

# Christian Congregation of Jehovah's Witnesses



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March 3, 2010

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Biannual literature inventory

Dear Brothers:

We are writing to provide details regarding the congregation literature inventory that should be submitted by **March 22, 2010**. As a result of the changes to the literature-coordinating arrangement described in the letter dated November 1, 2009, to all bodies of elders, all **language-coordinating congregations** are now responsible to submit the biannual literature inventory using the [jw.org](http://jw.org) Web site.

The following inventory counts will need to be submitted: (1) all literature in the primary language of the language-coordinating congregation, (2) all literature in **English** and **Spanish** that may be on hand in the literature supply area of the language group, and (3) a combined total of literature in all other languages in the language group's common supply. For example, consider the case where there is a French, an English, and a Spanish congregation in a Kingdom Hall. The French language coordinator would submit an inventory for items **in his literature supply area only**. One inventory should be submitted for the bulk quantity of items in French. If there are a few miscellaneous items in English or Spanish in the French literature supply area, a separate inventory for each language should be submitted. However, the French congregation should not submit an inventory for the bulk quantity of items in the English or Spanish congregation's literature supply areas, since these will be submitted by their respective language coordinators. Literature in other languages should be combined and entered using the *All Other Languages Combined* link. The [jw.org](http://jw.org) Web site will have a link for each language that your congregation should submit. The *No Stock* link should be selected if there is no inventory in that language.

The *Monthly Movement of Literature* (S-28) form has been updated, and multiple copies may be printed from the [jw.org](http://jw.org) Web site as needed. Since the items listed on the updated form correspond to the items as they are listed on the [jw.org](http://jw.org) Web site, older versions of this form should not be used. The service overseer of the language-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](http://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 **March 22, 2010**.

**Sign-language congregations:** Please enter all sign-language DVDs in your congregation's inventory under "All DVDs (except Watchtower)."

**Chinese congregations:** Publications in Chinese (Simplified) should be considered publications in "other languages" and be entered using the *All Other Languages Combined* link.

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. After submitting your inventory, please verify what literature

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appears on the “Maintain Current Inventory” page. If you have an overstock of items that does not appear in the figures, this 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 reduce the quantity to “0.” If the quantity is “0,” it will not be visible to other congregations. The quantity 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 of the jw.org Web site, 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 each year.

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

Your brothers,  
*Christian Congregation  
of Jehovah's Witnesses*