institution's excess of its normal capacity.

A still further cause which has resulted in a minimum degree of admissions is because of the fact that the management of almshouses in some of the larger municipalities of the State have for the past few years been arranging to provide for a portion of their chronic insane in such institutions. I am of the opinion that this temporary diminution of the number of admissions which has been observed recently cannot be attributed in any degree to an abatement of insanity in the State, but can be solely regarded as due to the above causes; and the fact still remains a pertinent one that there is an urgent need of further accommodations for the insane where all of this dependent class can have the advantages of State supervision, where every comfort that the strong arm of the State can provide shall be rendered, where the closest supervision can be maintained, and where skill and experience can be afforded that class, which by reason of irresponsibility are unable to provide for themselves.

While the recoveries have not been quite so large as during the preceding year, yet the ratio compared with the number of admissions will vary but little. The percentage of recoveries based upon the number admitted has been 17.53; and to the

number under treatment has been 4.31. The mortuary record has been very low, only sixty-one having died against eighty-one, during the period of the preceding year.

It might be of public interest to know that the institution, in order to throw around its inmates the closest supervision, has been gradually increasing its night supervision, so that at present nearly one-half of the wards are closely observed both by day and by night. At present, nineteen persons are looking after the wants of the patients during the night hours. In addition, provisions are made for night diet for the sick. This duty is performed by the night cook, who not only attends to this instruction, but prepares food for the night nurses. As one of the proofs of proper protection, it might be cited that no accidents of sufficient importance to be mentioned have occurred during the past twelve months among this large family of whom so many are subject to impulses of self-destruction or homicidal propensities.

The present modernized heating system of the institution is maintaining a uniformity of temperature during the entire twenty-four hours, it being made perhaps more effective from the fact that it is closely looked after during the twenty-four hours under the supervision of the engineer by day and his assistant by night. This equilibrium of temperature not only conduces to the health of the entire household, but provides much greater effectiveness in ventilation. With the maintenance of this auxiliary much comfort is guaranteed, and as a rule much contentment is observed.

It might be of public interest to state that the 733 patients under treatment at the close of the year are supported at the institution in the following manner: 87 are maintained entirely by the State, having acquired no residence within its borders; 53 are supported entirely by their own means, 21 of that number being in the private rooms of the institution, and the balance, 32, being on the public wards; and 593 receive State aid of \$1.50 per week, towns and individuals providing for the balance.

The activities of the year in the various mechanical departments have been quite unprecedented, when taking into consideration the fact that no especially new constructions have been in operation.

The engineer and his assistant must necessarily be actively engaged during the entire warm season of the year in putting the heating apparatus in a suitable condition for winter's use. The wear and tear is very considerable every year and requires constant attention. It is, however, in readiness for the cold season, with the exception of some new construction which is now going on and which will be mentioned later on.

Within a few years the department for the distribution of warm and cold water has been placed in the plumber's hands, and very much has been accomplished in the renovation of water pipes which supply the various wards. Every year it is found that the interior of pipes has become clogged from rust, and in some localities we are obliged to replace the piping at short intervals. Thorough renovations have been made throughout the entire institution. One new bath-room has been constructed in the center building, which was much needed and we find a great convenience. A tier of sinks has been constructed in the three first dining rooms for women in the old sections of the institution. We find them of great utility, and they lessen the labor in those departments. It was found necessary to take water from the Augusta Water Company's main for the farm buildings in the rear of the premises, as the wells there were found inadequate, and the plumber has constructed there 1,100 feet of one-inch galvanized iron pipe to accommodate the buildings, of which not only the house but the barn has an ample supply. It was also found necessary to repipe the water supply to the house occupied by our farmer, as it had become entirely filled up with rust and debris.

In the painter's department much labor has been performed in the wards and on the exterior. The old brick building, so-called, has received a new coat of paint on the outside, and the exterior walls of the carpenter shop and laundry have been cleaned and oiled. While several of the wards have received a new coat of paint, yet during the coming year nearly every one of them should receive attention. We have long been of the opinion that thorough painting of the ceiling and finish is of much sanitary importance.

In the mason's department, aside from the work that is constantly required to be performed in the wards of the hospital in

replacing plastering, he has been busily engaged in constructing under drains about the engine and boiler-house and in various localities on the farm as well, quite a tract of land having been thoroughly underdrained with tile and stone.

The new heating department, comprising the engine and boiler-house, which were in process of construction at the close of last year's report, has since been fully completed. It was sufficiently advanced then to the extent that the institution was heated from that department during the winter months; but much work was required to fully complete and equip it. In fact, we are at the present time re-arranging the returns to the boilers, which is requiring much labor and expense. It was found that, in order to afford the best possible results, it would be necessary to return the water from the various hot-air chambers and radiators of the institution at a lower level, so that it was found necessary to expend considerable labor and money in blasting the ledge, which it was found extended the entire length of the institution's front. The work is not yet quite completed and will require a few weeks to accomplish. We expect most excellent results in this change, in the direction of economy of fuel. The experience of last year's heating by the new plant and its improved methods were exceedingly satisfactory. There was a marked diminution in the consumption of coal required for the proper heating of the establishment, and when the system of new returns is completed we shall expect to observe still further economical results. The exterior of the new engine and boiler-house has been properly graded, which will add much to the appearance of the building and the outlook in that section.

We have constructed a very convenient and commodious carpenter's shop in what was formerly the engine and boiler-house. It is forty by sixty feet in size and has been made quite fireproof by steel ceilings and brick and cement floors. Shafting has been constructed and a large amount of convenient machinery has been added, which greatly facilitates the work in this department.

The second story of this building has been fitted up into dormitories, with bath-room and water-closet, and will accommodate ten or twelve workmen, a portion of which is set apart for the use of the engineer's department.

The operations upon the farm and garden have been quite successful and the yield of products of the former has not been sur-

passed by any previous year. Four hundred and thirty tons of hay of most excellent quality were harvested. The yield of potatoes, while not so large as that of some former years, was up to the average, and some over two thousand bushels were harvested. The other crops were beyond the average, and the labor expended has been rewarded with excellent results. The garden has been skillfully managed, and the attendant results have been satisfactory with the yield of vegetables fully up to the average of former years.

The value of these auxiliaries to the institution cannot be overrated by reason of their opportunities to extend to so many patients such facilities for healthful exercise.

For a detailed statement regarding the yield in these two departments I would respectfully refer you to the report of the steward and treasurer.

Good results have been obtained during the past year from our herd of cows, which are looked after very carefully and are gradually increasing in number. At the close of the fiscal year we have eighty-three in milk, and there will be an addition of thirteen during the coming winter, which will bring the number of the herd affording milk up to nearly one hundred. There is upon the farm a herd of one hundred and fifty, one hundred and twenty-eight of which are composed of cows and heifers.

The better facilities for caring for our stock since the erection of our new stable is showing much better results in the increase of the products of milk furnished the institution.

The number of swine has been gradually increased so that at the present time there are two hundred and seventy. No epidemics either among the stock or swine have occurred during the past year, and both departments are valuable adjuncts to the institution.

I deem it a subject worthy of your consideration to call your attention to the condition of the criminal insane in the State who are now being cared for in a department of the State Prison. In my monthly visitations to that department, as chairman of the commission in connection with the prison physician and the warden, my attention has been called by the management at various times during the past year to the fact that the prison had become so overcrowded that it will be necessary to occupy that portion of

it now set apart for the insane, by the convicts. It would be natural that your attention should be called to the matter by the legislature, and that your opinion should be obtained as to the best methods to pursue and as to the proper locality in which to make provision for this unfortunate element.

The undesirability of treating this class again in the wards of the institution has long since been fully discussed and I hope definitely settled. If, then, it becomes absolutely necessary for this department at the State Prison to be abolished for reasons just noted, what course is most prudent to pursue? In some states they are cared for under the prison management and in juxtaposition to that institution. In other states provisions are made in a segregated building in connection with one of the State institutions for the insane. It seems to me, after fully considering the matter, that the latter plan is the wise course to pursue, particularly when it is taken into consideration that the various courts of the State find it necessary to place under the care and supervision of the management of the insane, persons for observation as to their mental condition, and which class can be best provided for with the least attendant danger and least annoyance to the inmates of the main hospital in such a building and in connection with the criminal insane. It is proper that the closest observation should be rendered in order that the truth or falsity of the plea of insanity should be determined. It would place the physician-in-charge at great inconvenience if such observation could not be rendered upon the premises of a State institution for the insane.

I hope I may be pardoned for calling your attention to this matter and would refrain from doing so only from the fact that it impresses me as one of much importance, and which, if legislation is to occur, as is very probable, I trust you may give the subject the attention it demands, and which can be rendered from the standpoint of experience.

The needs of an institution of this extent and character are constant. In consequence of the destructive character of its occupants constant injuries are being inflicted upon its property, and rapid degeneration is the inevitable result, which makes it necessary for its officers to be on the alert to maintain such repairs as are necessary to preserve the buildings intact. It is

economy; and it would savor of waste to do otherwise. I believe it to be not only in the line of economy but in accordance with imposed duty, that the administration should constantly seek to employ and maintain such methods of construction as shall best subserve the interests of the patients, and shall place and preserve the institution in the most modern and sanitary conditions. To be bereft of one's reason is sufficiently distressing, even when placed under the most pleasant surroundings and favorable conditions for recovery. Duty calls for nothing less than the most favorable environments for those placed under our care, and, after a close scrutiny of our needs, I am of the opinion that the time is ripe when the attention of the legislature should be called to the necessity of placing the old wards of the institution in a more improved and modern condition.

The two first wings radiating from the center building, one of which has been in constant use for nearly sixty years and the other for half a century, have become very dilapidated and require thorough repairing. The two wings adjacent to these on either side have become exceedingly worn and require very extensive repairs. It would not be practicable, even if money were appropriated, to make all of these changes in one year; in fact, it will require the renovation of one wing at a time, particularly in the overcrowded condition of the hospital. It would be prudent, however, to commence this renovation as early as the coming warm season and to accomplish the repairs as expeditiously as the proper caring for the patients will allow.

These buildings were constructed at so early a day that indirect radiation of heat had not been introduced; hence, none of the individual rooms are provided with flues, but are obliged to be dependent upon the radiation of heat from the wards. Heating flues of brick should be constructed for each individual room so that they can receive indirect radiation from the basement of the buildings, receiving fresh air from the exterior passing over hot-air chambers. The flooring and timbers of many of the rooms have become dilapidated and decayed, and there are scarcely any of them but that require thorough renovation. I believe it to be wise in this construction to use fireproof material, and, so far as these renovations are made, that it should be accomplished in accordance with the most improved and recent methods of construction.

I shall present forthwith for your consideration estimates of the cost of reconstructing the two wings first mentioned with fireproof material, and also the estimated cost of non-fireproof material, in order that you may determine which method to pursue. I would respectfully request that your Board call the attention of the legislative hospital committee to the necessity of these renovations and ask for an appropriation to meet its requirements.

As the legislative appropriation of two years ago was not sufficiently large to complete and fully equip the new coal-pocket, making it necessary that the size be reduced one-half, and, as no appropriation was made for the tram-way from the wharf for the transportation of coal by steam-power, I would suggest that an appropriation be asked for to complete the plant as was originally contemplated, and which is evidently in the line of strict economy.

I have in previous reports called your attention to the necessity of rearranging our road approaches to the institution. Plans for such changes were arranged by a civil engineer several years ago. The system of roads about the institution is illy planned and are of miserable construction. I would suggest that an appropriation be asked to supply the institution with a stone-crusher with means to construct and carry out the plans for new roads as were originally contemplated.

No changes have occurred among the officers of the institution with the exception of that of the interne, Dr. Daniel W. Hayes, who closed his year's service the first of July. Dr. Byron W. McKeen was appointed interne for one year to fill the vacancy. Dr. Hayes was a young man of excellent professional qualities and is deserving of success in his new field of labor in the general practice of medicine. Dr. McKeen has thus far acquitted himself well and I believe will prove a valuable adjunct to the medical staff of the institution.

The visits of the committee from the executive council have been helpful to the patients, and their presence has been highly appreciated. We regret that in consequence of severe illness Mrs. M. B. W. Drew, the lady member of the committee, was obliged to relinquish her duties. She had by her preeminent qualities of heart and mind, and her remarkable fitness for this

delicate position, endeared herself to every patient, and indeed to all connected with the institution. We all miss her helpful influence, and the patients that deep affection and interest which she always manifested towards them. We trust she may soon be restored to physical vigor, and again be enabled to renew her labors in Christian and charitable work, which she so much loves.

Those having the immediate care of the patients have in the main acquitted themselves well, as might be expected from young people reared in Christian homes and recommended to the superintendent by prominent and professional gentlemen, who in a majority of cases had known them from infancy. Some, however, from incompatibility of disposition or inadaptability for the service have been obliged to sever their connection with the institution. I am, however, under deep obligations to many who have been and are now performing very efficient and satisfactory service, which is often rendered under the most trying circumstances and self-sacrificing conditions.

The clerks of the institution have performed intelligent and efficient labor, and receive my commendation.

The many demands which I am constantly called upon to make upon my associates in office is kindly and loyally rendered, and I am sure a large share of the success that has attended our efforts is due to their hearty and ready co-operation.

I trust I am not unmindful of my obligations to your Board and heartily appreciate your earnest co-operation, and intelligent direction.

We would humbly and devoutly acknowledge the Divine Hand in safely conducting to a successful issue through another year the varied and important interests attached to this great charity.

We commend its interests to a wise and benevolent legislature and bespeak from its intelligent citizenship such interest in its affairs in the future as has characterized its attitude in the past.

MEDICAL STATISTICS, 1898.

TABLE No. 1.
MOVEMENT OF POPULATION.

	Men.	Women.	Total.
Remaining November 30, 1897	388	325	713
Admitted since	140	94	234
Number under treatment	528	419	947
DISCHARGES AND DEATHS.			
Recovered	22	19	41
Much improved	34	8	42
Improved	24	10	34
Unimproved	18	17	35
Not insane	1	0	1
Died	31	30	61
Remaining November 30, 1898	398	335	733

TABLE No. 2.
ASSIGNED CAUSES OF INSANITY IN THOSE ADMITTED DURING THE YEAR.

	Men.	Women.	Total.
Alcoholism	16	0	16
Apoplexy	1	0	1
Brain fever	1	0	1
Congenital	2	0	2
Childbirth	0	2	2
Cigarettes	1	0	1
Critical period of life	0	5	5
Disappointed affection	4	2	6
Domestic affliction	0	8	8
Desertion	0	1	1
Epilepsy	4	1	5
Grippe	1	2	3
Heredity	14	9	23
Ill health	1	0	1
Injury	5	1	6
Loss of property	2	0	2
Misanthropy	2	0	2
Morphine habit	1	1	2
Misplacement	0	1	1
Measles	1	0	1
Neurasthenia	0	1	1
Overwork	6	5	11
Overstudy	2	0	2
Puberty	0	2	2
Religious excitement	5	1	6

TABLE No. 2—*Concluded.*

	Men.	Women.	Total.
Senility	1	2	3
Self-abuse	5	2	7
Suppression of menses	0	2	2
Spasms	0	1	1
Syphilis	3	0	3
Sunstroke	3	0	3
Typhoid fever	3	0	3
Worriement	0	1	1
Unknown	56	44	100
Total.....	140	94	234

TABLE No. 3.

