

WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A.

PHONE (718) 625-3600

July 20, 1992

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

This is to clarify the Society's announcement in the August 1992 issue of *Our Kingdom Ministry* regarding individual requests for literature made directly to the Society. With some frequency the Society has received requests for literature by publishers as well as by those who are not Jehovah's Witnesses. In the past we have endeavored to fill these requests and to encourage those making them to seek further spiritual assistance through local congregations. Some individuals who have written inform us that the literature servant or the person studying with them directed them to write to the Society for literature, often for basic study items that should be in stock at the Kingdom Hall. Rising shipping and handling costs obligate us to curtail severely the degree to which we can continue honoring requests for literature.

As the recent announcement in *Our Kingdom Ministry* stated, the Society will no longer be filling requests for literature or subscriptions made by publishers. Since this service is no longer available, there is an even greater need to care promptly for requests made by publishers through the congregation literature servant and the brother handling subscriptions. It is a good idea to announce to the congregation when you plan to send a literature request to the Society.—*Watchtower Publications List*, ¶10.

Although it is not a widespread problem, from time to time the Society does receive correspondence from individuals who assert that their requests for literature made through the local congregation have not been cared for promptly. Obviously, these requests for literature should be included with the monthly requests made by each congregation. It is not necessary or advisable to send a supplemental literature request merely because a publisher is desirous of receiving a particular publication. However, as you can understand, it is discouraging for publishers to have to wait longer than needed merely because the literature servant forgot to include the request for a given item in the congregation's general request for literature or because the item was given to someone else owing to inaccurate records. The congregation secretary and literature servant will want to be particularly aware of the need to handle these requests in an orderly and timely fashion.

We are pleased to advise you that the Society will continue handling requests for literature made by those who are not yet Jehovah's Witnesses. It is our desire to do all that we can to help these individuals who are interested in learning more about the Kingdom hope. As

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in the past, when the Society fills these magazine and literature requests, we will inform you of the request made and ask you to follow up the interest shown. If you find this person to be a publisher or regular associate, kindly remind him of the announcement in the August issue of *Our Kingdom Ministry* and the Society's instructions on obtaining literature through the congregation.

Notwithstanding our desire to help individuals who are interested in obtaining the Society's publications, not all requests for literature by interested individuals can be honored. At times the Society will inform these individuals that it would be better to request the item desired through local congregations. Accordingly, the literature servant will want to be mindful of requests for literature made by interested individuals. These requests, as in the case of those made by publishers, should be cared for as expeditiously as possible.

This further simplification will save the Society much work and unnecessary expense. We are confident that you brothers will help all to understand the need to adhere to the arrangement outlined above for obtaining literature.

We take this opportunity to send you our warm Christian love.

Your brothers,

Watchtower B. I. Society
OF NEW YORK, INC.