

# Christian Congregation of Jehovah's Witnesses



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August 28, 2009

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Biannual literature inventory

Dear Brothers:

We are writing to provide a few reminders to assist literature-coordinating congregations with preparing the literature inventory count that should be submitted by September 14, 2009. The *Monthly Movement of Literature* (S-28) form has been updated and should be **printed from the jw.org Web site**. Since the order of items listed on the updated form corresponds to how they appear on the jw.org Web site, older versions of this form should not be used. Please record the figures in the column labeled "Originally on Hand." A separate literature inventory should be taken for English, Spanish, and the language of any foreign-language congregation sharing the Kingdom Hall. In addition, another inventory should be taken that combines all other foreign-language literature.

Since a separate *Monthly Movement of Literature* form should be used for each inventory specified above, the literature coordinator may print additional copies from the jw.org Web site as needed. The secretary of the literature-coordinating congregation or someone designated by him will then enter the on-hand figures from each *Monthly Movement of Literature* form onto the jw.org Web site using the *Inventory Reports* option under the "Request Literature" section of the *Congregation* tab. As noted above, this should be done no later than **September 14, 2009**.

Once the on-hand inventory quantities have been submitted, the *Maintain Current Inventory* page will automatically be updated with your latest figures. Quantities on this page are made visible to other congregations. This feature allows congregations to request needed items from surrounding congregations. After submitting your inventory, it would be good to verify what literature appears on the *Maintain Current Inventory* page and therefore is visible to other congregations. If you have an overstock of items that does not appear in the figures, these can be added. Additionally, if items appear that your congregation does *not* want to make available to other congregations, you can either reduce the quantity to show what you want to make available or you can reduce the quantity to "0." If the quantity is "0," it will not be visible to other congregations. The quantities of items you want to make available to other congregations should be kept up-to-date.

If there are questions regarding the submitting of the on-hand count or other features, the on-line help text of the jw.org Web site may be consulted. The on-hand literature figures should be entered on the site in September and March.

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*