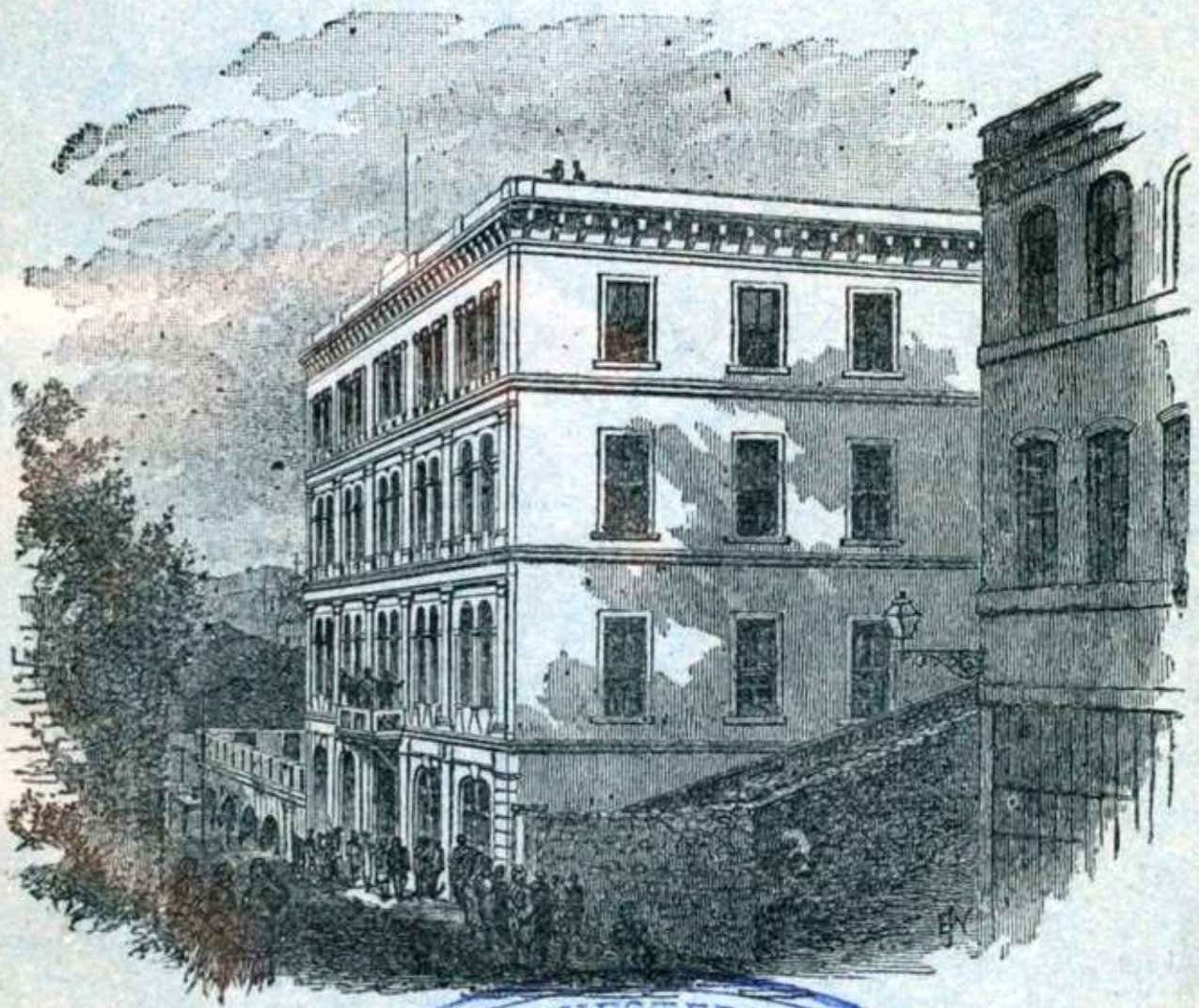


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MEMORANDUM
ON
BOOK DEPARTMENT



MISSION IN WESTERN TURKEY
CONSTANTINOPLE
PRESS OF A. H. BOYAJIAN
1884
A. B. C. V. L.

MEMORANDUM

ON

SALES OF SCRIPTURES AND MISSION BOOKS

WITH

REGULATIONS OF THE CONSTANTINOPLE

BOOK DEPARTMENT



ADOPTED AT THE ANNUAL MEETING OF THE

WESTERN TURKEY MISSION, 1884

WITH THE CONCURRENCE OF DELEGATES FROM

THE CENTRAL TURKEY MISSION AND THE BULGARIAN MISSION.