AGES OF THOSE ADMITTED.

	Men.	Women.	Total.
From 10 to 20 years of age	8	6	14
“ 20 “ 30 “ “	24	18	42
“ 30 “ 40 “ “	26	14	40
“ 40 “ 50 “ “	43	26	69
“ 50 “ 60 “ “	27	15	42
“ 60 “ 70 “ “	8	9	17
“ 70 “ 80 “ “	4	4	8
“ 80 “ 90 “ “	0	2	2
Total.....	140	94	234

TABLE No. 4.

SOCIAL CONDITION OF THOSE ADMITTED.

	Men.	Women.	Total.
Married	62	53	115
Single.....	60	30	90
Widowed.....	8	9	17
Divorced.....	8	1	9
Unknown.....	2	1	3
Total	140	94	234

TABLE No. 5.
DURATION OF INSANITY PRIOR TO ADMISSION.

	Men.	Women.	Total.
Not exceeding 1 month	36	24	60
" " 3 months	28	10	38
" " 6 "	13	8	21
" " 9 "	4	5	9
" " 12 "	14	9	23
" " 18 "	2	2	4
" " 2 years	13	5	18
" " 3 "	5	3	8
" " 4 "	2	1	3
" " 5 "	3	6	9
" " 6 "	1	0	1
" " 7 "	0	1	1
" " 8 "	1	0	1
" " 9 "	1	2	3
" " 10 "	2	3	5
" " 20 "	0	1	1
Unknown	15	14	29
Total	140	94	234

TABLE No. 6.
MONTHLY ADMISSIONS.

	Men.	Women.	Total.
1897, December	12	9	21
1898, January	12	10	22
" February	9	4	13
" March	13	5	18
" April	11	10	21
" May	10	8	18
" June	15	10	25
" July	12	7	19
" August	14	14	28
" September	13	4	17
" October	6	5	11
" November	13	8	21
Total	140	94	234

TABLE No. 7.
TIME OF TREATMENT OF PATIENTS DISCHARGED RECOVERED.

	Men.	Women.	Total.
Not exceeding 3 months	10	8	18
" " 6 "	9	8	17
" " 9 "	2	1	3
" " 12 "	0	1	1
" " 2 years	1	0	1
" " 8 "	0	1	1
Total	22	19	41

TABLE No. 8.
CAUSES OF DEATH.

	Men.	Women.	Total.
Apoplexy.....	3	0	3
Apoplectic insanity.....	1	0	1
Cerebral embolism.....	1	0	1
Dementia, terminal.....	4	7	11
Dementia, senile.....	2	3	5
Diarrhœa.....	0	2	2
Epilepsy.....	1	0	1
Epileptic insanity.....	2	0	2
Enteritis.....	4	0	4
General paralysis.....	7	0	7
Hemorrhage of the lungs.....	0	1	1
Latent phthisis.....	0	1	1
Mania, acute.....	0	5	5
Mania, chronic.....	0	7	7
Melancholia.....	1	2	3
Melancholia, chronic.....	1	1	2
Organic heart disease.....	2	0	2
Typhomania.....	2	1	3
Total.....	31	30	61

TABLE No. 9.
MONTHLY MORTALITY.

	Men.	Women.	Total.
1897, December.....	2	5	7
1898, January.....	5	2	7
“ February.....	2	2	4
“ March.....	0	1	1
“ April.....	2	3	5
“ May.....	4	2	6
“ June.....	3	1	4
“ July.....	2	2	4
“ August.....	3	2	5
“ September.....	6	5	11
“ October.....	1	4	5
“ November.....	1	1	2
Total.....	31	30	61

TABLE No. 10.
AGE AT DEATH.

	Men.	Women.	Total.
From 10 to 20 years of age.....	1	0	1
“ 20 “ 30 “.....	3	5	8
“ 30 “ 40 “.....	7	4	11
“ 40 “ 50 “.....	7	3	10
“ 50 “ 60 “.....	9	6	15
“ 60 “ 70 “.....	1	5	6
“ 70 “ 80 “.....	1	5	6
“ 80 “ 90 “.....	2	2	4
Total.....	31	30	61

Average age of men, 44.58; average age of women, 53.28; total average age, 48.90.

TABLE No. 11.
APPROXIMATE DURATION OF INSANITY PRIOR TO DEATH.

	Men.	Women.	Total.
3 months.....	2	3	5
6 “.....	0	1	1
9 “.....	1	0	1
12 “.....	8	3	11
2 years.....	3	2	5
3 “.....	3	4	7
4 “.....	3	0	3
5 “.....	1	2	3
6 “.....	1	2	3
8 “.....	3	1	4
10 “.....	2	1	3
12 “.....	0	1	1
16 “.....	0	1	1
18 “.....	0	2	2
20 “.....	1	0	1
22 “.....	0	2	2
24 “.....	1	0	1
26 “.....	1	0	1
28 “.....	0	1	1
34 “.....	0	1	1
35 “.....	1	1	2
42 “.....	0	2	2
Total.....	31	30	61

TABLE No. 12.
OCCUPATION OF THOSE ADMITTED.

	Men.	Women.	Total.
Agent.....	2	0	2
Butcher.....	2	0	2
Bookkeeper.....	1	0	1
Boiler maker.....	1	0	1
Blacksmith.....	2	0	2
Barber.....	2	0	2
Baggage master.....	1	0	1
Clergyman.....	1	0	1
Clerk.....	2	1	3
Carpenter.....	4	0	4
Cooper.....	2	0	2
Caterer.....	1	0	1
Can maker.....	1	0	1
Confectioner.....	1	0	1
Conductor trolley car.....	1	0	1
Constable.....	1	0	1
Druggist.....	2	0	2
Farmer.....	34	0	34
Fisherman.....	2	0	2
Florist.....	1	0	1
Housework.....	0	75	75
Laborer.....	28	0	28
Mail carrier.....	1	0	1
Mason.....	1	0	1
Mill operative.....	0	1	1
None.....	9	10	19
Painter.....	3	0	3
Printer.....	1	0	1
Photographer.....	1	0	1
Physician.....	2	0	2
Paving cutter.....	2	0	2
Quarryman.....	1	0	1
Railroad employe.....	1	0	1
School girl.....	0	2	2
School boy.....	1	0	1
Scythe maker.....	1	0	1
Seaman.....	5	0	5
Shoeshop operative.....	2	0	2
Stable keeper.....	1	0	1
Stage driver.....	2	0	2
Sawyer.....	2	0	2
Stone cutter.....	1	0	1
Store keeper.....	4	1	5
Straw shop operative.....	1	0	1
Student.....	1	0	1
Teacher.....	1	3	4
Teamster.....	2	0	2
Tramp.....	1	1	2
Weaver.....	1	0	1
Total.....	140	94	234

TABLE No. 13.
RESIDENCE PRIOR TO ADMISSION.

	Men.	Women.	Total.
Anson	1	1	2
Auburn	4	1	5
Augusta	3	4	7
Bangor	4	3	7
Bath	3	1	4
Belfast	1	1	2
Belmont	1	0	1
Benton	2	0	2
Berwick	1	0	1
Bethel	2	0	2
Biddeford	1	2	3
Bluehill	0	1	1
Bradford	1	0	1
Bridgton	0	1	1
Brooks	0	1	1
Brunswick	1	1	2
Bowdoinham	0	1	1
Boothbay Harbor	1	1	2
Bucksport	1	0	1
Burnham	2	0	2
Burlington	0	1	1
Calais	1	3	4
Charleston	1	0	1
Cornish	1	0	1
Cumberland County Jail	2	0	2
Deering	4	2	6
Deer Isle	0	1	1
Denmark	0	1	1
Dennysville	1	1	2
Detroit	1	0	1
Dexter	0	1	1
East Machias	0	1	1
Edmunds	1	0	1
Eliot	1	1	2
Ellsworth	1	1	2
Fairfield	2	2	4
Farmington	1	1	2
Fort Fairfield	1	1	2
Foxcroft	1	1	2
Freeport	1	0	1
Friendship	3	0	3
Gardiner	2	0	2
Gouldsboro	1	0	1
Greenville	0	1	1
Hallowell	0	1	1
Hampden	1	0	1
Harpwell	1	0	1
Hodgdon	2	0	2
Houlton	0	1	1
Hurricane Island	1	0	1
Islesford	0	1	1
Jay	0	1	1
Jonesboro	2	0	2
Jonesport	1	1	2
Kennebunk	1	1	2
Kittery	0	2	2
Lebanon	0	1	1
Lewiston	6	2	8
Limerick	1	0	1
Limestone	0	2	2
Lincoln	1	0	1
Lovell	1	2	3
Lubec	2	0	2
Machias	0	1	1
Madison	1	0	1
Mapleton	2	1	3
Mercer	1	0	1
Mexico	2	1	2
Monson	0	1	1
Monticello	2	0	2

TABLE No. 13—*Concluded.*

	Men.	Women.	Total.
Mt. Vernon	1	0	1
Milbridge	0	1	1
Newry	1	0	1
Norway	1	0	1
Norridgewock	1	1	2
North Berwick	1	0	1
Oakfield	1	0	1
Oakland	1	0	1
Old Orchard	0	1	1
Oldtown	3	0	3
Orono	1	2	3
Paris	0	1	1
Penobscot	1	0	1
Phillips	1	0	1
Phippsburg	1	1	2
Portland	6	1	7
Presque Isle	1	0	1
Randolph	0	2	2
Readfield	0	1	1
Richmond	2	1	3
Robbinston	0	1	1
Rockland	3	3	6
Saco	1	2	3
Sanford	1	3	4
Sangerville	1	1	2
Scarboro	1	0	1
Searsport	2	0	2
Shapleigh	1	0	1
Sidney	1	0	1
Skowhegan	0	1	1
Skowhegan Jail	2	0	2
South Berwick	2	0	2
South Portland	1	0	1
Springfield	2	0	2
St. Albans	1	0	1
Standish	0	1	1
Starks	0	2	2
Thomaston	1	0	1
Tremont	0	1	1
Union	1	0	1
Vassalboro	2	0	2
Vinalhaven	1	1	2
Wales	0	1	1
Washburn	1	0	1
Washington	1	0	1
Washington County Jail	1	0	1
Waterboro	0	1	1
Waterville	1	1	2
Wells	1	0	1
Westbrook	1	2	3
Windham	1	0	1
Winslow	0	1	1
Wiscasset	0	2	2
Whitefield	1	0	1
Whitneyville	0	1	1
Woodville	1	0	1
York	2	0	2
Total	140	94	234

TABLE No. 14.
NUMBER OF ADMISSIONS OF THOSE ADMITTED.

	Men.	Women.	Total.
Admitted the first time	102	68	170
“ “ second time	23	16	39
“ “ third time	7	5	12
“ “ fourth time	3	1	4
“ “ fifth time	2	1	3
“ “ sixth time	1	0	1
“ “ seventh time	0	1	1
“ “ eighth time	1	0	1
“ “ tenth time	1	1	2
“ “ eighteenth time	0	1	1
Total	140	94	234

TABLE No. 15.
NUMBER OF ADMISSIONS OF THOSE DISCHARGED RECOVERED.

	Men.	Women.	Total.
Admitted the first	13	11	24
“ “ second time	3	3	6
“ “ third time	2	2	4
“ “ fourth time	1	2	3
“ “ sixth time	1	0	1
“ “ seventh time	0	1	1
“ “ eighth time	1	0	1
“ “ tenth time	1	0	1
Total	22	19	41

TABLE No. 16.
RELIGION OF THOSE ADMITTED.

	Men.	Women.	Total.
Catholic	21	15	36
Protestant	117	76	193
Unknown	2	3	5
Total	140	94	234

TABLE No. 17.
 NATIVITY OF THOSE ADMITTED.

	Men.	Women.	Total.
Canada	5	4	9
England	1	3	4
Finland	0	1	1
Ireland	6	0	6
Louisiana.....	1	0	1
Massachusetts	1	2	3
Maine.....	115	76	191
New Brunswick	3	4	7
New Hampshire	2	2	4
Nova Scotia.....	2	0	2
Prince Edward's Island	1	1	2
Scotland	1	0	1
Unknown	2	1	3
Total	140	94	234

TABLE No. 18.

SHOWING THE OPERATIONS OF THE HOSPITAL FROM ITS COMMENCEMENT TO THE PRESENT TIME.

Year.	Admitted.	Discharged.	Whole number under treatment.	Recovered.	Improved.	Unimproved.	Died.	Greatest number in hospital on any day.	Least number in hospital on any day.	Remaining at the end of year.	Daily average number for the year.
1840-1.....	120	80	129	30	14	24	5	70	1	52	48
1841-2.....	89	72	141	32	16	19	5	73	50	65	59
1842-3.....	86	84	151	32	16	31	5	72	58	68	65
1843-4.....	83	75	151	30	16	23	3	79	55	75	70
1844-5.....	99	90	175	39	21	26	2	89	71	85	80
1845-6.....	102	87	187	41	22	14	5	107	80	101	93
1846-7.....	124	100	125	53	17	20	10	125	98	124	108
1847-8.....	128	125	152	60	31	14	20	135	117	127	112
1848-9.....	123	110	150	65	22	19	14	139	121	139	126
1849-50.....	110	120	149	66	35	21	14	165	123	124	137
1850-1.....	75	122	199	22	28	40	32	125	30	76	75
1851-2.....	48	42	124	23	4	8	8	76	34	84	79
1852-3.....	126	89	210	45	14	15	15	120	84	119	108
1853-4.....	109	114	228	49	15	18	32	140	114	115	127
1854-5.....	123	88	243	41	14	14	10	155	114	155	134
1855-6.....	149	114	304	54	22	19	19	194	151	190	167
1856-7.....	144	126	334	69	24	29	14	215	190	208	204
1857-8.....	126	126	334	59	25	18	24	225	102	208	213
1858-9.....	149	120	357	58	22	23	17	240	102	237	222
1859-60.....	136	133	373	63	22	17	31	246	227	240	236
1860-1.....	135	123	375	55	25	16	27	255	239	252	248
1861-2.....	126	119	377	57	24	19	19	267	244	258	254
1862-3.....	118	111	376	52	21	14	24	266	242	265	254
1863-4.....	124	135	389	49	22	11	53	273	247	254	253
1864-5.....	142	110	396	47	25	23	24	282	254	277	272
1865-6.....	135	133	412	61	29	13	33	287	267	276	277
1866-7.....	150	123	426	54	27	11	21	303	276	303	391
1867-8.....	165	129	468	63	23	16	27	341	302	339	319
1868-9.....	150	153	489	68	28	14	42	351	332	337	342
1869-70.....	130	122	467	48	19	18	37	348	330	345	339
1870-1.....	174	151	519	58	28	21	44	376	345	368	363
1871-2.....	202	177	510	79	34	19	45	404	368	393	384
1872-3.....	200	282	593	85	36	20	53	416	388	411	400
1873-4.....	189	207	600	61	33	61	52	420	393	393	400
1874-5.....	188	178	581	66	31	27	52	408	389	403	398
1875-6.....	186	184	589	68	33	31	52	408	384	405	398
1876-7.....	194	183	599	72	35	28	46	423	397	416	411
1877-8.....	188	186	604	56	45	37	48	423	406	418	415
1878-9.....	196	195	614	53	52	60	30	432	399	419	415
1879-80.....	188	171	607	57	32	43	38	439	390	436	412
1880-1.....	215	201	651	56	57	42	46	453	426	450	442
1881-2.....	194	183	644	71	35	34	43	465	433	461	449
1882-3.....	208	205	669	53	42	22	88	467	430	464	450
1883-4.....	203	207	667	59	31	16	101	472	443	460	454
1884-5.....	249	223	709	80	54	12	77	488	459	486	474
1885-6.....	231	189	717	66	56	7	60	543	484	528	506
1886-7.....	226	202	754	82	52	14	54	556	527	552	543
1887-8.....	250	224	802	76	48	19	81	600	562	578	580
1888-9.....	225	223	803	65	60	22	76	599	561	580	579
1889-90.....	253	207	833	65	18	17	73	634	577	626	612
1890-1.....	245	198	871	63	47	18	70	677	626	673	649
1891-2.....	269	257	942	71	72	25	89	697	669	685	685
1892-3.....	287	301	972	75	83	55	88	714	671	671	693
1893-4.....	284	275	955	84	51	36	104	706	668	680	680
1894-5.....	274	248	954	95	54	34	65	712	680	706	698
1895-6.....	240	237	946	58	70	29	80	717	690	709	703
1896-7.....	255	251	964	50	95	33	81	737	710	713	722
1897-8.....	234	214	947	41	76	35	61	740	708	733	727

Respectfully submitted,

BIGELOW T. SANBORN, *Superintendent.*

MAINE INSANE HOSPITAL, Augusta, Nov. 30, 1898.

