

**Book Depot Position**  
**a.k.a. Literature Distribution Center (LDC) for District 11.**

This is a two person position. It is a **three (3)** year commitment.

1. Book Depot is open once a month on the fourth Tuesday of every month. Except in the month of November. (We normally hold that date on the First Tuesday in December). There is no Book Depot at the end of December. We, you and I, are arriving at the Book Depot up on Channing Road in Terra Linda at 6 pm. Our job is to put all our books, pamphlets, literature, lists out. We also set up a station where I can collect the money from the literature persons. We set out calculators, pens and pencils for people to use etc. We also set out Newcomer packets.
- 2...Book Depot opens at 7 pm and closes at 8. Throughout the evening, while all the literature people come and go, you will make notes on a separate order form what books we are running low on, what pamphlets we need to order for next time. Tell the people to let you know when we run low on a certain pamphlet, bookmark, prayer card, etc.
3. At 8 pm, before we put all the books, pamphlets, newcomers' packets etc. away, we sit down, count the money and checks and we also will decide on what books, pamphlets, newcomer packets etc. we will have to order from AFG Inc. in Virginia Beach GA. When we are done we quietly leave our area, there will be another meeting in progress (the monthly district meeting) and we need to be careful not to disturb them.
4. The next day I will fax the new order to AFG Inc. Virginia Beach GA. The books, pamphlets, newcomer packets will be sent to my house normally within 2 – 3 weeks. I will then check the packing list and see if everything we ordered was sent and then, normally on a Thursday morning before 10 o'clock I will arrive with all my boxes before the meeting and ask a few members to kindly carry the books downstairs with me and I will stack them for the following Tuesday pm Book Depot meeting. During the next year, we will have ample time to train you – prepare you – to take over my position and together we will find a new book depot helper for you.

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