CONSTANTINOPLE

PRESS OF A. H. BOYAJIAN

1884

SUMMARY OF RULES

1. Wholesale discounts may be allowed at all depots as follows:

On sales amounting to 100 ps. and over, 10⁰/₀

” ” 200 ” ” 15⁰/₀

” ” 500 ” ” 20⁰/₀

2. A special discount of 25⁰/₀ off from catalogue prices, will be allowed to Stations, on all books which they buy for cash from the Central depot.

3. Stations which buy books on credit must render, annually, full accounts of their business, and must remit to the Central depot, at the end of each year, the whole of their receipts from sales.

4. The Book Department will accept from Stations no charge for expenses in connection with the transportation or sale of books.

MEMORANDUM
FOR THE GUIDANCE OF ALL ENGAGED IN THE SALE
OF SCRIPTURES AND MISSION BOOKS.

I.

The Book Department and sales of books.

1. Under existing instructions from Boston as to the use of funds appropriated by the Board for the work of Publication the whole cost of Mission books sold, must be repaid to the Treasury of the Mission, for the maintenance of the Publication work. Hence, no expenses incurred in the transportation, sale, or distribution of books can be paid from the proceeds of sales of books.

2. The Book Department has been established by an agreement between the agent of the American Bible Society and the Mission to Western Turkey. It is in fact a business partnership having for its object the more economical management of the trade in Scriptures and Mission books within the limits of the Missions of the American Board in Turkey. Its functions are the care and sale of books committed to it by the Mission Publication Committee or by the Bible So-

ciety, or otherwise acquired by it to meet the exigencies of the market.

3. It is desirable that all Stations purchase books from the Central depot for cash. On all purchases made by Stations for cash paid down, a special discount of 25 % off from catalogue prices, will be allowed. The profit on sales which this arrangement permits, is expected to cover cost of postage, rent of storage room, risk of loss, and other incidental expenses at the Station depots.

4. Stations as yet unable to adopt the system of cash purchases, may continue to order books for sale at the risk and for the benefit of the Book Department, rendering the accounts hereafter mentioned, and paying over to the Central depot, at the end of each year, the whole amount received from sales.

5. No Stations which order books on credit and at the risk of the Book Department, are entitled, under any circumstances, to enjoy the special discount of 25 % allowed to Stations which purchase for cash; nor are they to charge the Book Department with any discounts, save those actually allowed by them in their sales, under the following rule.

6. Books are to be sold at retail at cat-

atalogue prices, except in the case of Scriptures granted under Rule 9. But discounts at wholesale may be allowed at the Central depot, and at Station depots, as follows:

On sales amounting, at catalogue prices, to P. 100	10 %
„ „ „ „ „ 200	15 %
„ „ „ „ „ 500	20 %

These discounts are allowed to those who buy to sell again, on condition that they will sell at catalogue prices; it being understood that those in charge of Book depots may use their discretion as to allowing the highest discount of 20 per cent to booksellers who are in no way connected with the Mission work. It is also understood that nothing in this paragraph shall interfere with the purchase by stations, of books at 20 % discount, for use in the schools supported or fostered by the Mission.

7. Stations which buy of the Central depot on credit, are required to furnish annually, or, if preferred, semi-annually, the following accounts:

(A)

A Stock account to be rendered in the form hereto annexed and to include:

Credits. (Shewing Scriptures separately.)

1. Books on hand at close of last account, number of copies, and catalogue value.
2. Books received from the Central depot as per invoice, or from other sources, stating the source.

Debits. (Shewing Scriptures separately.)

1. Books sold since last account, number of copies, and value at catalogue price.
2. Scriptures granted under rules of the American Bible Society.
3. Depreciation in value of books from wear or other causes.
4. Books on hand at close of account, number of copies and value.

(B)

An account of Cash (to correspond with and elucidate the debit side of the Stock account), in the form annexed, and to include:

Credits.

1. Catalogue value of books sold.
2. Cash received from any other source for Book Dep't, e. g., from sale of book boxes, etc.

Debits.

1. Discounts actually allowed:

- (a) To those who buy to sell (Scriptures to be noted separately).
 - (b) On Scriptures sold at reduced rate to the poor.
 - (c) On damaged books (as per stock account).
2. Balance to correspond with draft on Mission Treasurer, payable to Book Department.

N. B. The above accounts are not required of stations which remit the full amount of each order at the time the order is sent to the Book Department.

8. The Book Department will make no charge to Stations for expenses which it incurs for packing, shipping, and freight to port of entry.

9. Missionaries are allowed by the American Bible Society to grant Scriptures outright, or to make special discounts from the price of Scriptures, in case of extreme poverty in the applicant. This liberty must however be used sparingly. Such grants of Scriptures, may be charged, under their separate heading, in the accounts sent the Book Department.