CHAPLAIN'S REPORT.

To the Trustees of the Maine Insane Hospital:

GENTLEMEN: We, the undersigned, having served as chaplains during the year 1898, respectfully submit the following report.

Religious services have been regularly held in the chapel on Sundays with good attendance from those who were convalescent, and others who were quiet and orderly, and who desired to attend. The congregation have given good attention and have seemed to be interested and helped by the order of worship. Many expressions have come to us, showing that those who were present were comforted and blessed by attendance on religious services. Calls have been made and other services rendered when needed or desired, subject to the advice and judgment of the attending physicians.

It seems to us that the institution is well managed in every department. Everything possible is done for the health and comfort of all the inmates, only such restraint as is necessary being used, and much liberty being granted to all whose condition warrants it. The patients walk in the grounds and ride out in the neighboring country for health and recreation. Reading of great variety is accessible, also games and music; and social gatherings every week or two serve to make the time pass as agreeably as possible for those who are recovering and who are in a condition to enjoy such pastimes.

Of course there is discontent and complaint from some, as is to be expected from the mental condition of so many in an institution of this kind. Our experience convinces us, however, that everything is done by the officers and attendants to make the inmates as contented and comfortable under the circumstances as possible.

Great patience and judgment are required to deal satisfactorily with so many afflicted people as are of necessity assembled in an asylum for the mentally diseased. We believe that the superintendent and his assistants are possessed of those qualities, and the condition of the hospital testifies to their efficiency in other regards.

J. M. WYMAN,
EVERETT S. STACKPOLE,
CHARLES A. HAYDEN.

AUGUSTA, November 30, 1898.

STEWARD AND TREASURER'S REPORT.

To the Trustees of the Maine Insane Hospital:

I herewith present my report of the financial standing of the Maine Insane Hospital for the year ending November 30, 1898.

Total Receipts and Disbursements of Cash for the Year Ending November 30, 1898.

DR.		
Balance cash on hand December 1, 1897.....	\$ 6,262 36	
Receipts for year, hospital account	187,140 61	
Received on account appropriation from State of Maine for boiler house, coal pocket and steam chimney	15,000 00	
		\$208,402 97
CR.		
Disbursements, hospital account	\$195,954 60	
Disbursements, account appropriation ..	11,292 95	
Balance, cash on hand November 30, 1898.....	1,155 42	
		\$208,402 97

COMPARATIVE STATEMENT "A."
Of Resources and Liabilities November 30, 1897.

RESOURCES—SUPPLIES IN STOCK.		
Cash on hand	\$ 6,262 36	
Due from State of Maine for support of patients.....	16,164 91	
Due from towns and individuals for support of patients....	29,604 54	
Provisions, groceries, crockery and furniture, per inventory	12,917 23	
Dry goods, clothing, etc., per inventory.....	7,106 87	
Coal on hand, per inventory	9,323 77	
Medical supplies on hand, per inventory.....	1,156 50	
Horses, cows, oxen, hogs, produce, per inventory.....	18,043 57	
Repairs and improvements, pipe and fittings, lumber and material, per inventory	5,910 68	
Expense, stationery, books and office materials, per inventory	473 68	
Real estate, Norton house, purchased in 1886	900 00	
Real estate, Hoyt house, purchased in 1890	2,500 00	
Real estate, Thorne farm, purchased in 1893.....	4,500 00	
Real estate, Severance farm, purchased in 1893	2,000 00	
Due from appropriation for boiler house, coal pocket and steam chimney.....	1,142 16	
		\$118,006 27
LIABILITIES.		
Due firms and individuals on account supplies.....	\$32,006 12	
Due employes per pay roll.....	4,134 73	
Amusement fund.....	1,000 00	
Bills payable.....	16,500 00	
Coburn fund, balance interest in treasury.....	775 08	
		54,415 93
Net resources as per hospital account A in annual statement November 30, 1897.....		\$63,590 34

COMPARATIVE STATEMENT "B."
Of Resources—Supplies in Use November 30, 1897.

Dispensary department, medical instruments, furnishings, etc.....	\$ 382 27	
Farm department, agricultural implements, carts, carriages, sleds, sleighs, tools, etc.....	8,794 72	
Greenhouse department, plants, pots, implements, etc.....	1,981 46	
Hospital furnishings department, furniture, bedding, fixtures and household materials, etc.....	60,856 78	
Repairs and improvements department, engineer's, blacksmith's, carpenter's, painter's, mason's and plumber's tools, implements, etc.....	1,538 42	
Amusement fund, principal of Orne bequest	1,000 00	
Net resources as per hospital account B in annual statement, November 30, 1897.....		\$74,553 65

COMPARATIVE STATEMENT "A."

Of Resources and Liabilities November 30, 1898.

RESOURCES—SUPPLIES IN STOCK.		
Cash on hand	\$1,155 42	
Due from State of Maine for support of patients	16,693 11	
Due from towns and individuals for support of patients . . .	32,670 22	
Provisions, groceries, crockery and furniture, per inventory ..	9,306 76	
Dry goods, clothing, etc., per inventory	7,119 39	
Coal on hand, per inventory	7,363 26	
Medical supplies on hand, per inventory	1,337 39	
Horses, cows, oxen, hogs, produce, per inventory	19,967 87	
Repairs and improvements, pipe and fittings, lumber and material, per inventory.....	6,740 43	
Expense, stationery, books and office materials, per inventory . . .	405 21	
Real estate, Norton house, purchased in 1886.....	900 00	
Real estate, Hoyt house, purchased in 1890.....	2,500 00	
Real estate, Thorne farm, purchased in 1893.....	4,500 00	
Real estate, Severance farm, purchased in 1893	2,000 00	
		\$112,659 06
LIABILITIES.		
Due firms and individuals, account supplies	\$22,123 43	
Due employes per pay roll.....	4,136 78	
Amusement fund	1,000 00	
Bills payable.....	18,500 00	
Coburn fund, balance interest in treasury	1,549 42	
Appropriation for boiler house, coal pocket, and steam chimney, balance in treasury... ..	2,664 89	
		49,974 52
Net resources as per hospital account A in annual statement November 30, 1898		\$62,684 54

COMPARATIVE STATEMENT "B."

Of Resources—Supplies in Use November 30, 1898.

Dispensary department, medical instruments, furnishings, etc.....	\$ 370 10	
Farm department, agricultural implements, carts, carriages, sleds, sleighs, tools, etc.....	8,517 10	
Greenhouse department, plants, pots, implements, etc.....	1,917 39	
Hospital furnishings department, furniture, bedding, fixtures and household materials, etc	60,202 58	
Repairs and improvements department, engineer's, blacksmith's, carpenter's, painter's, mason's and plumber's tools, implements, etc	1,754 10	
Amusement fund, principal of Orne bequest	1,000 00	
Net resources as per hospital account B in annual statement November 30, 1898		\$73,761 27

FIFTEENTH ANNUAL FINANCIAL STATE

	Supplies in stock. On hand per inventory Avail- able A, Novem- ber 30, 1898.	Supplies in use. On hand per in- ventory Unavail- able B, Novem- ber 30, 1898.	Trial Balance.		Net cost of different departments.
Hospital account A, supplies in stock.....			\$63,590 34		
Hospital account B, supplies in use.....			74,553 65		
Cash.....			\$1,155 42		
Dry goods department.....	\$7,119 39		5,785 77		
Dispensary department.....	1,337 39	\$ 370 10	4,328 51		\$2,621 02
Farm department.....	16,195 28	8,517 10	22,939 24		
Garden department.....	1,307 59			370 49	
Greenhouse department.....		1,917 39	3,011 68		1,094 29
Grocery department.....	7,811 28		7,811 28		
Expense department.....	405 21		6,252 60		5,847 39
Heating and lighting department.....	7,363 26		25,376 23		18,012 97
Hog department.....	2,465 00		2,293 01		
Hospital furnishings department.....	483 56	60,202 58	67,234 36		6,548 22
Repairs and improvements.....	6,740 43	1,754 10	18,393 26		9,898 73
Real estate.....	9,900 00		9,761 33		
Subsistence.....	1,011 92			54,021 77	
Amusement fund.....			1,000 00		
Coburn fund.....				1,549 42	
Bills payable.....				19,500 00	
Interest and discount.....			595 78		595 78
Salaries and wages (due employes).....				4,136 78	
State of Maine (owes hospital).....			16,698 11		
Sundry persons and towns (owe hospital).....			32,670 22		
Sundry persons and towns (hospital owes).....				22,123 43	
Extraordinary repairs and improve- ments.....			4,839 20		4,839 20
Steam heating improvements.....			12,369 77		12,369 77
Appropriation for boiler house, coal pocket and steam chimney.....				2,664 89	
	\$62,140 31	\$72,761 27	242,510 77	242,510 77	
Decrease in Hospital Account A.....					
Decrease in Hospital Account B.....					
					61,827 37
Net decrease.....					\$1,698 18

We hereby certify that we have carefully examined the accounts of the Treasurer for the year ending November 30, 1898, and find them correct.

J. S. CLARK, } Finance Committee
CHAS. S. PEARL, } of Trustees.

Very respectfully submitted,

MANNING S. CAMPBELL, *Steward and Treasurer.*

MENT, NOVEMBER 30, 1898.

Net production or gain of different departments.	Hospital Account A. Available assets.		Hospital Account B. Unavailable assets.		Resources B. Assets unavailable.	Resources A. Assets available.	Liabilities.
		\$63,590 34					
				\$74,553 65			
						\$1,155 42	
\$1,333 62						7,119 39	
					\$ 370 10	1,337 39	
1,773 14					8,517 10	16,195 28	
1,678 08						1,307 59	
					1,917 39		
						7,811 28	
						405 21	
						7,363 26	
171 99						2,465 00	
					60,202 58	483 56	
					1,754 10	6,740 43	
138 67						9,900 00	
55,033 69					1,000 00	1,011 92	
							\$ 1,549 42
							19,500 00
							4,136 78
						16,693 11	
						32,670 22	
							22,123 43
							2,664 89
905 80	\$905 80						
792 38			\$792 38				
\$61,827 37							
Balance Hospital account A.....	62,684 54						
Balance Hospital account B			\$73,761 27				
Totals ...	\$63,590 34	\$63,590 34	\$74,553 65	\$74,553 65			
Total resources A						112,659 06	
Total resources B					\$73,761 27	73,761 27	
Total resources and liabilities..						186,420 33	\$49,974 52
Balance Hospital account A							62,684 54
Balance Hospital account B							73,761 27
Proof						186,420 33	186,420 33

GARDEN PRODUCTS FOR THE YEAR 1898.

8.....	bushels.....	Apples	\$ 4 50
378.....	pounds.....	Asparagus	47 25
14,287.....	pounds.....	Beets	145 11
102.....	bushels.....	Beet Greens	51 00
42.....	bunches.....	Beets	2 10
124 1-2.....	bushels.....	Beans (string)	124 50
12.....	bushels.....	Beans (dry)	19 20
81.....	boxes.....	Blackberries	8 10
23,945.....	ears.....	Corn (green ears)	239 45
2.....	acres.....	Corn fodder	20 00
9,213.....	pounds.....	Cabbage	92 13
35,650.....	Cucumbers	192 50
191.....	boxes.....	Currants	19 10
8,885.....	pounds.....	Carrots	50 60
17.....	heads.....	Cauliflower	4 25
9,212.....	heads.....	Celery	1,100 76
7,550.....	heads.....	Lettuce	192 00
14,320.....	pounds.....	Onions	223 19
80.....	bunches.....	Onions	4 00
8,080.....	pounds.....	Pumpkins	62 50
1.....	bushel.....	Plums	1 00
7,795.....	pounds.....	Potatoes	78 10
16.....	bushels.....	Potatoes (seed)	16 00
900.....	pounds.....	Potatoes (small)	3 75
16,200.....	pounds.....	Parsnips	162 00
3.....	bushels.....	Pears	6 00
93.....	bunches.....	Parsley	2 79
139 1-2.....	bushels.....	Peas	139 50
89.....	bushels.....	Pickles	138 00
119.....	boxes.....	Raspberries	11 90
637.....	bunches.....	Radish	15 93
3,299.....	pounds.....	Rhubarb	56 17
21,140.....	pounds.....	Squash	276 40
861.....	boxes.....	Strawberries	107 62
6,194.....	pounds.....	Tomatoes	108 96
36,824.....	pounds.....	Turnips	329 94
Total			\$4,056 30

FARM PRODUCTS FOR THE YEAR 1898.

6,554.....pounds.....	Beef	\$487 03
95.....bushels.....	Beans	151 87
15,140.....pounds.....	Corn fodder	52 99
7.....	Calf skins	5 40
15.....	Calves	154 50
403 3-4.....tons.....	Ensilage	2,826 25
870 1-2.....pounds.....	Hides	51 28
90,750.....pounds.....	Hungarian grass	317 63
429 1-2.....tons.....	Hay	3,650 75
3.....sets.....	Head and feet	45
35.....pounds.....	Liver	1 05
42,734.....gallons.....	Milk	7,641 97
128.....bushels.....	Oats	47 36
7 2-5.....tons.....	Oats (green)	44 40
1,088.....bushels.....	Potatoes	955 25
50.....bushels.....	Potatoes (seed)	50 00
359 1-2.....bushels.....	Potatoes (small)	89 75
9.....bushels.....	Peas	9 00
8.....tons.....	Straw	48 00
153.....pounds.....	Tallow	1 53
25.....pounds.....	Tongue	3 00
675.....pounds.....	Veal	63 90
		<hr/>
		\$16,653 36

ARTICLES MADE IN SEWING ROOM, 1898.

