



Form 10-80 Free Informational Publication – Semiannual Inventory Report

Instructions

Form 10-80 - Semiannual Inventory Report is required for the Harpers Ferry Center Department of Publications-produced official park brochures only – not for park-produced or association-produced publications. This form is identified in *NPS Interpretation and Visitor Services Guideline 6* as a requirement to be submitted twice a year after taking inventory on March 31 and September 30.

The Department of Publications uses this form in preparing our annual printing schedule and budget. It is necessary for everyone to know what the park brochure distribution is, and the expected date that resupply will be needed. This is especially true for parks whose fee increases have prompted a higher demand for park brochures. The Department of Publications has a limited budget, but we make every effort to accommodate the needs of all parks. Some parks are providing us with a portion of their fee money to print extra park brochures.

A report resulting from a recent Inspector General's audit of Harpers Ferry Center stressed that no printing decision can be made without an accurate accountability of inventory.

Therefore, the Department of Publications must assume that, if a park's Form 10-80 - Semiannual Inventory Report is not submitted when it is due, and that three subsequent email messages from the Department requesting this report go unanswered, then the park has more than a six-month supply of park brochures on hand.

The Department will then inform the Regional Director, the Park Superintendent, and the Manager of Harpers Ferry Center that, as a result of the park's non-response, no immediate printing is required, and we will make no plans to reprint the park brochure until notified by the park.

You may either submit your Form 10-80 - Semiannual Inventory Report by one of the following ways:

- 1) Input your report directly into MIDS, The National Park Service Media Inventory Database System (<http://www.hfc.nps.gov/mids/>). If your park has not been issued a MIDS password, contact the NPS Media Inventory office (Phone: **304-535-6102**; NPS email: **HFC Media Inventory**).
- 2) Mail a copy of Form 10-80 to: Tracey H. Rissler, Department of Publications, Harpers Ferry Center, PO Box 50, Harpers Ferry, WV 25425-0050. Be sure to retain one copy for your records.
- 3) Fax a copy of Form 10-80 to Tracey H. Rissler, Department of Publications, at **304-535-6144**.

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General Information

Park name: _____
 Your name: _____
 Your title: _____
 Your telephone: _____
 Your e-mail: _____
 Today's date: _____

Park Brochure Inventory

Date of Inventory: (*check one and give year*) March 31, _____ September 30, _____

Title of Publication: _____

1	2	3	4	5
Copies on hand from Column 3 of previous inventory report	Copies received since last inventory (Give dates received)	Copies on hand this report	Number used in past 6 months (Columns 1 + 2 - 3)	Number used in past 12 months (Column 4 of this report + Column 4 of last inventory report)

Were enough copies of your brochure available to make adequate distribution over the past 6 months? Yes No

If not, on what date did you start limiting distribution? (*date*) _____

When will a new supply be needed? (*date*) _____

Have you been notified that a new supply has been ordered? Yes No

Distribution Ratio

Divide number of park visits by number of brochure copies distributed for past 12 months:

Current Ratio: _____ to _____ Expected Ratio for coming year: _____ to _____

Please explain reason for change in Ratio: _____

Additional Comments: _____