

PPG-13

FAMILIES ANONYMOUS, INC.

**Literature Committee
Operating Procedures**



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CONTENTS

PURPOSE OF THESE PROCEDURES1

LITERATURE COMMITTEE PROCEDURES1

 New Literature 1

 Revisions and Reordering of Literature Pieces 1

 Selection of Vendors 1

 Volunteer Contributors 2

 Obsolete or Replaced Items 2

 Pricing of Literature Pieces2

 Literature Translations 2

 Updating the Literature Catalog, the Literature Pack Contents Lists, and the Revision Dates of FA Literature 2

 Compliance with Intellectual Property Policy 3

 Communication with the Website Administrator 3

 Additional Communication with the Treasurer 4

 Communication with the WSO 4

 Communication with National Convention Planning Committees4

 Communication with the FA Fellowship 4

PURPOSE OF THESE PROCEDURES

The purpose of these procedural guidelines is to streamline the work of both the Literature Committee (LC) and the World Service Board (WSB) while remaining in compliance with FA's governance policies.

LITERATURE COMMITTEE PROCEDURES

New Literature

It shall be the responsibility of the LC to create and develop FA's new literature pieces. Upon the committee's completion of any new literature piece, the LC chair shall seek WSB comments and shall obtain WSB approval prior to publication. Prior to ordering a print run, the LC may make minor, non-substantive changes and corrections (such as "proof and polish" the piece, update the copyright page, and the like).

The LC shall ensure that literature pieces are compliant with FA's various corporate policies and with text previously approved by the WSB. The LC shall make any compliance changes in time for the next printing.

Revisions and Reordering of Literature Pieces

It shall be the responsibility of the LC to update, edit, and otherwise revise FA's existing literature pieces. Upon the LC's revision of any existing literature piece, the LC's chair shall seek WSB comments and shall obtain WSB approval prior to publication of that piece. Prior to ordering a print run, the LC may make minor, non-substantive changes and corrections to a piece (such as "proof and polish" the piece, update the copyright page, and the like).

Selection of Vendors

The LC shall make best efforts to obtain at least three competitive price quotes for the initial print run of a piece. The LC shall recommend to the WSB treasurer the vendor offering the best combination of price, quality, and service. .

The WSB treasurer has responsibility for making decisions of when and from which vendor to order/reorder, as well as the quantity to be ordered. The LC obtains price quotes at the request of the treasurer; informs the treasurer of those quotes and awaits the treasurer's ordering instructions. Once the treasurer sends the ordering instructions, the LC sends the specs and print files to the vendor and sends a request for a PO to the treasurer. The LC then oversees the printing and delivery.

Volunteer Contributors

All “volunteer contributors” (as defined in FA’s Intellectual Property Policy and Limited License [PPG-06]) shall abide by the stipulations of PPG-06. Each LC member or non-LC member who contributes or works on a literature piece shall submit a signed Contributor’s Agreement and Assignment of Rights form (WSOF-42L for LC members; WSOF-42 for non-LC members) assigning to FA all rights to their original or edited work.

Obsolete or Replaced Items

The LC shall continue to communicate directly with the WSO regarding any literature piece that is obsolete and shall, when appropriate, request that the remaining inventory be discarded after obtaining the approval of the WSB. Obsolete pieces are those that contain a significant error or other problem that renders them inappropriate for continued sale to the membership.

Pieces shall not be considered obsolete if they contain only minor inconsistencies with a more recent version. Unless otherwise instructed by the LC, the WSO shall sell out the inventory of the older version before beginning to sell the newer version.

Pricing of Literature Pieces

The treasurer sets literature prices, based on the following criteria:

- Cost per unit;
- Target gross margin; and
- Other non-quantitative considerations

Literature Translations

The LC shall facilitate the translation of FA’s English-language literature by international groups and international intergroups in accordance with FA’s International Policy (PPG-04). The LC’s role shall include reviewing translation requests, approving (or not approving) a literature piece for translation, assisting the group or intergroup as needed, and reviewing the final translation prior to publication. These tasks shall be done in coordination with the International Groups Committee and the WSB chair.

Updating the Literature Catalog, the Literature Pack Contents Lists, and the Revision Dates of FA Literature

The LC shall issue a revised literature catalog (WSOF-04) whenever a change occurs. The LC shall remove from the catalog (WSOF-04) any entry for a discontinued or replaced literature piece and shall add an entry for each new literature piece. The LC shall modify descriptions and other information to optimize the literature catalog for use by the fellowship and to feature new and newly revised literature pieces.