440.....	Aprons
62.....	Bureau and stand covers.
390.....	Christmas bags.
2.....	Books covered.
33.....	Provision bags.
22.....	Sand and grain bags.
24.....	Spice bags.
48.....	Curtains.
28.....	Cook's caps.
28.....	Cook's coats.
69.....	Camisoles.
343.....	Chemise.
189.....	Dresses.
265.....	Pairs drawers.
3.....	Holdes.
8.....	Frocks.
6.....	Pairs men's drawers.
16.....	Shirts.
108.....	Napkins hemmed.
99.....	Nightdresses.
1,270.....	Pillow slips.
2.....	Pillow ticks.
187.....	Spreads hemmed.
383.....	Skirts.
2,058.....	Sheets.
266.....	Tablecloths.
4.....	Cotton flannel table cover.
2,215.....	Towels.
22.....	Waists.
6.....	Dress waists.
367.....	Rolls of bandages.

ARTICLES REPAIRED IN SEWING ROOM, 1898.

224.....	Aprons.
94.....	Cook's coats.
19.....	White pants.
58.....	Camisoles.
553.....	Dresses.
44.....	Frocks.
1.....	Comforter.
1.....	Pair curtains.
10.....	Spreads.
4.....	Stands and bureau covers.
23.....	Napkins and towels.
11.....	Robes and blankets.
14.....	Rugs.
28.....	Sheets and pillow slips.
7.....	Clothes bags.
42.....	Tableclothes.
94.....	Napkins, from old material.
3.....	Curtains, from old material.
15.....	Stand covers, from old material.
26.....	Tablecloths.

REPORT OF VISITING COMMITTEE.

To His Excellency, the Governor, and the Executive Council of the State of Maine:

The visiting committee to the Maine Insane Hospital, in compliance with the requirements of law, herewith respectfully submit a report of their visits to the institution for the years 1897 and 1898.

In the report of the trustees and superintendent, upon whom devolve the management of the institution, you have been advised in detail of its financial affairs, its present condition and future needs, and there seems but little for this committee to report further than the care and condition of the patients as observed by them.

The visits of the committee to the hospital have been irregular and without previous notice, and we have tried to acquaint ourselves with the management and work of its various departments. We have always found the several wards in excellent condition, with even temperature, and the patients clean, provided with suitable clothing, and receiving the attention and care which their unfortunate condition demands.

The food and kitchen supplies, which we have examined at different times, were found invariably to be of good quality and seemingly proper in kind. Although ample opportunity has been given each inmate to be heard, and to make complaint, if any cause therefor existed, we are pleased that we have none to report.

The affairs of the institution are, in our judgment, in excellent condition, and are under the management of officials thoroughly qualified to discharge their important duties.

We regret that illness caused Mrs. F. M. Drew to resign her position on this committee in October last. Mrs. Drew has long been a member of the visiting committee, and during the time has rendered valuable and efficient service to the institution and to the State.

Respectfully submitted,

ROSWELL C. BOOTHBY,

ELMER P. SPOFFORD,

Committee.

MAINE INSANE HOSPITAL,
Augusta, Me., Nov. 30, 1898.

APPENDIX.

BY-LAWS OF THE MAINE INSANE HOSPITAL.

TRUSTEES.

The trustees shall hold their annual meeting in December as required by law. They shall also hold a semi-annual meeting of the full Board in June; and quarterly meetings in March and September, at such dates as the president may designate, due notice of which shall be given each member by the secretary. Special meetings shall be called by the president at his discretion, or upon a request made by the superintendent or by any two of the trustees.

At the annual meeting the trustees shall elect by ballot from their number a president and a secretary; and they may fill a vacancy in these offices at any meeting of the Board.

At the annual meeting the monthly visiting committees shall be appointed by the president and recorded by the secretary who shall furnish a copy of the list to each member of the Board. The one first named on the committee for any month shall decide upon the time of their visit and give reasonable notice of the same to the other member.

The trustees shall appoint the resident officers, shall determine their salaries when not already fixed by statute, and shall suspend or remove them as provided by law, whenever in their judgment the welfare of the institution demands. They shall annually appoint a chaplain who shall be a non-resident officer.

RESIDENT OFFICERS.

The resident officers shall be the superintendent, the assistant physicians, the steward and treasurer, and the matron, who shall constantly reside at the hospital, shall devote their whole time to its interests and shall refrain from active participation in partisan politics, and shall not hold any municipal office.

The superintendent shall not resign his office without having given three months' notice to the trustees of such intention.

The steward and treasurer shall give three months, and the other officers one month's notice of such intention to the superintendent as the representatives of the trustees.

SUPERINTENDENT.

The superintendent shall be the executive officer of the institution and shall be held responsible to the trustees for the proper management of all its interests.

He shall have charge of the buildings, farm, fixtures, furniture and stock, and the direction and control of all persons connected therewith as specified by law.

He shall nominate the resident officers, appoint the subordinate officers and employés and, subject to the approval of the trustees, engage such additional assistance as the needs of the institution may demand.

He shall define the duties of all who are appointed to position, or are employed in any capacity in accordance with the by-laws, and shall discharge, at his discretion, any subordinate, and for sufficient cause may suspend a resident officer.

He shall cause to be kept a register showing the name, age and residence of each patient, the date of removal, whether cured or improved, whether escaped or dead, and if dead, the apparent cause and other facts usually found in such records.

He shall daily ascertain the condition of the patients, shall see them as often as compatible with proper attention to other duties, and direct in all matters looking to their welfare or likely to promote their recovery. He shall have all the records in every department of the establishment ready for inspection by the trustees at any time.

ASSISTANT PHYSICIANS.

The assistant superintendent and other assistant physicians shall be assigned to their respective departments by the superintendent and be subject to his directions.

They shall visit all the patients committed to their care once a day and as much oftener as necessary; carefully observe their condition, wants and treatment; see that those in charge are faithful in the discharge of their duties, note the state of order and cleanliness in their respective departments, and give such orders as to everything medical, physical and moral, as they shall consider conducive to comfort or recovery.

They shall keep such a record as shall constitute a reliable history of each case, including symptoms, accompanying circumstances, treatment and the results.

They shall see that the directions of the superintendent are faithfully executed and shall promptly report to him all instances of misconduct, neglect or abuse coming to their knowledge.

They shall attend to visitors and, in every way they are able, shall aid the superintendent in his endeavor to promote the best interests of the institution. In the absence of the superintendent the assistant superintendent shall take his place and perform his duties; and in case both are incapacitated for the performance of their respective duties, the male assistant who has been longest in the service of the institution, shall discharge the duties of superintendent.

STEWARD AND TREASURER.

This officer shall be the business agent of the superintendent and his assistant in all that pertains to the economy of the administration of the affairs of the institution. He shall keep correct account of all receipts and expenditures; file all papers relating to admission of patients; make and settle all accounts for keeping and furnishing patients; forward accounts when due; and submit his accounts and vouchers to the trustees at their annual and quarterly visits.

He shall have the supervision and conduct of such other work consistent with his office as the superintendent may direct, and shall promptly report to him all delinquencies and irregularities occurring in his department.

Under the direction of the superintendent, he shall organize and equip a fire department and attend to drill and practice as often as necessary to insure efficiency in case their services are required.

All purchases outside the ordinary daily supplies for the institution shall be made only on requisition approved by the superintendent, and no sales of the property of the institution shall be made without his consent.

MATRON.

The matron shall have charge of the domestic concerns assigned to her by the superintendent, and shall be responsible to him for order and neatness in every portion of her department, and for the faithful service and correct department of all employés under her control.

She shall aid the superintendent in any way he may prescribe, and it shall be her especial duty to assist him in all matters affecting the morals of the institution, promptly reporting to him such delinquencies as come under her observation wherever occurring, and always exerting her influence for the promotion of propriety and decorum in every department.

CHAPLAIN.

It shall be the duty of the chaplain to conduct the religious services at the hospital on Sundays and on any other occasion when his services may be needed, and have such other interviews with the patients and other inmates as the superintendent may deem advisable.

He is expected to respond to the call of the superintendent to visit the sick, or those who may desire his advice, and submit to the trustees his annual report.

A SERVICE MANUAL

PRESCRIBING

The Duties of the Employees

OF THE

MAINE INSANE HOSPITAL.

“And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.”

RULES OF GENERAL APPLICATION.

All employees of this institution will be expected to enter upon the work assigned them with commendable interest and an evident desire to perform satisfactory service. They will be expected to cultivate self-respect, to have regard for personal cleanliness and neatness in attire, to be discreet in conversation, truthful, kind, and courteous, and strive in every way to aid the superintendent in his endeavor to maintain good and efficient government. Loud talk or laughter, whistling, clapping of hands and rough, boisterous conduct about the wards, corridors, offices, or in any of the departments, cannot be allowed. Strict decorum and moral rectitude is enjoined upon all; and no one known to be immoral, or addicted to the intemperate use of stimulants, will be retained in the service of the institution.

Any one manifesting a disposition to become acquainted with the affairs of others for the purpose of creating gossip, thereby causing differences and spreading contention, will be dismissed. It shall be, however, the duty of any employee who gains knowledge of existing irregularity, delinquency, abuse, or neglect, wherever occurring, to promptly report the same to the superintendent, either directly, or through the head of the department at fault; and having done this, he should make no further mention of the matter, if he would be shielded from all blame; but if the person receiving such reports should fail to give attention to the same, then let them be carried directly to the superintendent. Reporting is legitimate, and essential to efficient management; gossiping and tale-bearing an offense, and promotive of disorder and dissention.

Loitering about the entrances, offices, stairways, dining-rooms, or any part of the buildings, is prohibited. No loafing places are provided, and there can properly be a meeting of the employees only in the reception rooms reserved for this purpose

All having the charge of patients on the farm, in the workshops or elsewhere, outside the wards, should well understand the character and importance of this trust. They should realize that those with disordered minds become changed in ideas, impulses or emotions; the perceptions blunted, or the power of self-control limited; and in assuming the care of such persons they must consider their irresponsibility, their dependence, must guard from injury or accident, and always treat them with especial kindness. They should carefully, and without exhibition of authority, instruct them about the work, judiciously advise or admonish, encourage and cheerfully work with them when practicable, but never punish, tease or annoy. Neither should they discuss private matters with them, nor talk about the affairs of the hospital nor allude to their delusions and peculiarities. Patients must not be taken from the wards for employment without the permission of the physician and knowledge of the attendant in charge, and when thus removed every reasonable provision must be made to prevent their escape and much care taken that they do not have opportunity for secreting objectionable articles about their clothing. At the time designated, patients employed shall be returned to the wards as directed, and their presence reported to the attendants on duty; but, if any become ill or are seen to be improperly clothed for labor, or are found unfitted for work by reason of their mental or physical condition, they must be relieved at once and a report made at the medical office.

Patients working out of doors must not be detained when the weather becomes unfavorable; and whenever employed it must be remembered that their services are not taken as a benefit to the institution, but made a part of the treatment, which it is believed will promote their recovery. While patients should be encouraged to engage in some occupation for their own good, they must never be driven to labor; and abuse or violence towards such, will be followed by prompt dismissal. In case of criminal assault the guilty person will also be liable to arrest and punishment, as the law provides.

The escape of patients should be obstructed in every reasonable way; and every one, wherever employed, should, if occasion offers, be ready to employ the most effectual means at hand for

preventing the success of such attempts. Escapes must at once be reported to the physician or supervisor.

All in the employ of the hospital must devote their entire time to its interests, and will not be allowed to engage in outside business or work of their own without permission from the superintendent. Neither shall employees receive presents, or gratuities, in connection with their position, without permission from the superintendent, nor accept gifts from patients nor transact business with them, either in buying or selling. All shall refrain from active participation in partisan politics, and shall not hold any municipal office.

Mechanics and others, who have business in the wards, must closely guard their working tools and not dally in conversation with patients or attendants; but make their stay as brief as possible, and when visiting the female department should give some notice of their intention. Employees from without will not hold communication with the inmates of the wards through open doors or windows, nor thereby furnish them anything, or under any circumstances forward letters or packages for them. Nor by such methods shall employees communicate with employees of the opposite sex, or have interviews at times and places or under such circumstances as would render them of doubtful propriety.

Patients are not to be left with lighted lanterns or where gas is burning; and no lights but lanterns can be carried around within the buildings. The safety match is the only one that can be used; and the box containing them must be kept in a safe place, and when empty must be returned for exchange. Knives, scissors, and everything dangerous for patients to have must be carefully kept from them; and anything of this kind found about the buildings or grounds must be promptly placed beyond their reach. Smoking will be allowed only in such places as may be provided by the superintendent.

All must keep their rooms in a tidy condition, rise in the morning at the required time, and if lodging within the building, must return from leave of absence not later than ten o'clock without permission. Permission for a later hour than midnight will be

given only in exceptional cases at the discretion of the superintendent. Those having keys belonging to the institution must be careful not to lose or misplace them, and must never trust them with patients or loan to others without permission.

The wards must not be entered by any one not employed therein, or not entitled to the privilege by standing regulation, without permission. Such buildings, lawns and places of resort as have been set apart for females, must not be visited by any of the opposite sex without permission from a medical officer.

Strict economy will be enforced in the use and care of all the property of the institution, and wastefulness must be carefully avoided. Losses due to inexcusable neglect or carelessness may be charged to the person responsible.

All washing must be done in the laundry, and cooking in the kitchen except by special permission from the superintendent; and by his permission only may employees have and use sewing-machines in the institution.

All employees should be very respectful to visitors, give them courteous attention and politely answer their questions. They must not, however, talk about the patients, alluding to their condition, prospects, doings and sayings, nor mention the incidents and events occurring at the institution, nor impart information as to the methods of management in operation; but shall refer to the superintendent as the proper person to consult upon such subjects. Neither shall they escort company about the buildings, invite them to their dining-room or to stay over night without permission from the superintendent.

All must show due respect to their respective overseers, supervisors or officers, and cheerfully comply with their directions. They must also be prompt to report to them any damages, accidents, or other information of interest. If needed repairs are neglected, report daily till they receive attention.

Employees may be absent from the hospital by permission from the superintendent or the head of the department to which they belong. Any absence not provided for by regulation must have the approval of the superintendent, and when prolonged

beyond the time allowed may be followed by dismissal. Any employee wishing to resign his position must give two weeks' notice to the superintendent. The same notice will be given by the institution to any employee who does not possess the qualifications for satisfactory service; but such dismissal need not bring any reflection upon the character of the person or his fitness for other occupations. When, however, an offense has been committed worthy of discharge, no notice will be given.

The Sabbath shall be observed as a day of rest. Visiting will be allowed by the superintendent only, and all whose duties will permit are expected to attend the chapel services.

CLERKS.

