



# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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February 4, 2000

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

This letter is to inform you of a new arrangement in connection with the use of congregation literature supplies.

As you know, the Society publishes a large variety of literature items in great quantities. Additionally, we produce special-request items, such as bound volumes, cassette tapes, and deluxe Bibles. Reports indicate that in many cases these supplies are not being used to the best advantage. It appears that a fair amount of these items are unused or discarded. Over a period of time, this results in considerable loss to individual publishers and congregations as well as the Society. The following arrangement is to provide a practical means to ensure the best use of the provisions made to spread the Kingdom message.

Over time, we may accumulate an excessive number of literature items. If the literature is still in good condition, we should make an effort to place these older items in the field before requesting additional copies from the literature counter. Perhaps some of these items can be used to make our personal library more complete. However, if we find that we have more copies than we can use or place in the field over a reasonable period of time, these can be returned to the literature counter for use by others. Items being returned should be appropriate for use in the field and should not be dog-eared, soiled, or written on. The same arrangement applies to such items as bound volumes, cassette tapes, and deluxe Bibles that are in like-new condition. Literature servants should provide the literature coordinator with a list of items returned so that these may be recorded in the received column of the Monthly Movement of Literature (S-28) form. The service overseer can work closely with the literature servant to make sure that any returned items are carefully inspected to ensure that they are in good condition and suitable for use in the field service.

Hopefully this new arrangement will help us make the best use of provisions made to spread the Kingdom message. If circumstances prevent us from making personal distribution of what we have obtained, this new procedure will provide a practical way to utilize these items rather than store them away indefinitely or discard them. All of this will contribute in a beneficial way toward supporting and maintaining the worldwide work of preaching the Kingdom message.—Matthew 24:14.

Your cooperation and support will be much appreciated. We send our warm Christian love.

Your brothers,

*Watchtower B. & T. Society*  
OF NEW YORK, INC.

P.S. Please read this letter to the congregation at the next Service Meeting.