

# Department of the Interior

## Departmental Manual

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**Effective Date:** 5/6/97

**Series:** Administrative Services

**Part 314:** Printing and Publications

**Chapter 4:** Sales, Distribution and Reference Sources

**Originating Office:** Office of Information Resources Management

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### 314 DM 4

**4.1 Superintendent of Documents.** The Public Printer, Government Printing Office (GPO) through the Superintendent of Documents, Public Documents Department, is charged with the responsibility for the sale of Government documents and publications to the public.

A. When submitting material for publication to the GPO or Government Printing Office Regional Printing Procurement Office (GPO-RPPO), the requesting bureau must complete a Notification of Intent to Publish (GPO Form 3836). The GPO Form 3868 must be attached to the Standard Form 1 (SF 1), Printing and Binding Requisition at the time of submission. This is required whether the procurement is through the main GPO or a regional office.

B. When using a printing source other than the GPO, it is the responsibility of the bureau to contact the Superintendent of Documents, to ascertain if GPO would like to sell the publication and to determine the number of copies needed. Please note that when using a source other than the GPO, the bureaus will be required to pay for all GPO sales copies.

**4.2 National Depository Library Program.** Under Title 44, United States Code (U.S.C.), Chapter 19, and Depository Library Act of 1963, Public Law 87-579, certain libraries are designated depositories for Government publications. Through them, Federal documents are made available to residents of every state, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands. GPO distributes to more than 1,100 libraries on a case-by-case basis, depending upon interest shown by the libraries. All agency publications except those designated confidential or strictly for administrative or internal operations are automatically distributed. To restrict distribution, indicate "No Depository Library Distribution" on the requisition. GPO absorbs the cost of printing and mailing copies for depositories. A list of depository libraries is available from the Department's publishing policy office (PO). Please note that when using a source other than the GPO, bureaus will be required to pay for all Depository Library copies.

**4.3 National Technical Information Service.** The National Technical Information Service (NTIS), Department of Commerce, is a central source for the public sale of Government-sponsored research, development, engineering reports, and other data prepared by Federal agencies, their contractors, or grantees. It is also the contact source for Federally generated, machine processable data files. Field offices should use NTIS as a distribution source for scientific publications, thus ensuring availability to technical users. NTIS stores documents on microfilm and produces hard copy or microfiche copy on request, for a fee. Publications of general public interest or of a promotional nature are not suitable for handling by NTIS. Field offices may contact NTIS directly. NTIS charges a small registration

fee to cover administrative costs.

The American Technology Preeminence Act (ATPA) of 1991 requires all Federal agencies to submit to NTIS at least one copy of all unclassified scientific, technical, and engineering information resulting from Federal research and development activities.

Bureau publication management officers will work with NTIS to select appropriate products for transfer to NTIS.

4.4 **Departmental Natural Resources Library.** It is the responsibility of the ordering bureau to see that two copies of all Departmental publications are distributed to the Departmental Natural Resources Library (see 481 DM Library and Information Center Management).

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