The chief clerk and other clerks employed in the office of the steward and treasurer shall assist this officer in keeping the books and accounts of the institution, and be under his direction, subject to the authority of the superintendent. Other clerks shall be directed in their work as may be specified by the superintendent; and all engaged in this capacity are expected to perform faithful and satisfactory service and attend to other duties when requested by the superintendent.

MECHANICS.

The engineer, carpenters, masons, painters, and all in charge of shops or the prosecution of any mechanical work shall be under the direction of the superintendent, and without his authority shall do no work nor undertake any new business. They shall take special care against loss or improper use of tools and material furnished them, and when desiring absence from duty, must obtain permission from the superintendent.

HEADS OF DEPARTMENTS.

The farmer, gardener, coachman, seamstress, cook, and laundryman shall have charge of their respective departments under the direction of the superintendent, and be responsible to him for the correct and satisfactory operation of affairs within their jur-

isdiction. All shall exercise special care against the loss, misuse or neglect of the property committed to their keeping, shall be judicious, kind and careful in the direction of their assistants, and active and vigilant in the supervision of the work under their control. They shall promptly report to the superintendent all matters that should come to his attention, and see him for desired leave of absence from duty.

SUPERVISORS.

The supervisors shall have the immediate supervision of such wards as may be specified by the superintendent, and be subject to his control and the directions of the assistant physicians in their respective departments. Their work will require for its successful prosecution earnest endeavor and diligent application, and, so far as possible, will relate closely to the management and care of the patients. It shall be their duty to see that the attendants are faithful to their trust, and that the patients receive kind and judicious treatment; and when not otherwise directed, they shall pass their time in the wards, be active in overseeing the affairs therein and give such directions and render such assistance as will be most effective in maintaining a competent service. They will be held accountable for order and cleanliness in every part of their several divisions, for the prudent care of the patients' clothing, the preservation of the ward property, and the proper and economical use of all supplies in their possession that belong to the institution.

Without the appearance of superiority or servility, the bearing of the supervisor shall combine dignity with deference. They should be equable in disposition, exemplary in conduct, decisive, yet not hasty in action. While alert and ready in the dispatch of business, they should be calm and deliberate in all situations, be actuated by a spirit of kindness and forbearance, and be just and honorable in their relations with the attendants. They should not discuss differences with the attendants. They should avoid favoritism, cliquism, gossip, and quarrels, should not receive confidences nor accept considerations, neither excuse violation of rule or neglect of duty; but refer all matters for decision to the physician in charge, or to the superintendent.

They shall carefully observe the attendants, and endeavor to gain a knowledge of their habits, character, and qualifications. They shall give especial attention to the instruction of beginners and take every occasion to illustrate the meaning of their precepts and the manner of their application. They must not deem it sufficient to enumerate to them their individual duties, but endeavor to enlist the understanding, reach the heart and give them an insight into the true significance and scope of their work. They must not only impart the requisite knowledge, but impress upon them the need of a sufficient and abiding interest in what they do, and, above all, in their treatment of the patients. They must teach them the exercise of self-control, the practice of self-denial, and instruct them in the requirements of an attentive and sympathetic service in order that they may become skillful nurses for the diseased mind as well as valuable attendants.

In the event of a patient's admission to the hospital, or transfer from one ward to another, the receiving attendant must have all needful information relating to the case; and when one attendant acts as relief for another, or is transferred to another location, such a change must be preceded by adequate instructions relating to the new duties assumed.

In order to obtain more reliable information and provide the most effective oversight, the supervisors, so far as possible, shall avoid the appearance of regularity in the time of their entering the different wards. They shall make their first visit for the day while the patients are rising and the preparations for breakfast are in progress. During this visit they shall obtain the information required for the morning report, observe the work in operation, see that the patients are wearing sufficient clothing and that the food is suitable, properly prepared and served, and ample in quantity. They shall note the temperature of the wards, guard from injudicious opening of windows, and carefully provide against the occurrence of any neglect or the perpetration of any abuse.

Following this round of inspection they shall be employed in one ward and another as they will or a duty calls them, shall also visit the dining-rooms during the other meals, and when

the patients are retiring shall give them the attention necessary to secure their suitable preparation for the night; and at all times when with the patients, whether attending to an errand, bearing instructions, or in whatever business engaged, they should be readily able to take cognizance of any prejudicial state of the wards or patients, and to quickly detect any departure from propriety in the appearance or conduct of the attendants.

They must carefully note the progress of the patients, their varying symptoms and moods, state of mind and physical condition. They must be watchful for suicidal, or homicidal tendencies, and must personally attend to such cases, and to the excited and violent class of patients, and to those who refuse to eat or resist in bathing, dressing, or other requirements.

They cannot be too painstaking in their ministrations to the sick, or too zealous in their oversight of the demented, and of any who from condition of mind have become incapable of complaints or of making known their wants.

Legitimate and systematic reporting is an important feature of hospital government, and the superintendent claims from the supervisors a strict observance of this duty. Cases of illness or physical disability, insufficient supplies, needed repairs, accidents, encounters with patients, the refusal of patients to eat and the misconduct or inefficiency of attendants may serve as instances of the application of this rule; and, in fact, all information is included that has any bearing upon the welfare and interests of the patients. The model supervisor, conscious of that allegiance only which is due the superintendent, will be fearless in declaring the whole truth and not hesitate because of personal feelings or any consideration of policy.

Upon the arrival of patients to the hospital, the supervisors shall conduct them to the ward assigned by the physician in charge, introduce them to the attendants, explain the object of their coming to the institution, and strive by kind words and cordial manner to allay their fears and quiet their minds. As early as practicable after their arrival, patients shall receive a bath and all required changes of clothing. Their condition shall be carefully observed, and scars, bruises, physical defects, or

anything unusual in personal appearance be noted and promptly reported. Especial attention should be given to new arrivals, and the supervisors must have personal knowledge that nothing has been omitted that could be advisably added to their accommodations for the night, and that, at all times, they are having necessary apparel, essentials for the toilet, and every convenience and privilege that can be properly afforded. Their clothing must at once be thoroughly examined, matches, knives and other dangerous articles and all money and valuables removed, and a report of the same made at the office. If vermin should be discovered about the person or clothing, measures must be immediately employed for their extermination. The clothing must be marked and charged to the attendant of ward where the patient is placed. Other articles belonging to the person, likewise charged, whenever issued, a receipt taken for all delivered.

In the transfer of patients to other wards, their clothing should accompany them and a new receipt taken, and in the event of a change of attendants there should be made a corresponding change of receipts. All clothing and other property brought with the patient or furnished thereafter, shall be recorded in books provided for the purpose, and an account kept of the articles discarded, lost, or destroyed, so that at any time a satisfactory statement thereof can be rendered. Patients shall be credited with trunks, packages or boxes that may come for them, and promptly receive everything that can be judiciously entrusted to their charge.

The supervisors shall make every reasonable provision against the loss or misuse of the ward property of the institution, and the bedding and such furniture and other articles as may require removal for washing, cleansing or repairs must be plainly marked, and not changed from one ward to another without permission. They shall keep a record of goods received, lost, destroyed, or removed for any purpose, as often as may be required, render a statement of such account and report all destruction or damage and the person committing it. The clothing rooms, closets, and all places where supplies are kept, must be frequently inspected in order that neglect may not long continue undetected. No additions to stock shall be made, nor any articles furnished or clothing ordered until the supervisor is satisfied that there is a just claim.

They shall administer the medicine prescribed for the patients, but must never resort to force if they become unwilling to receive it. They shall see that the special diet is ordered and delivered as directed by the physician, and by his order only shall they employ restraint or seclusion of patients, except in emergencies, when a report shall quickly follow and a full explanation be made. Whenever these methods of treatment become necessary, the supervisor should give personal attention to their execution and not leave the responsibility with the attendants.

They shall report the requests of the attendants, take their places temporarily, if required, and carry communications from the medical office to the wards. When desiring leave of absence, they shall obtain such leave of the assistant physician or the superintendent.

They shall oversee the outdoor recreation of patients and their attendance at chapel services and entertainments, and carefully observe that their attire is sufficient and that they have been properly prepared for the occasion. They should always preserve a respectful attitude towards visitors, courteously wait upon them when requested, confer every appropriate attention and never transfer these duties without permission. In cases of death, the supervisors shall carefully and properly prepare the remains for burial and assist the undertaker in the performance of his duty.

It is expected that the supervisors will promptly carry into effect all instructions given them by the superintendent and his assistants, and invariably use their personal influence in support of the spirit and design of the rules regarding attendants. Many and varied as are the requirements of the supervisors, the most important service that they can render is a considerate and careful attention to the needs of the patients and an active and unremitting vigilance against their abuse or neglect.

ATTENDANTS.

The attendants shall have the immediate care of the patients and their apartments, and be governed by the direction of the superintendent and the rules of the institution.

Much importance is attached to the faithful performance of the work of this department, and all engaged therein will be expected to display commendable zeal and diligence in gaining an adequate knowledge of their duties and in preparing themselves for the most effective service. With knowledge must be combined moral excellence, a gracious disposition, energy and strength of purpose. In no other calling is there so frequent demand for the exercise of the Christian virtues.

They should not only become familiar with the details of duty and the prescribed rules of conduct, but in order to satisfy all the conditions of success, they must gain a knowledge of themselves, and correctly estimate their qualifications, realize their failings, and comprehend their deficiencies. Self-discipline is a most important factor of their work, and must be resolutely maintained upon every occasion. Faulty habits must be corrected, the quick temper held in subjection, the rough manner refined; the rude remark and coarse jest must be avoided, and the harsh voice softened and tempered with sympathy. Indifference and carelessness must give place to an active sense of responsibility, and to a heartfelt interest that shall stimulate the perceptions and not tire in prompting worthy effort. Love of ease must be overcome as leading to indolence and promoting selfishness, and thought of self must be lost in the desire to do for others.

Jealousies should be discouraged, wrangling and dissension suppressed, and unflinching courtesy extended to all. The hasty word, unkind rejoinder and malicious act are prolific of discord and should be avoided, and any who may feel themselves thus wronged must not retaliate or engage in controversy to create additional complications, but faithfully report their grievances for adjustment to the physician in charge or to the supervisor. No one will be retained in the employment of the institution who is known to be provoking contention, creating unpleasantness or promoting prejudice against a co-laborer. With ill-will to none, let there be discretion of speech and sobriety of conduct, good habits, neatness in attire and cleanliness of person.

When with those not employed at the hospital or having leave of absence from the premises, attendants are expected to

be especially considerate of their behavior and personal appearance, and judicious in what they say about the institution. They should at all times appear in appropriate dress and must wear the prescribed uniform during hours of duty. In going out for recreation or other purposes they should always adopt a suitable attire and have sufficient clothing for the reasonable protection of their health.

All directions from the supervisors and officers must be observed; but it becomes the duty of the attendant to impart all information relating thereto, and then if any order appear manifestly inadvisable, let a report be made to the one next higher in authority, as there may have been some misunderstanding or mistake requiring correction.

The institution demands the whole time of attendants as well as of other employees, and they will not be permitted to work for themselves aside from the necessary attentions to their clothing, or have any occupation that interferes with the complete discharge of their duty to the patients. They cannot remain in their rooms, become absorbed in reading or occupied by any diversion while duties are remaining undone, which they are expected to perform. Subject to the convenience of the institution, they will be entitled to one afternoon and two evenings during every five days for such disposal of their time as they may desire. Agreeable to the regulations, provision for longer periods of absence and for vacations will be made whenever practicable and requests for the same shall be presented.

After a continuous service of one year, attendants will be allowed one week's vacation without loss of wages, while time lost by reason of sickness may or may not be deducted from their pay, at the discretion of the superintendent.

A definite arrangement will be made for their regular absence afternoons and evenings, so that all may know when they will be relieved; and for change of time, or for absence beyond the regular hours, permission must be obtained from the physicians.

Visiting from one ward to another may be permitted by the supervisor for doing errands or for brief communications, but

not for any extended call. Visiting other departments will be allowed only by permission from a medical officer.

All must rise promptly at the signal for rising in the morning, and retire at ten o'clock P. M., when all lights must be out, except those left burning for the night by regulation.

When not on duty attendants may remain in their respective wards or occupy the reception rooms provided for the employees; but in suitable weather it is expected that all in good health will take their afternoon recreation in the open air, and preferably outside the premises.

To guard against the loss or misplacement of the keys to the wards they should be attached to the person and must never be loaned, or intrusted to a patient for any purpose. On leaving the premises attendants must deposit their keys in the key-box but are to hand them to the supervisors when leaving for a longer period than the usual time out.

Attendants must not receive company in the wards without permission, nor have communication at doors or windows with those outside. They must promptly report the presence of strangers and others about the buildings without apparent business in such places. Elevators and other shafts must be kept locked when not in use; also attendants' rooms, dining rooms, clothing rooms and closets which must be ready for inspection at any time. The fire pails must be cleansed when necessary, refilled twice a week and never changed from the places they occupy.

Attendants must open and close the doors for the entrance and exit of officers and visitors to the wards; be alert to render in advance necessary attentions to patients, and manifest an active interest that their apartments shall present a creditable appearance.

At the times of the physician's official visit, the attendants shall open all the rooms and have all the patients prepared for observation. They shall faithfully report all changes that have been noticed in the condition of the patients since the previous visit, the accidents and events that have occurred, needed repairs,

additions or corrections, and all information about the ward or patients.

In entering and leaving the buildings the attendants shall pass through such doors and by such ways as may be designated by the superintendent, and at no time come into the center building, unless invited by an officer or called there on business; all communications therewith being made through the supervisors.

System must be observed for the satisfactory performance of ward work. Often the course of procedure will be prescribed or suggested herein, or explained by the supervisors, or it may be left to the option of the attendant. Attendants should be good housekeepers and learn to lay out their work in the morning for the day, and charge their minds with the various things they wish to remember. They should be painstaking as well as methodical in all they do; and give personal attention to details, observing not to hasten unduly in order the sooner to finish.

The first duties after rising will be to call the patients, unlock the doors of their rooms and open the beds for airing. Soiled bedding, chambers and all offensive material shall be at once removed and the patients put in proper condition for breakfast. Clean sheets and pillow cases must be put on all the beds once a week. Any neglect of the night watches must be reported.

During the warm season or when necessary for a more thorough change of air, the windows may be opened with due regard to the state of the weather and the temperature of the wards, and must always be closed before there can be risk from neglect. There is no duty more important than that of maintaining proper temperature of the wards so far as is practicable, and keeping them free from dampness and injurious draughts; attendants must protect their patients from such exposure whenever it is possible to do so.

Patients shall receive needed assistance in dressing, washing, etc.; and they shall be made clean of person and as neatly attired as possible; and the rooms, entries, stairways, and every part of the wards be put in the best state of order and cleanliness during the morning and kept so through the day.

All assistance and every attention shall be afforded patients when retiring; the clothing taken off shall be neatly arranged outside the rooms and the doors locked unless other directions are received. The attendants shall see that the bedding is sufficient, that the guards are locked and windows properly adjusted, and after complying with all reasonable wants, shall take kind leave of them for the night and extend a pleasant greeting in the morning.

After the patients have retired, perfect quiet must be observed by the attendants everywhere within the wards; and those coming in after nine o'clock must avoid making unnecessary noise in opening and closing the doors through which they pass.

