MANDATORY TITLE CHECK				Complete and return copies 1 and 2 to:	
(Complete for each planned production in a with the provisions of OMB Circular (A			ance	NTIS - Room 1008 5285 Port Royal Road Springfield, VA 22161	
1. NAME OF F	REQUESTING AC	GENCY	2. DATE	3. AGENCY INTERNAL CONTROL NUMBER (If required)	
4. AGENCY CONTACT FOR ADDI- TIONAL INFOR- MATION	a. NAME AND b. TELEPHONE	E NUMBER (Include area code)		c. Address (Include ZIP Code)	
5. INTENDED	SUBJECT BROAL				
6. SPECIFIC OR UNIQUE ELEMENTS (Intended audiences, techniques, regulations, etc.)					
NAC will complete items 8 through 12 and return to requesting agency.					
8. THE CENTE	R HAS COM-	a. We are unable to locate any productions that would meet the requirements specified in your request.			
PLETED ITS FOR PRODU SIMILAR TO ABOVE.	JCTIONS	b. We have enclosed information on production(s) which may be appropriate for your program. See instructions block, upper left corner of Standard Form 202 concerning the required justification to continue with your planned production.			
9. COMMON I	DATA BASE (CD	В			
SEARCH N	UMBER			de to continue with your planned Production, include this CDB number sual Production Report when reporting your production to NAC.	
10. DATE RECE	EIVED BY NAC	11. DATE MAILED BY NAC 12. FOR		COMPLETED BY (Signature)	

EXCERPT FROM THE FEDERAL REGISTER, AUGUST 1, 1978, PART VI

Subpart 101-11.13- Audiovisual Records Management

Section 101-11.1304 is added as follows:

Section 101-11.1304 Centralized audiovisual services.

- (a) National Audiovisual Center. The National Audiovisual Center (NAC) serves as a central infor- mation source to the general public and federal agencies concerning the availability of federally produced or sponsored audiovisual products. NAC also serves as a central distribution point for the sale, rental, and, under limited conditions, free loan of these products to the public and Federal agencies. In addition, NAC complies and publishes Government-wide catalogs on audiovisual products available for loan, rental, and sale and develops criteria, establishes appropriate terminology, and recommends Government-wide practices for the cataloging and indexing of audiovisual materials.
- (b) Agency reporting requirements mandatory title check, (1) Prior to authorizing the production of any type of audiovisual product, all agencies except as noted in OMB Circular a-114 shall contact NAC and request information about the availability of similar products in an attempt to reduce duplication of effort. When requesting mandatory title checks on intended products, provide the following information.
- (A) Intended subject broad and specific. For example, broad sociology, rehabilitation; specific recreational therapy nursing, and patient care.
- (B) Specific or unique elements desired in production (medical technique, intended audience, new regulations, etc.). For example, audience nursing home administrators.
- (C) Intended purpose of production. For example, to show the awareness to social interaction should be available to home patients to fulfill their need to talk to someone.
- (II) Include the name of the agency or department, bureau or office, and division or branch; the name of the agency contact person; complete mailing address; and telephone number. Then forward the request to the National Audiovisual Center (NAC), General Services Administration, Attn: Mandatory Title Check, Washington, DC 20409.