Sea Grant Publication Distribution Table
(updated 7/03)

Document type	Sea Grant Library (NSGL)	National Office (NSGO)	NCL **	NTIS
1. Technical Reports	3 (or 2 plus E-doc)	2	1 or 2	1 optional
2. Proceedings	3 (or 2 plus E-doc)	2	1 or 2	1 optional
3. Extension/Advisory Service Reports/Brochures, Fact Sheets, etc.	3 (or 2 plus E-doc)	2	1 or 2	1 optional
4. Books & Monographs	3 (or 2 plus E-doc)	2	1 or 2	0
5. Journal Reprints, Book Chapters, Proceedings Papers	3	2	1 optional	0
6. Educational Material	3 (or 2 plus E-doc)	2	1 or 2	0
7. Audio-visual Materials	3	1	1 or 2	0
8. Maps/Charts	3 (or 2 plus E-doc)	1	1 or 2	0
9. Bibliographies/Directories	3 (or 2 plus E-doc)	2	1 or 2	0
10. Handbooks/Manuals	3 (or 2 plus E-doc)	2	1 or 2	0
11. Computer Programs/ Documentation; CDs and DVDs	3	1	1 or 2	0
12. Electronic Publications/Websites (Abstract only/URL)	3	2	1 or 2	0
13. Theses/Dissertations (Abstract only)	3*	2	1 or 2	0
14. Newsletters/ Periodicals	3	2	1 or 2	0
15. Management Reports (Annual/Biennial, Strategic Planning)	3	2	1 or 2	0
Transmittal Forms (including abstract) for items 1-13	1	1	0	0
Disk (of original file or electronic version) for items 1-4 and 6-10	1	0	0	0

<u>**Required Distribution**</u>

NSGL: National Sea Grant Library
NSGO: National Sea Grant Office
NCL: NOAA Central Library
NTIS: National Technical Information Service

Please note recent changes:

> **NSGL distribution:** If accompanied by an electronic version of the document (or a URL to the document), only 2 hard copies are required.

> **NMRP (National Media Relations Project) distribution:** suspended until further notice.

*   Only the abstract for the thesis/dissertation is required; sending entire work is optional.

** NCL requires only one copy of every category (except #5 which is optional); a second copy is preferred but not required.

Optional:

> NCL: Reprints will not be cataloged so distribution is optional.

> NTIS: Distribution is optional. For those documents you wish to include in NTIS, please send one high-quality, legible master copy (camera ready) that they can scan and store electronically.