When patients are transferred temporarily to other wards for sleeping, seclusion or other purposes, their attendants shall conduct them, render all attention required by the change and leave them with the attendants in charge, for return as directed. In all transfers of patients, whether intended to be temporary or permanent, the attendant who is to assume the added responsibility must be notified at the time of the change, and informed of their previous conduct, habits and tendencies. Patients visiting a ward or taken there for a brief stay for any reasons, shall have while they remain, the same care and oversight from the attendant in charge as those whose names are on the ward record. Such changes are to be made only by direction of the physician or supervisor.

Attendants shall at all times exercise much care for the property of the institution, and be economical in the use of all supplies. An inventory must be kept of mattresses, blankets, sheets, furniture and everything likely to be removed for laundering or repairs; also of patients' possessions, and a record made of additions to stock and credit given for losses, so that at any time a correct statement can be rendered to the supervisor.

An account shall be opened with the laundry, repair shop, mending-room, and other departments that may be holding for the time the property of the wards or patients, and blanks for this purpose, so far as is necessary, will be supplied.

In order that the wards or patients may not become destitute of any supply, the attendants must anticipate these needs and leave orders with the supervisor a sufficient time in advance. Anything not returned from another department when due, and whatever is lost or destroyed, whether the property of the institution or a patient, should be promptly reported to the supervisors, and nothing is to be discarded without their permission.

Mops and brooms must not be left to get foul and sour from neglect. All utensils and working implements belonging to the ward must receive needed attention and be secured in the place provided; and all cupboards, closets, clothing rooms, and bath-rooms kept clean, and in order.

Razors, knives, and sharp pointed scissors, when allowed in the ward, must be in the charge of the attendants, always kept locked up when not in use and never intrusted in the hands of patients, except in the presence of the attendants and by special permission of the physician; also matches or anything that can be used for mischief or injury by the patients shall be placed beyond their reach; and when any such articles are seen about the buildings, grounds, or other places frequented by the patients, they must be removed or reported.

Attendants shall observe patients closely with reference to all the points included in the ward record, and always exercise due care to have the report correctly made in all particulars.

The letters and packages of patients, which they desire to have forwarded, must be handed to the supervisor or physician.

The wards are never to be left without some responsible person in charge, and attendants are cautioned to be very careful not to leave their posts even for a brief absence without being properly relieved. Previous to going away they must also inform those taking their places about all matters requiring special attention, such as care of the sick, suicidal, or homicidal cases.

When one attendant is engaged with patients in the dining-room or bathroom, there must be another in charge of the ward or a suitable arrangement made by the supervisor or physician.

No attendant is permitted to have patients working in the corridor, and in the dining-room or bathroom at the same time.

When acting as substitutes, attendants should manifest the same activity and interest in attention to duty as if on their own wards; and upon being relieved must not fail to report in turn all events of interest that have occurred.

A system of relief is provided for the regular time out, so that instruction will not be needed for each occasion; but in other instances or in any case of doubt, the supervisor must be consulted.

Attendants must also consider the character of the patients under their charge; and if any are becoming more disturbed and troublesome, or for any reason extra relief would seem advisable, they are to report the situation to the supervisor.

As attendants gain in experience and better understand their responsibilities, they should afford greater assistance and support to the supervisors, especially in the direction and oversight of those new in service; and precaution should always be observed that such are not left alone in situations where their own safety and that of others would be thereby endangered.

The duties of attendants in their various relations with the patients constitute the most important feature of the service. All that has been previously stated in regard to speech, manner and attitude when with others has especial force when applied to the patients, who are always to be treated with the utmost kindness and respect. It must be borne in mind that in entering upon this work they have become nurses to maladies of the mind, and companions of the afflicted, not keepers of criminals or wardens of inferiors.

If obedience be required, correction made or reproof given, let it always be done in the spirit of kindness and unselfish interest that the parent might exhibit towards a child. Kindness, however, should not be confounded with unwise indulgence, for all are to be kept under salutary discipline, though complaint may follow and the attendant lose the good will of the patient.

Attendants must learn also to be judicious in the exercise of authority, quiet yet firm, decisive yet not impatient. They should not be reserved and unsocial with them, but rather encourage their confidence and regard by an attractive mien and pleasant words, always manifest interest in their welfare and express sympathy for their disappointments, griefs and troubles, whether real or imaginary. Avoid allusions to any peculiarities noticed, and express no opinion concerning their state of mind, but treat them as nearly like sane people as practicable; soothe and pacify, and request rather than command. Always try to make plain the reason for denial when their wishes cannot be granted, and never promise what cannot be fulfilled.

Threats must never be made, or intimidations of any kind used; or words or ways employed to provoke, tease or annoy. Neither are attendants to take notice ordinarily of threatening or abusive talk of patients; but when a disturbance therefrom is imminent, interference may be made.

By a careful observance of the personal appearance, manner, habits, and talk of the patients, attendants can often gain a good idea of their natural disposition, delusions or other perversions of mind, and thus become better able to give each one the attention most appropriate to the case; and with such knowledge and by the use of tact and persuasion it will seldom be found necessary to resort to extreme measures in their management. Endeavor to divert the mind of the patient who is becoming disturbed, and to remove the cause of the excitement; but if all attempt to pacify should fail and violence is threatened, the supervisor must be called and physical force employed to prevent personal injury and damage to property.

Except in emergencies, an attendant is not allowed alone to attempt to control a violent patient, even if able to do so; as two can manage him at much better advantage, each taking an arm, while another may assist at the head if needed. Ordinary cases may thus easily be brought under control, but if more powerful resistance be made, other assistants may be required to secure the lower extremities and support the body and thighs in the event the patient has to be carried. Patients must never be

dragged by the arms or legs, and much care must be taken in these encounters, that their limbs are not brought into unnatural positions. They are not to be thrown on the floor, choked, smothered, or anything done to interfere with respiration.

Attendants are especially cautioned in restraining patients, against exerting pressure by the knees or otherwise on the chest or abdomen; also against striking, beating or kicking a patient, pulling the hair, or twisting the arms or wrists. The violent treatment of patients will be excused as justifiable only when absolutely demanded for self-defence, or the safety of others. For their own protection and that of the institution, in the event charges of abuse are alleged, attendants should endeavor to anticipate and avoid all difficulties with patients till a supervisor can be present to direct and aid in their management.

In unexpected and critical situations, however, when something must be done at once to avert serious injury or accident, they must not hesitate to assume the responsibility and act in accordance with their best judgment. In all instances where patients are likely to feel that they have been abused, misused or neglected, it is important that the attendant remember afterwards to explain to them the reason for all that occurred; also to correct their mistaken ideas concerning the character of the institution, and the object of the work carried on by its officers and employees.

Attendants must not restrain, nor fasten patients in their rooms without the authority of the physician or supervisor; and when such a course becomes necessary and resistance may be expected, the directions and precautions already mentioned in the treatment of violent patients must be observed. The restraint is always to be carefully applied and frequently examined; if the patient seems liable to injury from its use the attendant must report at once. When seclusion becomes necessary, care must be taken that the room is suitably prepared, the window adjusted, and the guard locked. Patients are not to be taken from seclusion or restraint without instructions.

Epileptic patients being subject to attacks of their disease, and liable to sudden death in consequence of violent outbreaks or injuries from falling, are to be carefully watched and guarded

from accident. They should be protected on the stairways, not allowed on ladders or in any position where there would be increased danger from a fall. They should never be allowed to overeat, but limited to a light diet and kept free from constipation.

Many patients from physical disability, from excitement, paralysis or other morbid condition, have become incapable of caring for themselves and indifferent to their habits and appearance. Some of these by regular and continued attention may be much improved, and it is expected that the attendants will be assiduous and faithful in their efforts with such patients and see that they are made as tidy as possible; are bathed and their clothing changed as frequently as is necessary, and their rooms kept clean. They may require urging and assistance in getting up, dressing, bathing, etc.; and for this reason must never be neglected but at all times most carefully treated. Patients may be persuaded and urged, but never forced except by direction.

Destructive patients should be diverted when possible by other occupations, or the propensity may be indulged to some extent in the use of material of no value.

Patients are not permitted to talk from the windows or doors to those without, and any patient likely to take such places for improper exhibitions must not be given the opportunity.

Extra attention is to be given to any who are indisposed, feeble, or in failing health; and provision be made for their lying down as often as they desire, or whenever their condition requires it. Those sick and confined to the bed, whether in the wards or occupying the apartments reserved for such cases, shall receive the best aid and treatment that can be afforded them. Special regard must be had for cleansing and disinfecting the bedding, clothing, vessels and everything used that has become soiled or infected, and for ventilating and purifying throughout.

The attendants selected for this work will receive particular instructions in nursing, and be expected to display a capacity for the varied and delicate attentions requisite in such service. The face and hands of the patient should be bathed when neces-

sary or found grateful. Rubbing the back and limbs will often be found helpful and refreshing. The food should be carefully prepared, neatly served and much care observed that the feeble or paralyzed take only soft or liquid nourishment, and but a little at a time.

Those lying in a critical state must have constant attendance, and must not be taken up for changing or bathing without direction. To guard against the formation of bed sores, the parts of the body most liable should be frequently inspected, kept dry as possible, and often relieved from pressure by changing the patient's position in bed. If a sponge bath is to be given, see that the room is sufficiently warm, take one part of the body at a time and cover before further exposure is made, and discontinue at once upon any indication of exhaustion.

Attendants must exercise much discretion and forbearance in the management of patients newly arrived. Being ushered, often without intimation, into scenes and associations so different from any previously known, it is not strange that with limited self-control and with judgment perverted by delusions and hallucinations that they should often appear excited, confused and misled as to the meaning of such change in their life and the intentions entertained concerning them. First impressions are likely to give character to the ideas afterwards held relating to the treatment received at the hospital, and every judicious effort must be made to quiet them, restore their confidence and make clear the purpose of the institution in their behalf. They should show them attention, display an interest in their welfare, and try to make them feel that they are with friends.

The employment of the insane is a matter of no little importance in its bearing upon their health and prospects of recovery. They should be interested and encouraged in some occupation for their own benefit; and the attendants should work with them, explaining and assisting them. Attendants should be careful to avoid giving patients the idea that their services are for the benefit of others, but on the contrary they should try to

make plain to them that such services are an essential factor in their own treatment.

The attendants should not forget that they are employed to assume the responsibilities and perform the duties of the positions they are filling; that the patients cannot have charge of work, nor be permitted to act as servants and take the brunt of it. The physician or supervisor is to be consulted with reference to the advisability of any proposed employment of patients; and during the progress of such employment, if implements or utensils are in use that could be diverted to injurious purposes the attendants must exercise careful and close supervision, and see that no one is overworked or in any way suffering from neglect. All patients expected to labor must be suitably dressed for it, especially those employed outside the wards, and every precaution taken that no risk of health is thereby incurred. The working implements are to be issued by the attendants and returned and locked up when no longer in use.

Those not able to labor should be entertained by games, reading, music, or other diversions; and their minds thereby relieved for a time from the morbid ideas and feelings demanding attention. Attendants should be interested in providing amusement as well as employment for the patients; but are not to associate in the wards in games or amusements, unless patients participate.

When at the evening dances, religious services or other gatherings of patients, the attendants retain charge of their respective patients and must keep with them and exercise the same supervision as if in the wards.

All patients in sufficient health are to have as much recreation out of doors as can be judiciously given them; and during the morning and afternoon when the weather is suitable, parties will be made up for the lawn, walking or riding. The patients selected for these outings must be sufficiently and neatly clothed, and, during their absence from the wards, must be carefully guarded from risk of health, escape and impropriety of conduct. In walking-parties, the patients must be kept together, one attendant leading, another in the rear; there must be no stopping for conversation with persons on the way, no

mingling with other parties; and for the female patients an entirely separate route must be selected from that taken by the males.

Feeble patients must be taken out by themselves; also the suicidal and those likely to attempt escape; and any who are likely to make trouble must be accompanied by two or more attendants. While patients are riding, the attendants must keep with them, and be prompt to defeat any attempt to escape, and endeavor that all shall preserve a quiet demeanor and good conduct. Attendants must see that patients, in returning to the wards, do not bring in dirt, rubbish or anything that could be used as a weapon or an instrument for effecting their escape. They should avoid all conditions and places favoring escapes; but should one occur, it is to be immediately reported to the supervisor or physician. Patients suspected of such intentions must be more closely watched, and their rooms, windows, guards, clothing and bedding frequently examined, in order to discover anything done in prosecution of such design.

Patients should be encouraged against indifference to their appearance at the time of taking their meals, and it must be seen that all who enter the dining-rooms are in a neat and suitable personal condition. While passing in or going out, order and quiet are to be maintained, and during the meal the ordinary proprieties of the table observed so far as possible. Patients shall have their proper seats and are not to leave them to wait upon themselves or others; they are not to go from the room without sufficient reason till all have finished and the signal given for retiring.

No favoritism shall be shown in the distribution of food, which is to be served neatly and in proper quantity to each one, and the special diet must be placed as ordered. Cut the meat and fish and remove the bones for the feeble, paralyzed, maniacal, or others who would not do it for themselves; and if the quantity of food is not sufficient for all, report immediately to the supervisor, as everyone is to have enough, but none allowed to overeat. Patients must not be allowed to take food from one another, or carry it from the dining-room without permission; and if they are unwilling to eat, compulsion is not to

be used without instructions. All who are able shall go to the dining-room; others must have their meals served outside in a suitable manner, and attendants are to remain with them till they are through eating and then remove the dishes. None are to have their meals served in the corridors or their rooms without permission.

All shall have one half-hour for eating, and none are to be hurried in taking their meals. Washing the dishes and cleaning the tables must not begin till all the patients have finished eating; and before they leave the dining-room knives, forks, and spoons must be counted and locked up.

Patients who are troublesome in the dining-room must be reported; but excepting emergencies, no one is to be removed from the table without instructions. While the patients are in the dining-room, the attendants shall devote their whole time and give all their attention to waiting on the tables and to the service of those who require it. One patient should never be permitted to feed another. If a patient chokes while eating, and the piece obstructing is beyond reach, a blow on the back may expel it.

Patients shall receive a bath as soon as practicable after admission, and thereafter regularly once a week or whenever it may be required. In preparing a bath, turn on the hot water after the cold has been drawn, and thrust in the hand to test the temperature before the patient gets in, and also observe that there is no leakage from the hot water faucet. Soap is to be thoroughly used, the patient carefully washed, and immediately upon leaving the bath rubbed till the skin becomes thoroughly dry, then dressed as quickly as possible. The temperature of the bathroom must be regulated to suit the condition of the patient, and all draughts from windows and doors must be avoided.

No one must be taken from the bathroom into a corridor in a nude condition, and the feeling of delicacy that a patient may have in regard to bathing in the presence of others, is to be respected; but no one can be left unattended during the operation, except by permission of the physician. One patient must not be allowed to bathe another, or get ready the bath. No force shall be used in bathing unless absolutely necessary; and

then a supervisor must be present and sufficient assistance rendered to remove liability of injury. Those who are sick or very feeble should not be bathed in a tub without the approval of a physician.

