

Christian Congregation of Jehovah's Witnesses Congrégation chrétienne des Témoins de Jéhovah



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December 14, 2011

TO ALL BODIES OF ELDERS

Re: New and revised forms for literature and magazine requests

Dear Brothers:

We are pleased to inform you that several updates have been made to a number of forms that are currently in use.

Literature Request Form (S-14): The S-14 form is primarily used as a work sheet, since literature requests are entered via the jw.org Web site. In order to facilitate entry of these requests, the publications are now listed on the S-14 form using the full title and are listed in the same order as they appear on the site. Another change involves page 3, which formerly displayed items available in American Sign Language. This page has been removed. A separate S-14 form that lists publications used in the sign-language field has been produced.

Literature and Magazine Request Guidelines (S-56): These guidelines have been updated in accord with recent direction regarding the requesting of literature (including a new chapter on submitting Braille requests), distributing magazines, sharing overstocked items, and locking of literature storage cabinets. All brothers assigned to work with magazine and literature requests should review this document thoroughly.

Shipping Information (S-36): This form has been simplified so that it is easier to use when informing the branch office of adjustments to the Kingdom Hall Literature Group, such as congregation moves or changes to the ship-to or language-coordinating congregation. When several Kingdom Halls are involved, it is important that a **separate** S-36 form be used for **each** literature group affected by the change.

Monthly Movement of Literature (S-28): Although the S-28 form used by most language groups has not been revised, a separate S-28 form has been prepared for use by sign-language congregations. This will help sign-language congregations to avoid overstock and to manage their literature inventory more efficiently. While the sign-language edition of the S-28 form lists a number of items used in the sign-language field, only items marked "SUBMIT" should be reported to the branch office for the biannual inventory. If a sign-language congregation has a few printed items in its inventory, these should be compiled using the regular edition of the S-28 form and be submitted to the branch office via the jw.org Web site.

It is hoped that these new and revised forms will help congregations in the management of literature and magazine requests. For more information regarding the use of these forms, see the updated *Literature and Magazine Request Guidelines (S-56)*. Please be assured of our warm Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Regional Building Committees
Traveling overseers