

NOTIFICATION OF INTENT TO PUBLISH---FORM 3868

To insure that your publication will receive proper consideration for inclusion in our **Sales and Depository** Library programs, please supply all of the requested information available at the time this form is submitted. Please submit at least 30 days before sending in your Printing Requisition, whether you recommend your publication for sale or not. Two copies of the completed form should be sent to: Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, DC 20402.

Stock Number _____
(SuDocs will provide.)

Printing and Binding Req. Number _____

RPPO Control Number _____

Date Submitted _____

Please notify publisher printing officer of rider decision.

Please type. Form is aligned for typewriter use.

Part I. To be completed by AGENCY PUBLISHER or PROGRAM OFFICER.

(Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)

(Publishing Agency) (Bureau)

1. Title of publication _____

2. What publication does it supersede? Stock Number _____ Title _____

3. How does this compare with previous editions? _____

4. Intended target audiences. (Please be as specific as possible, e.g., indicate *fossil fuel energy researchers* instead of *researchers* or *scientists*.) _____

5. Brief description of contents _____

6. Quantity for agency distribution _____ Specific audiences for agency distribution _____

7. Recommended for sale Yes--Quantity _____ No Reason for recommendation _____

8. Suggested audiences for sale copies _____

9. Will agency mailing lists be used for your promotional mailing? No Yes If 'Yes,' number of addresses available _____

10. Please check types of promotions planned by agency for sales copies:

Flyer----- Quantity _____ Audiences _____

Press Releases--- Quantity _____ Audiences _____

Review Copies---- Quantity _____ Audiences _____

Advertising In: Agency Publications Paid Media Other _____ Est. Total Circulation _____

11. Depository Library distribution Yes No If 'No,' reason. (See reverse for explanation) 1 2

Part II. SPECIFICATIONS: To be completed by AGENCY PRINTING OFFICER.

(Printing Officer's Name) (Area Code) (Phone)

12. Publication description Non-subscription Subscription New Revision Reprint

Series---Number _____ Anticipated revision date _____ Series---Title _____

13. FORMAT book tape COVER: self BINDING: saddle stitch looseleaf banded

folder microform paper side stitch punched shrink wrapped

form other _____ casebound adhesive drilled other _____

map other _____ sewn

14. Unit of Issue _____ No. of Pages _____ No. of Illustrations _____ Trim Size _____ No. of Foldins _____

15. 4-color process Yes No Smallest type size in points _____

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer Main GPO Deal Direct Waiver GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS.

18. SuDocs riding for _____ copies Not for sales For sale line only Individual cartons Cartons Other _____

19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____ IMS Initials/Date _____

Part IV. This space may be used by AGENCY.

GPO will ride for _____ paper copies _____ Cloth copies

Paper S/N _____ Price \$ _____ Cloth S/N _____ Price \$ _____

INSTRUCTIONS FOR COMPLETING THIS FORM

To insure that your publication receives proper consideration for inclusion in our Sales and Depository Library programs, please supply all pertinent information available at the time this form is submitted. By providing complete information 30 days prior to submitting your print requisition, you can be assured that we will have adequate time to make the best decision. Please attach an additional sheet of paper to this form if you require more space to provide complete information.

REMINDER: Please retain a copy of this completed for for your records so that you can add GPO stock numbers and prices if the Superintendent of Documents rides your requisition for sales copies.

If you have any questions or need help with the Sales, Depository Library, or Marketing programs, please call:

<i>Sales</i>	<i>Library Programs Service</i>	<i>Marketing Office Service</i>
Chief, Control (202)	Chief, Depository Administration Branch (202) 275-1071	Director of Marketing (202) 275-3634 Branch 275-3343

Most of the items on this form are self-explanatory. Additional explanations for some items are given below:

Part I---Agency Publisher or Program Officer: The individual named should be knowledgeable about the content, planned distribution, and marketing of the publication (e.g., editor, publisher, author, or program officer).

2. **What publication does it supersede?** Supply the publication title(s), series number and stock number(s) of the edition(s) which the new publication replaces.

3. **How does this compare with previous editions?** Specify any differences in information specifications, and content in the new edition.

5. **Brief description of contents:** If a description is contained in the preface, foreword, introduction, or title page, you may attach a copy of the appropriate section instead of filling in this section.

6. **Specific audiences for agency distribution:** Specify what target audience and how many copies of the publication your agency will be distributing.

7. **Recommendation for sale:** If 'yes,' include specific audiences that might be targeted and the estimated size of each audience. Please be as specific as possible, e.g., indicate *energy researchers* instead of *scientists*. If 'no,' explain.

11. **Depository Library Distribution:** 44 U.S.C. Section 1902 requires that Government publications be made available to depository libraries, unless they are:

1. "determined by their issuing components to be required for official use only for strictly administrative or operational purposes *which have no public interest or educational value*" [Emphasis added]

2. "classified for reasons of national security"

If you have answered 'no' to question 11, you must indicate into which of the above exception categories your publication falls. (The agency does not bear the cost of depository copies if the document is printed through GPO.)

A large, empty rectangular box with a thin black border occupies the central portion of the page. It is intended for an attachment to Form GPO 3868.