

Sea Grant Publication Distribution Table

Updated July 2017

Please be sure that all materials and products are intended for *public distribution* and reflect the efforts of your *entire* program, including your extension agents, communicators, education specialists, and researchers.

Document Types	National Sea Grant Library Required hard copy distribution		
	Print/hard copy only (see notes)	Print/hard copy plus digital* (see notes)	Digital-only (no hard copy exists; see notes)
1. Technical Reports, Survey Results, Patents	2	1	0
2. Conference, Symposia or Workshop Proceedings & Summaries (entire work)	2	1	0
3. Brochures, Fact Sheets, Extension Reports, Research Summaries, Posters	2	1	0
4. Books & Monographs	2	1	0
5. Peer-reviewed Reprints (from journals, books, or proceedings)	2 (no PDF)	0 (PDF required)	0
6. Non-peer-reviewed Reprints (from books, proceedings, periodicals and misc. sources)	2 (no PDF)	0 (PDF required)	0
7. Educational Documents (classroom, career, and other teacher resources)	2	1	0
8. Maps, Charts, Atlases	2	1	0
9. Handbooks, Manuals, Guides	2	1	0
10. Bibliographies, Directories, Indexes	2	1	0
11. Theses, Dissertations (hard copy can be either the abstract or entire thesis/dissertation)	2 (no PDF)	0 (PDF required)	0
12. Newsletters, Periodicals	2	1	0
13. Program Management Reports (Annual/biennial, strategic/ implementation plans, etc.)	2	1	0
14. Topical Websites, Blog Sites, etc. (submit once when established and resubmit after major upgrades only)	0	0	0
15. Non-print Formats: Videos, DVDs , CD-Roms, Computer Software, audio files	2	1	0
16. Other (other documents intended for publication distribution that do not fit neatly into one of the above categories)	2	1	0

Publication Distribution Notes

National Sea Grant Library (NSGL): The number of documents to distribute to the NSGL depends on the type of document, which format(s) the document is available in, and whether the NSGL can make the digital copy accessible.

Please note:

Hard copies of reprints (peer-reviewed and non-peer-reviewed) and thesis/dissertation abstracts are no longer required if a PDF is submitted to the NSGL to either make digitally accessible or electronically archive. If no PDF is submitted, then two copies are still required. For all other publication types, please refer to the following categories to determine how many copies to send.

Print/Hard Copy Only: Send two original hard copies if the item is available in print/hard copy format AND (1) is not available in digital format, or (2) you are supplying a digital copy for archival purposes only and not allowing the NSGL to make it digitally available. One copy will go into the archive collection and the other will be available to circulate.

Print/Hard Copy plus digital: Send one original hard copy if the item is available in both formats and you are supplying a digital copy that the NSGL may make accessible from its website. The hard copy you send will be the archive copy and the digital copy will replace the circulating copy and be digitally accessible from the NSGL website.

Digital Only: Programs no longer need to submit printed matter for documents published originally online and not available in print/hardcopy format. A URL, pdf, or other digital file must be provided, however, when submitting the online cataloging form and permission must be granted for the NSGL to make it accessible. If the item is available in print/hard copy from any source (program, publisher, etc.), the number of copies to send the NSGL must be determined by one of the categories above instead.

Please note:

Commercially published documents (including journal reprints from sources that are not "open access") have copyright restrictions that usually prevent us from making them available online. Even though we cannot make these works digitally accessible, programs are encouraged to send a digital file, whenever possible, so that we can digitally archive ALL documents for preservation purposes.

National Sea Grant Library
URI Bay Campus, OSEC Bldg., Narragansett, RI 02882
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National Sea Grant Office (NSGO): The NSGO is always interested in keeping up-to-date on information from the Sea Grant Network. Since the programs send all materials to the National Sea Grant Library (NSGL), the NSGO no longer needs to receive hard copies of the items sent to the NSGL, but will review the monthly *New Title List* that the NSGL posts on their website. It will then be up to each Program Officer to request hard (or digital) copies for their use.

The NSGO does request that the email address: oar.hq.sg@noaa.gov be added to all program newsletter and news release email distribution lists. By adding this email address to the distribution lists, the NSGO is assured of getting timely news and program information with minimal effort on the part of the

programs. Please continue to send notice of peer-reviewed publications and other news of national interest to the OAR Communication News email - oar.sg.news@noaa.gov. For more guidance on Sea Grant communication please see [Enhancing Sea Grant's Visibility](#).

For questions, please contact Brooke Carney at the NSGO (brook.carney@noaa.gov or [301-734-1086](tel:301-734-1086)) or your program officer.

National Technical Information Service (NTIS): Distribution has been optional for the past several years for categories 1-3. If you wish to send these types of items to NTIS, please send one electronic document or a high-quality, legible master copy (camera ready) that they can scan and store electronically.

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