The LC shall email the revised catalog (a full-color version and a black-and-white version) to the WSO office administrator, the WSO data management coordinator, the FA treasurer, the FA website

manager, the WSB chair, and any other person(s) deemed appropriate to include in this mailing. Accompanying the revised catalog shall be a cover letter describing the changes that have been made in the catalog.

The LC shall modify the following WSOF (World Service Office form) contents lists to reflect additions to and deletions from the literature catalog:

- Full Literature Pack (#8001) Contents List (WSOF-02)
- Full Literature Pack - Spanish (#8001S) Contents List (WSOF-02S)
- Silent Auction Pack (#5017) Contents List (WSOF-36)
- Silent Auction Pack - Spanish (#5017S) Contents List (WSOF-36S)
- Starter Kit (#8003) Contents List (WSOF-19)
- the contents list for any other pack that may be created from time to time

The LC shall modify the Revised Dates of FA Literature document (for internal LC use only) to reflect the date of the most current edition of each piece (either the initial publication date or most-recent substantive revision date, whichever is more recent) or the date that the piece was discontinued.

Compliance with Intellectual Property Policy

The LC shall comply with the FA Intellectual Property Policy (PPG-06), including by:

- placing appropriate copyright and trademark notices in FA literature pieces
- facilitating work with “volunteer contributors,” both from within the LC and from the fellowship at large, in creating and developing new literature and updating and revising existing literature

The LC shall provide the WSO with backups (i.e., “Golden Masters”) of FA’s current literature pieces and any WSO forms and contents lists “owned” by the LC, as identified above. (The pieces and forms referred to here include the English versions, Spanish translations by the LC, and any translations by FA entities outside of the US.) FA Inc holds ownership and intellectual rights to all these and therefore needs copies in the permanent archives. Since the LC reviews the translations and gives final permission to publish, the LC holds the files to include in the “Golden Masters”.

“Golden Masters” are defined as the most up-to-date edition of the item. “Golden Masters” are to include the PDF of the entire piece, PDFs of components of the piece (if relevant), editable Word files, and other info such as artwork, cover spread, etc. They may be sent to the WSO either electronically.

The LC shall create secondary backups (i.e., “Backup Masters”) of the above items and store them in a secure location.

E-store and Website procedures:

- It is the responsibility of the LC to cross-reference the e-store data and the catalog data (photos, descriptions) and inform the WSO when updates or corrections are needed.
- Regarding free downloads, the LC will provide the WSO with a PDF and instructions for uploading it to the appropriate, specific pages of the website. Additionally, the WSO will be provided with a PDF for the purpose of printing it out in-house, as needed.

Communication with the Website Administrator

The LC shall continue to inform the website administrator of changes in the literature catalog by emailing a PDF of the revised literature catalog for posting on the website. The LC shall include with the catalog an itemized description of what has been changed.

Whenever it modifies a literature piece that is offered as a free download, the LC shall email the website administrator a new PDF for posting on the website.

Whenever a new literature piece is introduced or the cover of an existing literature piece is changed, the LC shall instruct the WSO to forward to the website administrator an image or printed copy of that literature piece so an image file can be uploaded to the website's e-store.

Additional Communication with the Treasurer

The LC shall notify the treasurer of any changes in the literature catalog so that the treasurer can add to, delete from, or modify prices in QuickBooks. Such notification shall consist of a PDF of the revised literature catalog and an itemized description of the changes.

Communication with the WSO

The LC shall be in communication with the WSO regarding all the relevant stipulations herein.

The LC shall receive from the treasurer a monthly Inventory Reorder Worksheet (IRW) for use in determining when and how many literature pieces should be ordered so that adequate inventory is maintained.

Communication with National Convention Planning Committees

The LC shall comply with sections of the FA Convention Policy (PPG-14) and be available to assist a Convention Planning Committee (CPC) as needed, such as obtaining literature display boards from the WSO, designing literature order forms, calculating the cost of literature giveaways, and facilitating the WSO's donation of literature for the convention's silent auction.

Communication with the FA Fellowship

The LC shall be responsive to communications from FA members, providing answers to queries (if possible) and/or forwarding said communications to other WSB members or committees for informational or follow-up purposes.

The LC shall seek to enhance literature sales by preparing informational material regarding new and existing literature pieces. This may include e-mail blasts to the fellowship, articles published in the *Serenity Messenger*, and any other methods developed by the LC and approved by the WSB to communicate with the fellowship.