After each bath the tub is to be emptied and cleaned before another patient uses it; and never shall two patients be allowed to bathe in the same water. Baths must not be taken within an hour after a full meal. Cold baths are not allowed at any time, and a patient's head must never be put under water. Water keys must not be given to patients or kept where they can obtain them.

Patients who have been directed to be shaved shall be shaved by the attendants, but not in the presence of others. No one is permitted to shave himself, except by special permission of the physician in charge.

The care of clothing forms an important duty for the attendant, and requires much painstaking and attention to detail. It is expected that every article received will in some way be accounted for from the time of the patient's admission to the day of discharge. Losses will occur, pieces will be destroyed and portions worn out; but all deficiencies must be satisfactorily accounted for.

Whenever clothing is received each piece shall be inspected, and if not immediately wanted, carefully laid away in the clothing room. Whatever clothing is given a patient must be examined as frequently as may be required in order to know that it is yet worn, well used and plainly marked; and always before it goes to the laundry or mending-room it must be seen that nothing unmarked is included. Each patient's clothing is to be kept in a separate compartment of the clothing room, and frequent inspection will be found necessary in order that neatness may be observed and everything found in its place.

An article that belongs elsewhere, or is without a mark, should be promptly taken to the supervisors or reported. The clothing of one patient must never be worn by another.

In the transfer of patients it is expected that their effects will tally with the supervisor's records, and the accounts balanced before other attendants assume the charge.

Convalescent patients and others sufficiently capable and trustworthy, with the permission of the physician in charge, may be allowed to keep in their rooms such articles of apparel as can be there properly cared for. The clothing of patients should be kept well brushed, cleansed and in repair, and changed as often as the habits of the individual require. Soiled clothing shall not remain in a patient's room, or elsewhere in the ward, but be directly removed to the place assigned. The repairs of clothing in the female department shall be done by the attendants, and they are expected to give careful attention to this duty and not let the work of one week pass over to the next.

No cases involve in their care greater responsibility than those disposed to injure themselves, or call for more forethought or quicker perceptions on the part of the attendant, or demand more faithful and persistent watchfulness. These patients often suffer much from distress of mind and should be treated with marked consideration and sympathy; and be allowed every recreation and diversion that would be judicious. Attendants must not, however, be deceived by their promises or protestations and thereby abate in any degree a vigilant oversight; for a moment's neglect might result in a serious accident. The intercourse of such patients with others should also be restricted and kept under observation; and their clothing and rooms frequently examined for the detection of anything secreted for the purpose of self-injury.

If a fire breaks out, think and act quickly, but do not lose presence of mind. See that word is carried at once to the officers, notify the attendants of adjoining wards, and without waiting for further instructions, make immediate use of the fire-pails and discharge the contents of fire-extinguishers at the most effective points. If the fire cannot be extinguished, uncoil the hose from the nearest standpipe, turn on the water and let the stream play where it will be of the greatest service. Remove the patients from the vicinity of the fire, and if they become frightened and excited, try to restore their self-possession by words of assurance, and the influence of your own example. If the clothing of anyone catches fire, smother it with a blanket or rug.

NIGHT WATCH.

During the sleeping hours of the night, the safety of the institution, and its property are committed to the fidelity of the night watch. To their faithfulness, discretion and constant watchfulness is attached the greatest importance; and whether their duties may pertain to several stations, or to but one, they will be expected to bestow every attention needed in suitably guarding the property of the institution, and promoting the welfare and comfort of the patients. They must keep important details constantly in mind, and never sleep during hours of duty; must not leave their posts till relieved or before the proper time, and in their relations to patients, their conduct, privileges and social intercourse, will be subject to the rules of previous sections, so far as they can apply. They shall receive instructions from the officers connected with their respective departments and be prepared to begin work promptly at the designated hour.

Those who patrol shall make their rounds in accordance with the instructions of the superintendent and at such intervals as he may direct. They shall note changes from ordinary conditions, irregularities or any events of interest, and in the morning present in a written report to the superintendent what they have done and the results of their observations.

Any instance of neglect which has occurred, or transgression of rule must be reported; and it shall be their duty to see that all doors are locked at night, and unlocked in the morning as required by the superintendent; and that all of the regulations of the night have been attended to.

Those patrolling in the wards shall see that attendants of their several divisions are in their rooms at the required time and that the night attendants are in their places.

During the night they shall administer medicines and give nourishment as directed, and respond to all calls for water; and devote all necessary time to nursing the sick and in waiting upon the feeble and helpless. They shall make frequent visits to the epileptics, to those much excited, suicidal or wearing restraint; to any liable to become uncovered from a removal of their bedding; and to all with habits of uncleanness, and shall

promptly change their clothing and bedding as often as may be required and remove everything offensive at once.

Patients shall be called upon as their needs require or a physician may direct; and a room is always to be entered when unusual sounds are heard therefrom, but two or more must be present when violence is feared.

In the event of suicide, sudden illness or other sufficient occasion, they shall at once call a physician; and if a fire occur, but it out if possible, and call the officers, but refrain from giving a general alarm.

They and the night attendants shall wear noiseless shoes, and in passing where others are sleeping, speak only in a low tone of voice and always maintain the utmost quiet.

The outside watch shall have supervision of the barns, stables, workshops, and other outbuildings. He shall watch for indications of the attempted escape of patients from the windows, take every precaution against the occurrence of fire, and be vigilant in protecting the institution from trespassers and intruders.

After four P. M., the night watches may be required to perform other duties.

[FORM OF MITTIMUS.]

STATE OF MAINE.

To the Superintendent of the Maine Insane Hospital:

WHEREAS, the undersigned, Selectmen of the town of —, in the county of —, this day, on complaint to us made in writing, by (*) — of the town of —, in said county, who bears the relationship of — to (**) —, of said town of —, who therein says that said (**) — is insane, and is a proper subject for said Hospital, made due inquiry into the condition of said (**) —, and called before us such testimony as was necessary to a full understanding of the case; whereupon, it appeared to us that said (**) — was insane, and we were of opinion that the safety and comfort of said (**) — and others interested, would be promoted by a residence in said Hospital, and accordingly determined that said (**) — be sent forthwith to said Institution.

We, therefore, certify that said (**) — is insane, and that— was residing commorant, and found in the town of — aforesaid at the time of arrest and examination aforesaid; and you, the said Superintendent, are hereby ordered and required to receive said (**) — into said Hospital, and detain — in your care until — shall become of sound mind, or be otherwise discharged by order of law, or by the Superintendent or Trustees.

Given under our hands, at said —, this — day of —, in the year of our Lord one thousand eight hundred and—

Selectmen.

[PHYSICIANS' CERTIFICATE OF INSANITY.]

We, the undersigned, practicing physicians of the town of — and State of Maine, have examined into the state of health and mental condition of — of said —, and we hereby certify that in our opinion — is insane.

— — M. D.
— — M. D.

Dated at said — this — day of —, 18

* Complainant's name.

** Name of person to be committed.

[FORM OF BOND FOR SUPPORT.]

KNOW ALL MEN BY THESE PRESENTS, That we, —, of —, in the county of —, as principal, and —, of —, in the county of —, as sureties, are jointly and severally held and bound unto —, Steward of the Insane Hospital at Augusta, or to his successor in said office, in the sum of three hundred dollars, to the payment of which sum, well and truly to be made to him, the said —, or to his successors in said office, we bind ourselves, our executors and administrators, firmly by these presents.

Sealed with our seals, and dated at —, this — day of —, A. D. 18

The condition of the above obligation is such, That whereas — of —, in the county of —, is about to be admitted as a boarder and patient to the Institution aforesaid; now, if the said — shall pay to said —, or to his successor in said office, such sum per week for the board, washing, medicine and attendance, according to the trouble and expense incurred for said patient, as may be determined by the Trustees for the time being, not to exceed —, and pay for all such necessary articles of clothing as shall be furnished said — by the said —, or his successor, and remove the said — from said institution, whenever they shall be thereto in writing requested by the Superintendent for the time being, —and shall also pay a further sum, not exceeding fifty dollars, for all damages that may arise from injury to the furniture and other property of said Institution, by said —, and for reasonable charges that may be incurred in case of the elopement of said —, payments to be made quarterly and at the time of removal, with interest on the amount after it becomes due as aforesaid, then this obligation to be null and void, otherwise to remain in full force and virtue.

[L. S.]

Witness;

[L. S.]

QUESTIONS

TO BE ANSWERED BY THE PATIENT'S FAMILY OR PHYSICIAN.

1. Age?
2. Married or single?
3. Occupation?
4. How old at first attack?
5. Date of present attack? What appearances?
6. What changes since?
7. On what subject?
8. Any rational intervals?
9. Any relatives ever insane, and who were they?
10. Ever attempted suicide or homicide, and in what manner?
11. Destructive to clothes or property?
12. Disposed to filthiness of person or habits?
13. Any restraint or confinement been applied? If any, what?
14. If former attacks, how many, and how long did they continue?

15. What natural peculiarities? power of self-control? temper? disposition? predominant passions? disappointment as to property, affections, wounded pride, loss of friends, family troubles, intemperance in the use of ardent spirits, tobacco, &c.?

16. History of any bodily disease, especially suppression of evacuations, eruptions, sores, &c., injuries, epilepsy, palsy, &c.

17. What cause or causes are supposed to have induced the attack?

18. What curative means have been tried? State if blood-letting has been resorted to; if so, to what extent?

Male patients admitted into the Institution, should come provided with at least three good cotton shirts; coat, vest and pants, of strong woolen cloth; two pairs woolen stockings, one hat or cap, pocket handkerchiefs, brush and comb, and one pair of boots or shoes.

Females should have, at least, a change of under-clothes, shoes and stockings, brush and comb, decent bonnet, and two substantial dresses; the woolens should be of dark color. It is quite desirable, also, that a Bible or Testament should not be forgotten in the outfit.

No person over twenty-one years of age can be received without the certificate required by the act regulating the Hospital, in the Revised Statutes.



Compilation of the Statute Laws
AFFECTING THE
MAINE INSANE HOSPITAL.

Revised Statutes—Chapter 143.

APPOINTMENT AND DUTIES OF TRUSTEES.

- SEC. 1. Government is vested in six trustees, one a woman, their appointment and tenure of office.
2. Trustees shall have the general management, hold property, make rules, commence and defend suits.
3. Appointment of superintendent, steward and treasurer, and assistants.
4. Examinations, and records of them; their pay and pay of officers.
5. Accounts of steward and treasurer, how audited and settled. Governor and council shall inquire into the financial affairs of hospital.
6. Their annual meetings, and reports to the governor and council.

DUTIES OF SUPERINTENDENT.

- SEC. 7. Duties of the superintendent.
8. Same; apportionment of patients.
9. Same; unlawful commitments.

DUTIES OF STEWARD.

- SEC. 10. Duties of the Steward.
11. Salaries.

DUTIES OF PARENTS AND GUARDIANS OF INSANE MINORS.

- SEC. 12. Duties of parents and guardians of insane minors.

DUTIES OF MUNICIPAL OFFICERS.

- SEC. 13. Municipal officers shall hear and decide on cases and commit to hospital with certificate; and keep a record of their doings.
14. May certify inability to pay for his support, and steward may charge the State one dollar and fifty cents a week.

DUTIES OF JUSTICES OF THE PEACE AND QUORUM.

- SEC. 15. Appeal to two justices of the peace or quorum; how to be selected.
16. Town officers or justices neglecting to decide for three days; proceedings.
17. Justices shall keep a record of their doings; by whom to be paid.
18. Their order of commitment, by whom to be executed.

EXPENSES OF SUPPORTING THE INSANE AT THE HOSPITAL.

- SEC. 19. Town where insane person resided or was found, shall pay for his support unless a bond is given for it.
20. Also, when unlawfully committed, with expense of removal.
21. Towns have remedy for support against the insane person or those liable for his support as a pauper.
22. Interest shall be charged for board and clothing of patients after thirty days.

DISCHARGE OF THE INSANE.

- SEC. 23. Those liable for support may apply to town officers for patient's discharge.
24. Overseers of the poor shall remove a person, when notified to do so.
25. Persons discharged under section four, how to be removed. Towns are liable for costs, upon notice.
26. Towns of less than two hundred inhabitants, are not liable.

GUARDIANS FOR THE INSANE SENT TO THE HOSPITAL.

- SEC. 27. Judge of probate may appoint guardians for persons sent to the hospital; their duties and compensation.

GENERAL MANAGEMENT OF THE HOSPITAL.

- SEC. 28. When persons committed under section one of chapter one hundred and thirty-seven shall be discharged; when recommitted.
29. Rules for attendants, shall be kept posted.
30. Punishment of attendants for intentional ill-treatment of patients.

SPECIAL VISITATION BY A COMMITTEE OF THE COUNCIL AND ONE WOMAN.

- SEC. 31. Governor shall annually appoint a visiting committee consisting of two councillors and a woman. Their powers and duties.
32. Wilful injury to patients, how to be punished. Complaint shall be made by superintendent, or in case of his neglect, by committee.
33. When coroner's inquest shall be held, in case of sudden death.
- SEC. 34. For preliminary commitment, what evidence of insanity is required.
35. Patients unnecessarily detained, proceedings for discharge; this provision is not applicable to persons committed by order of court.
36. Names of committee shall be posted in the wards. Patients shall be furnished with materials to write to committee, and letter boxes shall be provided, inaccessible to attendants. Exceptions.
37. Letters from committee shall be delivered to such patients unopened.
38. Hospital, when and how to be visited by committee.
39. Committee shall report to governor and council annually on December first. Their compensation.
40. Removal from office for neglect of duty.

APPOINTMENT AND DUTIES OF TRUSTEES.

SEC. 1. The government of the Maine Insane Hospital is vested in a committee of six trustees, one of whom shall be a woman, appointed by the governor, with the advice and consent of council, and commissioned to hold their offices during the pleasure of the governor and council, but not longer than three years under any one appointment.

SEC. 2. They shall have the general care and management of the institution; see that it is conducted according to law, and the by-laws for its internal government and economy, which they are hereby authorized to establish, not inconsistent with law; hold in trust for the State any land, money, or other property, granted, bequeathed, or given to the institution, and apply the same for the support, comfort, or improvement of the insane, and the general use of the institution, and have power to bring actions, in the name of the treasurer, for all dues to the institution, and to defend all suits brought against it.

SEC. 3. Said trustees shall appoint a superintendent, and a steward and treasurer, subject to the approval, and to hold office during the pleasure of the governor and council, and all other officers

necessary for the efficient and economical management of the business of the institution; all appointments shall be made according to the by-laws.

SEC. 4. There shall be a thorough examination of the hospital monthly by two of the trustees; quarterly by three; annually by a majority of the full board; and at any other time, when they deem it necessary, or the superintendent requests it. At each visit, a written account of the state of the institution, shall be drawn up by the visitors, recorded, and presented at the annual meeting of the trustees; at which meeting they, with the superintendent, shall make a particular examination into the condition of each patient, and discharge any one so far restored that his comfort and safety, and that of the public, no longer require his confinement. They shall receive two dollars a day for such visits, and the same sum for every twenty miles' travel. Their accounts shall be audited by the governor and council, who shall draw their warrant on the treasurer of State for the amount due them and the other officers of the institution, except attendance on the patients and laborers on the premises, and for all money appropriated by the Legislature for the insane hospital.