10. Those in charge of Station Book depots, are requested, at their earliest convenience, to remove from their shelves and pack

in boxes, all old editions, or unsalable books. Upon their sending to the Book Department a detailed list of unsalable books, giving name, or catalogue number, and number of copies of each, with the gross value at catalogue prices, they will receive special instructions as to the disposal to be made of them, with a view to clearing them off from the accounts.

II.

The expense of Book Transportation.

11. In order that books may be sold at uniform rates in all parts of the Empire, the expense of transportation, including customs duties, postage, freights, and rent, if any, of storage room for the stock intended for the supply of sub-agencies, will be provided for from sources outside of the Book Department. This provision for expense of transportation will be continued until the state of the market will admit of a further advance in the price of books.

12. All expenses incurred in forwarding books from Constantinople to the ports of entry, will, for the sake of simplicity in accounts, be provided for on the spot. To this

end the Publication Department will each year include in its estimates, an item based on the accounts of the Central depot, and judged sufficient to cover this portion of the expense of transportation of Mission books. In like manner the Agent of the Bible Society will provide for this portion of expenses on Scriptures sent out.

13. All expenses of transportation of Mission books from the port of entry to the Station, including also postage, and rent, if any, of storage room at the Station, will be provided for by the Station, by appropriations asked from the Board for this object, the estimate being based upon the accounts of the Station depot.

14. All expenses of transportation incurred, by the Stations, upon Scriptures, will be paid by the Agent of the American Bible Society at Constantinople, on his receiving from the Station notification of the amount.

15. The Central depot will notify each Station as early as Dec. 1, in each year, the rate per cent of its expenses for transportation properly chargeable to the Bible Society. This rate per cent will be based upon the proportion of Mission books and Scriptures

which have been sent to the Station during the year, and will furnish the Station with a simple means of separating the amount of expense for which the Station has to provide, from the amount which may be charged to the Agent of the Bible Society.

16. No expenses, incurred by Stations for transportation, is chargeable to the Book Department, since it has no funds to meet charges, and will not accept them.

III.

Colportage.

17. The expense of Colportage has no place in accounts with the Book Department and should be provided for by the stations. Nevertheless, a Station may of course allow its colporters the authorized discount of 20 % on books which they sell, reckoning this profit as a part of the colporters' wages.

18. Each Station is expected to ask from the Board an appropriation equal to its proper share of the cost of Colportage within its territorial bounds. In estimating this proper share of the Station in the cost of Colportage, regard should be had to the work done by

colporters as pioneer missionaries, as well as to the proportion of Mission books which each colporter sells.

19. Each Station employing colporters on behalf of the American Bible Society, will present to the Agent of that Society, an annual estimate covering the following items;—

(a) The number of men needed to cover the field of the Station, with a statement of the territory to be occupied by each.

(b) The amount of time actually devoted to the service by each.

(c) The rate and amount of wages, the rate and amount of commission allowed on book sales, in lieu of wages, and the probable expenses of traveling.

(d) The proportion of the sum of these items allowed by the Board.

(e) The proportion between Scriptures and Mission books sold (by colporters alone) which may be expected to hold good in the region to be worked.

Upon this estimate, the Agent of the Bible Society will ask the desired appropriation from the American Bible Society.

20. Stations employing colporters on be-

half of the Am. Bible Society, are required to furnish every year; —

(a) An account of the wages, commissions, and expenses of each colporter employed.

(b) A statement, on regular forms, of the time devoted to the sale of books by each colporter, the places visited by him, and the number and value respectively of Scriptures and Mission books sold by him. For this purpose printed blanks for reports will be furnished every colporter.

N. B. In order to avoid confusion, the Book Department will not insist upon the rigid enforcement of this Memorandum until Jan. 1st 1885.

Statement of stock,

Station, for the year ending

	Scriptures		Mission books		Total	
	Copies	Value	Copies	Value	Copies	Value
Books on hand January (value at Catalogue prices)						
.. received from Cons'ple						
.. .. other sources						
Total to be accounted for						
Books sold (at Catalogue prices)						
Scriptures granted						
Loss on value of books from damage or shop-wear						
Books on hand, December						
Total accounted for						

Book department account,

Station, for the year ending

Dr.

Cr.

Discounts:

on Scriptures
" Mission books
" Scriptures for the poor
" By reason of damage of
any kind, Scriptures,
Mission Books,

Cash from Books sold as per state-
ment in Stock account
Cash receipts of any other kind

Balance remitted by draft

Total

Total

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