

Simplified Literature Inventory Instructions

October 1, 1998

The Congregation Service Committees should meet together to choose a coordinating congregation and to appoint a capable, reliable literature coordinator and assistant. Immediately thereafter, the service committee of each congregation using the Kingdom Hall along with their literature servants and the appointed literature coordinator and assistant should meet to **read and discuss thoroughly the letter and these instructions**. A photocopy of these instructions should be supplied to each one. It would be preferred that either an English or a Spanish congregation be the coordinating congregation. If this is not possible, then a congregation with a literature coordinator who speaks and reads either English or Spanish should be the coordinating congregation.

Literature Coordinator

A **reliable** brother with **good organizational abilities and communication skills** should be selected from the coordinating congregation as the literature coordinator. He may be an elder or a well-qualified ministerial servant. He does not necessarily have to be one of the current literature servants. An assistant literature coordinator should also be assigned so that there will be a capable backup.

The literature coordinator will be responsible to ensure that the Kingdom Hall is not overstocked with literature, but that it has a sufficient supply of all campaign and other items for use in the field ministry and at congregation meetings. This will require close communication with the service overseers and literature servants of the other congregations who meet in the Kingdom Hall. He will also communicate closely with the literature servants of the other congregations to see that requests for any special-request or other-language items are given to him soon enough to be compiled and sent to the Society on time. As soon as the literature arrives from the Society, the literature coordinator must arrange for it to be checked and put into stock.

The literature coordinator will maintain literature files and records, as well as follow any other instructions from the Society. He will also oversee the literature area to ensure a neat and tidy literature supply counter.

Literature Servants

The literature servants will continue to work closely with the service overseer in their congregation as well as with the literature coordinator. They should take their responsibility seriously, making it convenient for all in the congregation to obtain the literature needed for personal use and for field service, according to the instructions given in the *Watchtower Literature Request Guide* (S(d)-15a).

The literature coordinator will work closely with the literature servants to keep inventories at a reasonable level. The literature servants will assist the coordinator to maintain a neat and tidy literature supply counter and shelves. Each congregation must also maintain accurate records, such as of copies of requests they have submitted to the literature coordinator.

How to Proceed

Enclosed you will find a revised Literature Inventory (S(d)-18) form. Congregations that will be in this new arrangement should forward the blank S(d)-18 form to the literature coordinator. On October 1, 1998, the congregations meeting in the same Kingdom Hall should combine literature in all languages. The literature coordinator will then take an inventory of the literature, fill out the form, and send an original to the Society no later than October 6, 1998, keeping a carbon copy for his records. When filling out the form, he should clearly indicate the

name and number of the coordinating congregation. Also, he should ensure that the names and numbers of the other congregations using the Kingdom Hall are accurate. **In a multiple Kingdom Hall complex, congregations using the same auditorium should maintain a combined inventory for that auditorium.** Of course, if congregations in a multiple Kingdom Hall complex share a common literature area, the bodies of elders should use the common literature stock shared between Kingdom Halls. Congregations that do not share a Kingdom Hall should proceed in the usual way by filling out the S(d)-18 form and sending it to the Society no later than October 6, 1998.

The literature coordinator should list the combined inventories on the revised Progressive Inventory of Literature (S(d)-28) form.

Frequency of Requests

Continue to request literature once a month. Each congregation should submit its literature request to the literature coordinator. In order to avoid delays, it is imperative that the literature coordinator receive the requests from the congregations on time. He, in turn, should submit to the Society the combined literature requests for all congregations in the Kingdom Hall. These are to be submitted according to the schedule set out and previously followed by the coordinating congregation. Each congregation should announce when it plans to submit its request so that individuals can let their respective literature servants know what they need in the way of literature, such as other-language publications and special-request items.

Filling in the Literature Request Form (S-14)

The literature coordinator is responsible to request all campaign and regular stock items in the language of the congregations using the common stock, taking into account what is on hand and being alert to future literature campaigns, visits of the circuit overseer, and the number of regular and auxiliary pioneers in each congregation. This will require close communication with the service overseers and literature servants of the other congregations who meet in the Kingdom Hall. He will also check the past movement of items on the Progressive Inventory of Literature (S(d)-28) form, older copies of which should be given him by the other congregations from their congregation files.