SEC. 5. The trustees at their next meeting after the expiration of each quarter, shall examine carefully the books and vouchers of the steward and treasurer, audit his accounts, and submit the same immediately thereafter to the governor and council for their approval, before such accounts shall be settled; and the governor and council shall, from time to time, inquire into the condition and management of the financial affairs of the institution, and make such changes as they deem judicious, in the mode and amount of expenditures and the general administration of its financial affairs.

SEC. 6. They shall hold an annual meeting on the first day of December, at which there shall be made a full and detailed report, containing a particular statement of the condition, concerns, and wants of the hospital; and this report, and the reports of the superintendent and steward, shall be made up to the first day of December and laid before the governor and council at that time, for the use of the government.

DUTIES OF SUPERINTENDENT.

SEC. 7. The superintendent shall be a physician; reside constantly at the hospital; have the general superintendence of the hospital and grounds; receive all patients legally sent to the hospital, unless the number exceeds its accommodations, and have charge of them, and the direction of all persons therein, subject to the regulations of the board of trustees; and annually on the last day of November, report to the trustees, the condition and prospects of the institution, with such remarks and suggestions relative to its management and the general subject of insanity, as he thinks will promote the cause of science and humanity.

SEC. 8. He shall apportion the number of patients who can be accommodated in the hospital, among the towns, according to their population by the last census; and when the applications for admission exceed or are liable to exceed that number of patients, he shall give preference to those from towns that have not their full proportion of patients in the hospital, and may reject others.

SEC. 9. When a person appears to have been unlawfully committed, the superintendent shall report the case to the trustees at their next monthly meeting; and they may cause the removal of such person to the town from which he was committed. The superintendent, at each monthly visit of the trustees, shall also report to them the name of any inmate who was idiotic at the date of his commitment, or who has become so imbecile as, in his judgment, to be beyond cure, and if he thinks that such inmate may be discharged with safety to himself and to the public, the trustees shall order his discharge and cause him to be removed to the town by which he was committed.

DUTIES OF THE STEWARD.

SEC. 10. The steward shall be treasurer; give bond to the trustees, in such amount and with such sureties as they deem sufficient for the safe keeping and proper disbursement of the funds of the institution, under the advice and direction of the superintendent and of the trustees; make all necessary purchases of supplies and provisions; hire attendants and other laborers; see to the proper cultivation of the farm and grounds; have a careful oversight of the patients when employed thereon; perform such other duties as the trustees direct; and annually make a detailed report to them of his receipts and expenditures, and of the financial affairs of the institution.

SALARIES.

SEC. 11. The compensation of all officers and employes, where salaries are not established by law, shall be fixed by the trustees, subject to the approval of the governor and council.

DUTIES OF PARENTS AND GUARDIANS OF INSANE MINORS.

SEC. 12. Parents and guardians of insane minors, if of sufficient ability to support them there, within thirty days after an attack of insanity, without legal examination, shall send them to the hospital and give to the treasurer thereof the bond required; or to some other hospital for the insane.

DUTIES OF MUNICIPAL OFFICERS.

SEC. 13. Insane persons, not thus sent to any hospital, shall be subject to examination as hereinafter provided. The municipal officers of towns shall constitute a board of examiners, and on complaint in writing of any relative, or of any justice of the peace in their town, they shall immediately inquire into the condition of

any insane person therein; call before them all testimony necessary for a full understanding of the case; and if they think such person insane, and that his comfort and safety, or that of others interested, will thereby be promoted, they shall forthwith send him to the hospital, with a certificate stating the fact of his insanity, and the town in which he resided or was found at the time of examination, and directing the superintendent to receive and detain him until he is restored or discharged by law, or by the superintendent and trustees. They shall keep a record of their doings, and furnish a copy to any interested person requesting and paying for it.

SEC. 14. The officers ordering the commitment of a person unable to pay for his support may in writing certify that fact to the trustees, and that he has no relatives liable and of sufficient ability to pay for it; and if the trustees are satisfied that such certificate is true, the treasurer of the hospital may charge to the State one dollar and fifty cents a week for his board, and deduct it from the charge made to the patient or town for his support.

DUTIES OF JUSTICES OF THE PEACE AND QUORUM.

SEC. 15. Any person or corporation, deeming himself or the insane aggrieved by the decision of the board of examiners for or against the insanity, may appeal therefrom by claiming an appeal within five days after the decision is made known, naming a justice of the peace and quorum on his part, and appointing a time within three days thereafter, and a place in such town or an adjoining town for the hearing, and he shall procure the attendance of such justice at such time and place, if in his power, and if not he may select another; the board of examiners shall select another justice of the peace and quorum.

SEC. 16. If the two justices neglect or refuse to decide the appeal within three days after the time appointed for the hearing, or if the municipal officers neglect or refuse for three days after complaint is made to them to examine and decide any case of insanity in their town, complaint may be made by any relative of the insane, or by any other respectable person to two justices of the peace and quorum; and the two justices, selected in either of the above modes, may call before them any proper testimony, and hear and decide the case. If they find the person insane, and that he will be more comfortable and safe to himself or others, they shall give a certificate for his commitment to the hospital like that described in section thirteen.

SEC. 17. Such justices shall keep a record of their doings and furnish a copy thereof to any person interested requesting and paying for it; those deciding an appeal shall be entitled to receive for their services two dollars a day and ten cents a mile for their travel, and shall determine which party shall pay it; those deciding an original case shall charge the same fees as for a criminal

examination, to be paid by the person or corporation liable in the first instance for the support of the insane in the hospital.

SEC. 18. When such justices order a commitment to the hospital the municipal officers of the town where the insane resides, or such other person as the justices direct, shall cause such order to be complied with forthwith at the expense of the town; and after such commitment is made, the justices shall decide and certify the expenses thereof.

EXPENSES OF SUPPORTING THE INSANE AT THE HOSPITAL.

SEC. 19. The certificate of commitment to the hospital after a legal examination, is sufficient evidence, in the first instance, to charge the town where the insane resided, or was found at the time of his arrest, for the expenses of his examination, commitment, and support in the hospital; but when his friends or others file a bond with the treasurer of the hospital, such town shall not be liable for his support, unless new action is had by reason of the inability of the patient or his friends longer to support him; and such action may be had in the same manner, and before the same tribunal, as if he had never been admitted to the hospital.

SEC. 20. The person or town, liable for the support of a person when lawfully committed to the hospital, is liable therefor, and for the expenses of his removal, when unlawfully committed and removed as provided in section nine; but the expenses of such removal shall not exceed ten cents a mile from the hospital to the place of commitment.

SEC. 21. Any town thus made chargeable in the first instance, and paying for the commitment and support of the insane at the hospital, may recover the amount paid from the insane, if able, or from persons legally liable for his support, or from the town where his legal settlement is, as if incurred for the expense of a pauper, but if he has no legal settlement in the State, such expenses shall be refunded by the State, and the governor and council shall audit all such claims and draw their warrant on the treasurer therefor. No insane person shall suffer any of the disabilities of pauperism nor be deemed a pauper, by reason of such support. But the time during which the insane person is so supported shall not be included in the period of residence necessary to change his settlement.

SEC. 22. The treasurer of the insane hospital shall charge and collect interest on all debts due to said hospital, from towns and individuals for board and clothing of patients, after thirty days from the time when they become due.

DISCHARGE OF THE INSANE.

SEC. 23. When any friend, person, or town, liable for the support of a patient who has been in the hospital for six months, not committed by order of the supreme judicial court, nor afflicted with homicidal insanity, thinks that he is unreasonably detained, he may apply to the municipal officers of the town where the insane resides, and they shall inquire into the case, and summon before them any proper testimony, and their decision and order shall be binding on the parties. They shall tax legal costs and decide who shall pay them. If such application is unsuccessful, it shall not be made again until the expiration of another six months.

SEC. 24. When the overseers of a town, liable for the support of a patient at the hospital, are notified by mail by the superintendent, that he has recovered from his insanity, they shall cause him to be removed to their town; and if they neglect it for fifteen days, the superintendent shall cause it to be done at the expense of such town.

SEC. 25. When a patient is discharged from the hospital by the trustees, under section four, they shall cause the selectmen of the town, or the mayor of the city, from which such patient was received, to be immediately notified by mail, and on receipt of such notice said town or city shall cause such patient to be forthwith removed thereto; and if they neglect such removal for thirty days thereafter, such patient may be removed to said town or city by the trustees, or their order; and the superintendent may maintain an action in his own name, against such city or town, for the recovery of all expenses necessarily incurred in the removal of such patient.

SEC. 26. The preceding sections do not apply to towns having less than two hundred inhabitants, but all insane persons found, and having their residence in such towns, who have no settlement within any town in the state, and who have no means of their own for support, or are without relatives able and liable to support them, shall be supported in the hospital at the expense of the state.

GUARDIANS FOR THE INSANE SENT TO THE HOSPITAL.

SEC. 27. When any man or unmarried woman, of twenty-one years of age, is sent to the hospital for insanity under this chapter, the municipal officers of the town where such insane resides, when they think it for his interest and to prevent waste of his property, may apply to the judge of probate for the same county for the appointment of a guardian, and the judge, on their certificate to that effect, without notice to the insane, shall forthwith appoint some suitable guardian residing in the same county who shall give bond as in other cases, and have reasonable compensation for his services, to be allowed by the judge and paid out of the estate, but he shall not be required to return any inventory, or exercise any

other powers or duties of guardian for one year after his appointment, except to provide for the support of the insane and his family, and prevent waste of his property.

GENERAL MANAGEMENT OF THE HOSPITAL.

SEC. 28. Every person committed to the insane hospital by any court, as provided in section one of chapter one hundred and thirty-seven, shall be discharged by the superintendent, if not sent for by the court, during the next term thereof after his commitment, but he is liable to recommitment by the municipal officers of the town to which he belongs, if found to be insane, to be supported in the same manner as other persons committed by said officers.

SEC. 29. The superintendent shall keep posted, in conspicuous places about said hospital, printed cards containing the rules prescribed for the government of the attendants in charge of the patients.

SEC. 30. When it appears that any such attendant treats a patient with injustice or inhumanity, he shall immediately be discharged. When the superintendent is satisfied that any attendant intentionally abuses or ill-treats an inmate of the hospital, he shall discharge him at once, and make complaint of such abuse or ill-treatment before the proper court; and such attendant on conviction, shall be fined not less than one hundred nor more than five hundred dollars, or imprisoned not more than ninety days.

SPECIAL VISITATION BY A COMMITTEE COMPOSED OF THE EXECUTIVE COUNCIL, AND A WOMAN.

SEC. 31. A committee of the council consisting of two, with whom shall be associated one woman, shall be appointed by the governor annually, who shall visit the hospital at their discretion to ascertain if the inmates thereof are humanly treated, and they shall promptly report from time to time, every instance of intentional abuse or ill-treatment to the trustees and superintendent of the hospital, who shall take notice thereof, and cause the offender to be punished as required by the preceding section.

SEC. 32. If any wilful injury is inflicted by an officer, attendant, or employe of the hospital upon the person of any patient therein, and knowledge thereof comes to said committee of visitors, they shall report the fact immediately to said trustees and superintendent, and if the superintendent fails forthwith to complain thereof as required by section thirty, one of said visitors shall enter a complaint before the proper court. And in trials for such offences, the statement of any patient cognizant thereof, shall be taken and considered for what it is worth; and no one connected with the hospital shall sit upon the jury trying the case.

SEC. 33. In case of the sudden death of a patient in the hospital under circumstances of reasonable suspicion, a coroner's inquest shall be held as in other cases, and the committee of visitors shall cause a coroner to be immediately notified for that purpose.

SEC. 34. In all cases of preliminary proceedings for the commitment of any person to the hospital, the evidence and certificate of at least two respectable physicians, based upon due inquiry and personal examination of the person to whom insanity is imputed, shall be required to establish the fact of insanity, and a certified copy of the physicians' certificate shall accompany the person to be committed.

SEC. 35. If the committee of visitors becomes satisfied that an inmate of the hospital has been unnecessarily and wrongfully committed, or is unnecessarily detained and held as a patient therein, they shall apply to some judge of the supreme judicial court, or to the judge of the superior court, or court of probate within the county where the restraint exists, for a writ of habeas corpus, who shall issue the same, and cause the inmate to be brought before him, and after notice to the party procuring his commitment and a hearing of all interested in the question at issue, if satisfied that such inmate is not a proper subject for custody and treatment in the hospital, he shall discharge him from the hospital and restore him to liberty. But this section does not apply to the case of any person charged with, or convicted of crime and committed to the hospital by order of court.

SEC. 36. The names of the committee of visitors and the post office address of each shall be kept posted in every ward of the hospital, and every inmate shall be allowed to write when and whatever he pleases to them or either of them, unless otherwise ordered by a majority of the committee, in writing, which order shall continue in force until countermanded in writing, by said committee. And, for this purpose, every patient, if not otherwise ordered as aforesaid, shall be furnished by the superintendent, on request, with suitable materials for writing, inclosing and sealing letters. And the superintendent shall provide at the expense of the State, securely locked letter boxes, easily accessible to all the inmates, to be placed in the hospital, into which such letters can be dropped by the writer. No officer, attendant, or employe of the hospital, shall have the means of reaching the contents of these boxes, but the letters in them shall be collected weekly by some member of the committee, or by such person as the committee authorize for the purpose, who shall prepay such only as are addressed to some one of the committee, and deposit them in the post office without delay.

SEC. 37. It is the duty of the superintendent, or party having charge of any patient, to deliver to him any letter or writing to him directed, without opening or reading the same, *provided* that

such letter has been forwarded by the committee, or is directed to such persons as the committee have authorized to send or to receive letters without the committee's inspection.

SEC. 38. The hospital shall be visited as often as once in every month by at least one member of the committee, and this visit shall be made at irregular, and not at stated periods; no previous notice, information, or intimation thereof shall be given or allowed to the superintendent, or any officer, attendant or employe of the hospital, but so far as possible, all visits shall be made unexpectedly to the superintendent and all others having the care of the hospital and its inmates; and in no case shall the committee, when making their visits through the wards, be accompanied by any officer or employe of the hospital, except upon the special request of some one of the committee.

SEC. 39. The committee of visitors shall make report to the governor and council on the first day of December annually, and as much oftener as the welfare of the patients or the public good requires, setting forth their doings and any facts with regard to the hospital which they deem important. The compensation of said committee is two dollars each a day, for the time actually spent visiting the hospital and actual travelling expenses; *provided*, that said committee do not receive compensation as councillors, for the same days in which said official visits are made to said hospital; and their accounts, including a reasonable sum for the letter carrier provided for in section thirty-six, shall be audited by the governor and council, who shall draw their warrant on the treasurer of state for the amount found due.

SEC. 40. Any person neglecting to perform the duties imposed upon him by this chapter is removable from office by the authority from whom he received his appointment, and if removed, is forever ineligible for office or place in the hospital.