



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

June 23, 2010

TO ALL BODIES OF ELDERS

Re: Submitting literature inventory to the branch office

Dear Brothers:

We are happy to announce that the jw.org website has been modified so that congregations can submit their literature inventory electronically to the branch office rather than submitting the hard-copy *Literature Inventory* (S-18) form. These links and features will be visible by September 1, 2010. The on-hand literature figures should now be entered on the site twice a year, **in September and in March**. In addition, several new features have been added to help reduce the amount of literature stocked by congregations. Please note the following information regarding these enhancements.

The S-18 form is being discontinued. When you submit your literature inventory using the site, figures can be taken from your *Monthly Movement of Literature* (S-28) form, which congregations are already using to track their supply of literature on hand. From September 1, 2010, an updated version of the S-28 form will be available, and multiple copies may be **printed from the site** as needed. Since the order of items listed on the updated form corresponds to how they appear on the site, older versions of this form should not be used.

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 this inventory using the site by **September 6, 2010**. The inventory should be entered using the *Inventory Reports* link in the “Request Literature” section under the *Congregation* tab.

An inventory count should be submitted in the primary language of the language-coordinating congregation, and a second count should be submitted that includes a combined total of literature in all other languages. This second count will require the cooperation of any coordinated congregation, as they might hold foreign-language items as well as special request items that should also be included in the combined total.

As a result of the on-line submittal of inventory quantities, congregations will have the ability to view the literature stock levels of other congregations in the branch territory. They will then be able to make direct contact with a congregation that has an item that they need and to arrange for a transfer of the item. The literature can be transferred in person, or arrangements can be made to have the item sent by mail.

Support of this new arrangement will result in many benefits. It can free dedicated funds by limiting production of literature items that are already overstocked in congregations. It can help congregations to find a literature item that is no longer in stock in the branch office. It can also help congregations to obtain foreign-language literature in order for publishers to make return visits quickly. For example, if a *Bible Teach* book is needed in a foreign language, it could be found in another congregation’s inventory, mailed or picked up, and made available for a return visit within just a few days.

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Attached is a sheet entitled *Sharing of Overstocked Literature Between Congregations*. The service overseer should review this information with those assigned to request literature for the congregations. A second sheet entitled *Tasks for the Congregation Service Committee* is also attached. It contains four specific tasks that must be accomplished by the service committee.

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

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

Attachments

cc: Travelling overseers

PS to the secretary:

This letter and the attached sheets should be retained in the congregation file along with other items related to literature and magazines and/or the jw.org website. A copy may also be made available for the language coordinator and/or literature servant as needed.

SHARING OF OVERSTOCKED LITERATURE BETWEEN CONGREGATIONS

June 23, 2010

- *How do I find and request literature from other congregations?*

This new feature can be accessed on the jw.org website by clicking on the *Search Other Inventories* link using the *Inventory Reports* link in the “Request Literature” section under the *Congregation* tab. While you cannot view the complete inventory of a particular congregation, you can search for selected publications. After selecting the literature item and language, you can choose to search only nearby congregations or an expanded area that includes congregations farther away. This latter step may be necessary when looking for items that local congregations do not have in stock. The search results will first highlight any congregation with an overstock and then other congregations that have a limited stock in their inventory. It is recommended that you first contact congregations that are identified as having an overstock. Information will be provided that will assist you in contacting the congregation directly. Only those assigned by the elders should make contact with a congregation to request literature. Consult the online *Help* section of the site for complete instructions on using the *Search Other Inventories* feature.

- *Who pays for shipping costs?*

The Congregation Service Committee will provide direction regarding how shipping costs will be covered. In many cases, the congregation doing the shipping would cover the costs. At times, the service committee will determine that the literature is too costly to ship. If so, the requesting congregation should respect the decision and check elsewhere or offer to pay the shipping costs themselves.

- *What items should I request from other congregations?*

Balance is needed when determining what items to request directly from other congregations and what items to request from the branch office. Items that are heavily used by the congregation, such as *Bible Teach* books, Bibles, and songbooks, would likely be requested from the branch office. When you request literature from a congregation, it is best if the congregation is nearby rather than far away. This is particularly true when requesting large amounts of literature. When asking for literature from congregations far away, you should consider the cost of shipping before making the request.

- *Can I research other congregation inventories at the time I submit my monthly literature request to the branch office?*

The brother entering the request may be prompted to search for selected items from other congregations before submitting a request to the branch office. A link will be provided to search the inventories of other congregations. After checking their inventory levels, he may determine that the item should still be requested from the branch office. If so, the literature request may be submitted.

TASKS FOR THE CONGREGATION SERVICE COMMITTEE

June 23, 2010

1. Language-coordinating congregations should submit their semi-annual on-hand literature count by **September 6, 2010**, using the *Inventory Reports* link in the “Request Literature” section under the *Congregation* tab on the jw.org website. Items entered in the primary language on the report that is submitted to the branch office will automatically be copied to the *Maintain Current Inventory* section of the site. The online *Help* section of the site provides additional details regarding the submittal of the literature inventory.
2. All congregations should designate two brothers to follow up requests that come from other congregations for your literature. These contacts need to have jw.org website user accounts, and we suggest that they be assigned the *Request Literature* role. They should enter their contact information, including name, telephone number, and email address, on the site using the *My User Profile* link in the “My Preferences” section under the *Administration* tab. Then, using the *Contact Information* link in the “Maintain Profile” section under the *Congregation* tab, select these users as the literature contacts. All contact information is strictly confidential and should not be used for any other purpose than to make enquiries about obtaining overstocked literature.
3. Determine what literature items currently in the congregation’s inventory should be identified as overstock. The literature servant or the language coordinator can assist you in this analysis.
 - a. Language-coordinating congregations should find these items in the list of publications on the jw.org website in the *Maintain Current Inventory* section using the *Inventory Reports* link in the “Request Literature” section under the *Congregation* tab and mark them using the *Overstocked* tick box.
 - b. Overstocked items from the second count should be manually entered in the *Maintain Current Inventory* section by each congregation. Only items that are overstocked **for your congregation** should be entered.

Overstocked items would likely include (a) special-request items that were never picked up, (b) items of which you have a large supply but have little chance of moving for many months or years, and (c) items of which you have a small supply but have no requests from anyone in your Kingdom Hall. Any literature item that you would like to make available to other congregations may be added using the “Add a New Item” window. **Important:** If you want to limit the items to be made available to other congregations, you can either reduce the quantity to show what you want to make available or reduce the quantity to zero. The quantity of items you want to make available to other congregations should be kept up to date. Changes made in the *Maintain Current Inventory* section will not affect the quantities listed on your semi-annual literature inventory submitted to the branch office.

4. Determine how shipping costs will be covered when sending literature to another congregation. This direction should be conveyed to those processing requests for literature from other congregations.