

PPG-13

FAMILIES ANONYMOUS, INC.

**Literature Committee
Operating Procedures**



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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 propose content for new literature pieces to the WSB for their approval. The proposal would include the rationale for the piece (i.e., why it would be beneficial for the fellowship) as well as the proposed method(s) of delivery (i.e., print, print on demand, e-book, free download, Learning Library, etc.).

Once the WSB approves the proposal and content topic in concept, the LC will begin development of the piece.

Upon the LC'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).

A Word version of the finalized new piece will be provided to the administrator of the Learning Library.

The WSB may establish yearly targets for development of new literature pieces and communicate those to the LC.

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 or publication.

Revisions and Reordering of Literature Pieces

The Long-Range Planning Committee (LRP), which is responsible for evaluating both existing and potential revenue sources for the fellowship and for maximizing resource management, will propose criteria for the reordering of print material. Such criteria will include minimum sale price, number of units sold per month or quarter, and minimum revenue per year. Materials that do not meet the criteria will not be reprinted. The LC will have the opportunity to provide feedback to the LRP and WSB prior to WSB approval of those criteria.

Literature pieces that no longer meet the criteria for reprinting may be made available as free downloads, be included in the Learning Library, and/or be printed, on demand, in house by the WSO staff.

The LRP will provide the LC with quarterly inventory reports utilizing the FA Reorder Tool, which incorporates the criteria established by the LRP. The LC is responsible for monitoring the inventory of printed materials, utilizing the reports provided by the LRP, and making recommendations to the WSB treasurer for reprinting to maintain adequate inventory levels.

It shall be the responsibility of the LC to update, edit, and otherwise revise FA's existing literature pieces to meet criteria set by the WSB. Upon the LC's revision of any existing literature piece, the

LC 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).

A Word version of the revised literature piece, which shows edits made, will be provided to the administrator of the Learning Library.

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 or when the FA Reorder Tool shows the inventory getting low; 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 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, inclusion in the Learning Library, or free download on the website.

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.

Updating the Literature Catalog and Selected Packs

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. A table will be included, providing details on the availability of each piece, such as for sale in the E-store, in the Learning Library, or available as a free download.

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 contents list for any pack that may be created from time to time.

Compliance with Intellectual Property Policy

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

- 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 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 literature-related data (photos, descriptions, etc.) appearing in the e-store with that appearing in the literature catalog, and to take action to make the entries consistent by informing the WSO of corrections needed in the e-store and/or by revising literature-catalog entries.

- 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 in-house, as needed.

ISBNs and EAN-13s

FA owns a block of 100 ISBNs (International Standard Book Numbers), purchased from Bowker in 2012. ISBNs are used by libraries, bookstores, and other entities to search for, identify, and purchase specific titles. Publications with ISBNs can be listed in *Books in Print*, thus potentially increasing distribution through sources other than the WSO. The LC is responsible for assigning a unique ISBN to each edition of a substantive printed or digital publication and entering the publication's relevant data into Bowker's database.

FA also owns two EAN-13 bar codes, purchased along with the ISBNs. Bar codes are used for scanning items at point-of-sale (such as supermarkets and bookstores). FA's bar codes remain available for future use, if and when we sell printed books in physical locations.

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.

Occasionally, the LC may receive notification from the WSO indicating low inventory levels. This information is to be taken into consideration when making recommendations for the reprinting of literature.

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 WSB'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.