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. 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 _____

10. Will agency mailing lists be used for your promotional mailings? ☐ No ☐ Yes If yes, number of addresses available _____

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 ☐ folder ☐ microform ☐ form ☐ other_____ ☐ map
    COVER: ☐ self ☐ paper ☐ casebound ☐ other_____
    BINDING: ☐ saddle stitch ☐ looseleaf ☐ banded ☐ side stitch ☐ punched ☐ shrink wrapped ☐ adhesive ☐ drilled ☐ other _____ ☐ sewn

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

15. 4-color process ☐ Yes ☐ No Color of ink (Cover) _____ (Text) _____

16. Paper: Cover _____ Text _____ Est. Del. Date _____

17. Jacket No. _____ Program No. _____ Print Order No. _____

18. Printer: ☐ Main GPO ☐ Deal Direct ☐ Waiver ☐ GPO Regional Office (City) _____

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS. Req. Number _____ IMS initials/Date _____

19. SuDocs riding for _____ copies ☐ Not for sales ☐ For sale line only ☐ Individual cartons ☐ Cartons ☐ ISBN

20. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

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: $_____

GPO Form 3868 (R 1-92)

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 printing 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 form 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:

Sales Service	**Library Program Service**	**Marketing Office**
Chief Documents Control Branch (202) 512-2414	Chief, Depository Administration Branch (202) 512-1071	Director of Marketing (202) 512-2258

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.)

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