Other congregations in a Kingdom Hall with the same primary language as the coordinating congregation will submit to the coordinating congregation a sheet listing special-request items, publications soon to be studied, and items needed by that congregation that are not currently stocked in the literature inventory. (See the *Watchtower Literature Request Guide* (S(d)-15a), section 3.2.) The congregation name and the number of publishers and pioneers should be shown on the sheet. The literature coordinator will then add these items to his Literature Request Form (S-14).

Congregations with languages other than that of the coordinating congregation will submit to the coordinating congregation a Literature Request Form (S-14). They will show the name, number, and language of their congregation, not the coordinating congregation, and list all items needed in their primary language. The coordinating congregation will submit this separate S-14 to the Society. Items in languages other than the primary language of that congregation should be put on the S-14 from the coordinating congregation. The literature coordinator will

compile the figures and submit only one Literature Request Form (S-14) to the Society for each language congregation in the Kingdom Hall. For example, if one Korean congregation and two English congregations meet at one Kingdom Hall, one S-14 should be submitted for the English and one for the Korean. The Korean congregation should submit an S-14 to the coordinating English congregation with only Korean items listed. The English S-14 should list English and other-language items, except Korean, that are requested by the three congregations. The coordinating congregation will submit the English S-14 and the Korean S-14 to the Society.

The service overseer from each congregation should check and verify the literature request from his congregation. He should then give the request to the secretary, who will check the entire form, including the special-request items, and sign the back of the form before forwarding it to the coordinating congregation. In a Kingdom Hall with multiple congregations speaking more than one language, such as two English and two Spanish, then two Literature Request Forms (S-14) should be submitted to the Society. The congregations speaking a language other than that of the coordinating congregation would each submit a separate S-14 to the literature coordinator, who would then combine the two forms before the literature request is checked and signed by the secretary of the coordinating congregation.

The literature coordinator should be alert to underordering and overordering of literature by the congregations. He will communicate with the literature servants of all congregations involved to clarify any questions he may have.

Requesting Adjustments and Cancellations

If a congregation wishes to have a literature request canceled or adjusted, they should promptly contact the literature coordinator. If necessary, he or any member of the service committee of the coordinating congregation may telephone the Society.

Delivery of Shipments

All congregations should still expect a shipment of literature once every month. Congregations receiving literature at one of the Society's distribution centers or depots will continue to share the responsibility of picking up the shipments. Keep in mind that it is very important for the coordinating congregation to make sure the literature delivery address on file with the Society is accurate.

Congregations receiving literature by mail or commercial carrier can expect to receive larger quantities of literature if they will now receive shipments for more than one congregation. Check to make sure the delivery address can accommodate these larger quantities and that it does not work out to be a burden on those who may transport the literature to the Kingdom Hall. Please inform the Society immediately if you need to change your delivery address for literature.

Request for Rush Shipment or Courier Service

(Congregations may only submit emergency rush requests for campaign literature or publications currently being used in meetings.) If there is a need, this should be directed through the literature coordinator and handled in the regular way. The coordinating congregation will be billed for such special handling. Of course, each participating congregation would share in contributing toward the extra expense as appropriate. However, with congregations sharing a

common inventory and the literature coordinator as well as the literature servants being alert, such requests should be rare.

Arrival of Literature Shipment

The literature coordinator will be responsible for a literature shipment to be placed in stock *as soon as it arrives*. (Other brothers should be trained to ensure that this is cared for in a timely way.) Verify that all items have been received as appearing on the Society's packing list other than those marked "Pending." The literature coordinator will check the packing list against his copies of the Literature Request Form (S-14), record the items received on the Progressive Inventory of Literature (S(d)-28) form, and give the packing list to the accounts servant in his congregation for comparison with the New York Corporation Statement. This will enable the accounts servant to confirm that every shipment and packing list has been received. The only record of literature received will be on the Shipment Summary of the coordinating congregation. Any vital information on the Society's packing list, such as items that are "Pending" or "Not Available," must be communicated to the other congregations sharing the Kingdom Hall.

