

HCO POLICY LETTER OF JULY 28, 1960

HCO Sec.
Info Assoc. Secs.
Info HCO Communicators

Book Administration

Due to the importance of the role of books in dissemination, the following policies are laid down:

1. The Book Administrator shall be an executive of HCO and HCO Ltd.
 - a. He or she may not be newly appointed or transferred or dismissed without approval from HCO WW. If appointed the appointment shall be provisional until confirmed.
 - b. Minimum staff requirement graph and IQ are prerequisite after Jan 1st 1961.
 - c. Graph and IQ shall be forwarded with request for confirmation.
 - d. Dismissal may occur only after a confirmation is received from HCO WW.
2. The Book Administrator shall follow the administration procedures to be laid down and agreed upon in a future policy level to sharply standardize administration.
3. The Book Administrator may hire his/her own clerk and dismiss his/her own clerk with consultation with the HCO Secretary in immediate supervision of the Book Administration.
4. All stocks and quarters relating to books are the full responsibility of the Book Administrator.
5. All book supplies are the responsibility of the Book Administrator.
6. All income report sheets are to be done by or for the Book Administrator, and submitted by each following Monday directly to the highest officer of a Central Organization via the HCO Secretary.
7. All Advisory Committee (Council) reports on books shall be made out and submitted by the Book Administrator and every such report shall show:
 - a. The five current best sellers.
 - b. The number of back orders extent.
8. E-Meters, their supply, financing and sale, shall be the whole responsibility of the Book Administrator.
9. All insignia, badges and such materials shall be the responsibility of the Book Administrator.
10. All tapes shall be the responsibility of the Book Administrator.
11. That the books are or are not being sold in an area, are or are not being advertised, are or are not being sold to bookstores, shall be the full responsibility of the Book Administrator.
12. In addition to his pay, the Book Administrator shall receive 2% weekly of the cash mail order sales and sales to book stores, and in particular all books sold in P.E. or to P.E. Courses. This shall include badges, insignia, meters and tapes.
13. The Book Administrator may communicate directly with the Book Administrator at HCO WW, or with any other Book Administrator, without vias or forwardings, and may use telex and cable when vitally necessary.

- a. It is preferred that all communications about books and stocks, prices and sales are made to HCO WW directly by the Book Administrator.
- b. The Book Administrator should furnish information copies of dispatches to the HCO Secretary and Org Sec. if required.

The purposes of this Policy Letter and these policies are to increase book dissemination, increase stocks, and to handle books and book matters without disturbing or overcrowding the lines of the Assoc. Secretaries (Org. Sec.) and the HCO Secretaries.

The action being taken herein is first to establish firm terminals in all organizations for book matters, and then to provide easy direct communication lines to HCO WW. The existence of terminals and lines for matters relating to books and related materials should increase dissemination markedly.

Where the book stocks and sales of an organization are too small to warrant any book personnel, this hat shall be worn by the HCO Secretary. But where book traffic warrants a single person, that person shall be appointed Book Administrator, even though he is also shipping clerk.

L. RON HUBBARD
Executive Director

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