Any special-request or other-language items should be given immediately to the appropriate congregation for distribution to the requesting individual(s). They are not to be used by another congregation. The only exception would be if the congregation no longer needed these items due to publisher movement. The literature coordinator will keep a file of the literature requests from each congregation for reference when "Pending" items are received.

In the event a partial order is received, whether of regular-stock, annual, or special-request items, the literature coordinator should ensure that items are allotted fairly between the congregations. (The literature coordinator should submit the combined requests of annual items from all the congregations at one time to minimize such problems.) Good communication with the literature servants of all congregations involved is necessary.

Campaign items should not be depleted by one congregation. If instructions are followed when requesting literature, there should be sufficient supplies on hand for all congregations. If campaign items are in short supply, the literature coordinator should see that they are shared fairly between the congregations.

Keep ^{individual} cabinets?

Progressive Inventory of Literature (S(d)-28)

A revised Progressive Inventory of Literature (S(d)-28) form has been provided. Please note the instructions on this form. The Literature Check Sheet (S(d)-61) has been eliminated, which will require that the literature coordinator **do a monthly inventory count**.

Literature Inventory (S(d)-18)

The literature coordinator is responsible for tallying the yearly inventory figures that are to be submitted to the Society each September.

Magazines and "Our Kingdom Ministry"

This new arrangement is for literature inventory only. It will have no effect upon the magazine, subscription, or *Our Kingdom Ministry* distribution now in place.

Service Forms

Annual forms and other consignments will continue to be labeled to the individual congregations but will be sent to the coordinating congregation's delivery address or pickup point. The common forms listed on the Literature Request Form (S-14) may be requested by the coordinating congregation and made available to all congregations. They should be neatly placed in one area and accessible to all congregations.

Congregation Correspondence

All correspondence not related to literature distribution will continue to be sent to the individual congregations as in the past. Literature-related correspondence will be handled through the coordinating congregation.

New or Relocated Congregations

When a new congregation is formed and begins using the Kingdom Hall, then this simplified literature inventory arrangement should be followed. If another congregation moves into or out of the Kingdom Hall, then the service overseer or literature coordinator of the coordinating congregation should immediately notify the Society by telephone. The literature coordinator should also make sure that there is an equitable distribution of literature with the congregations involved if needed, using the Transfer of Literature (S(d)-19) form.

Additional Guidelines for Literature Coordinator and Inventory Control

Care must be exercised that literature is ordered to fill the actual needs of the congregations. This is important when a new item becomes available. **For advance notice of any new items available, be sure to check the monthly announcement sent to the congregations.** By regularly checking the supply and movement of literature, it can be determined if there is enough literature on hand. Since *Our Kingdom Ministry* gives a four- to five-month advance notice of scheduled literature campaigns, there is sufficient time to determine the needs of the congregations and submit a request.

By referring to the Progressive Inventory of Literature (S(d)-28) form, it will be possible to have a good idea of the general movement of items. **Please take the time needed to check this form when filling out your request to ensure accuracy.**

If a literature request is sent to the Society each month, then it should not be necessary for the Kingdom Hall to stock a large amount of literature. It is not recommended that you maintain a one-year supply of literature on the literature shelves. A two- or three-month supply will be sufficient. The Society has an adequate supply of literature, and we are striving to provide fast and efficient service to the congregations. Unless an item is out of stock, we should be able to expedite your requests. If any item listed in the *Watchtower Publications List* (S(d)-15) is needed by anyone in the congregation, please request it and we shall endeavor to obtain the item, even if it is not presently in stock.

As a reminder, the literature storage cabinets should be locked and keyed alike, with two copies provided to each congregation for the literature servant and his assistant.

Care should be exercised so that literature servants do not indiscriminately pass out literature. Additionally, publishers should always obtain literature through the literature servant or a designated assistant.

You may find that once the literature is combined from all the congregations that there is an abundance of literature. If you have more than a two- or three-month supply on hand and you feel that you will not be able to move it within a reasonable amount of time, please write to the Society in care of the Shipping Office for further instructions.

Further directions on the simplified literature inventory arrangement may be provided in the future in the *Watchtower Literature Request Guide* (S(d)-15a). Your circuit overseer will also check to ensure that these instructions are being followed properly and that this arrangement is working smoothly. If there are any questions with this new procedure, you may direct them to the Society in care of the Shipping Office.