



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

September 17, 2012

## IOWA INSTRUCTION 260-380 PUBLICATIONS ORDERING AND DISPLAY RESERVATIONS

### IA380.0 PURPOSE

This Iowa Instruction provides information on how to view and order publications and reserve displays from the State Office

### IA380.1 SCOPE

These instructions will be followed by all NRCS offices.

### IA380.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/

Jon Hubbert  
Acting State Conservationist

Attachment

E

(IA Instruction 260-380 First Edition – September 2012)

IOWA INSTRUCTION 260-380 – PUBLICATION ORDERING AND DISPLAY RESERVATIONS

1. PURPOSE:

This Iowa Instruction provides information on how to view and order publications and reserve displays from the State Office.

2. BACKGROUND:

The Topiclist spreadsheet lists all publications that are either located on the Iowa NRCS website with a link to view, or an order form to request hard copies. Personnel can view a picture of the displays that may be checked out from the State Office.

3. PROCESS:

The spreadsheet and order form is located at:

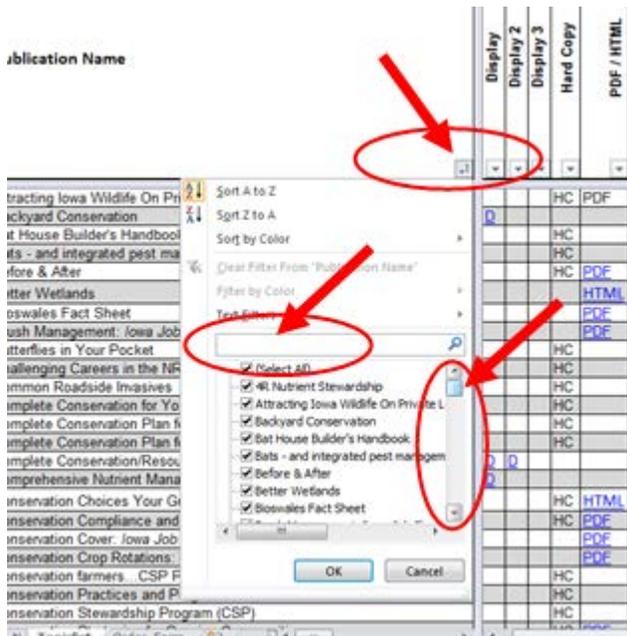
[S:\Service\\_Center\NRCS\\_statewide\\_shared\260\\_INF\\_Public\\_Information\Public\\_Affairs\Topiclist Publications-Displays](S:\Service_Center\NRCS_statewide_shared\260_INF_Public_Information\Public_Affairs\Topiclist_Publications-Displays)

a. Under the columns you will find :

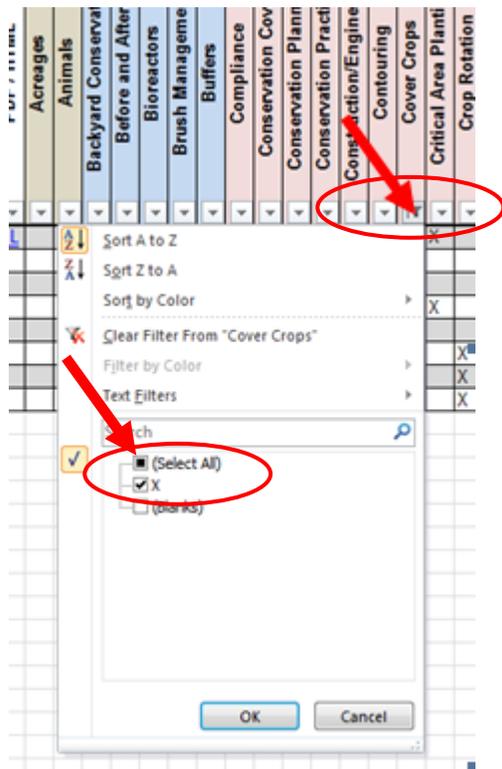
1. Column A - lists the names of all displays and publications.
2. Columns B-D – (D which is a link to view a picture of the display.) If this column is marked the product is a display.
3. Column E - HC are the only hard copy publications you can order through the State Office.
4. Column F - PDF/HTML are publications that can be printed from the web.
5. Columns G-CI – subjects used to find possible displays and publications.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
		Display	Display 2	Display 3	Hard Copy	PDF / HTML	Acreages	Animals	Backyard Conservation	Before and After	Bioreactors	Brush Management	Buffers	Compliance	Conservation Cover	Conservation Planning	Conservation Practices	Construction/Engineering	Contouring	Cover Crops	Critical Area Planting
1	Publication Name																				
2	Links																				
3	4R Nutrient Stewardship				HC	<a href="#">PDF</a>									X	X					
4	Attracting Iowa Wildlife On Private Lands				HC	<a href="#">PDF</a>	X	X													
5	Backyard Conservation	<a href="#">D</a>							X								X				
6	Bat House Builder's Handbook				HC																
7	Bats - and integrated pest management				HC																
8	Before & After				HC	<a href="#">PDF</a>				X											
9	Better Wetlands					<a href="#">HTML</a>															
10	Bioswales Fact Sheet					<a href="#">PDF</a>															
11	Brush Management: Iowa Job Sheet					<a href="#">PDF</a>					X					X					
12	Butterflies in Your Pocket				HC																
13	Challenging Careers in the NRCS				HC																

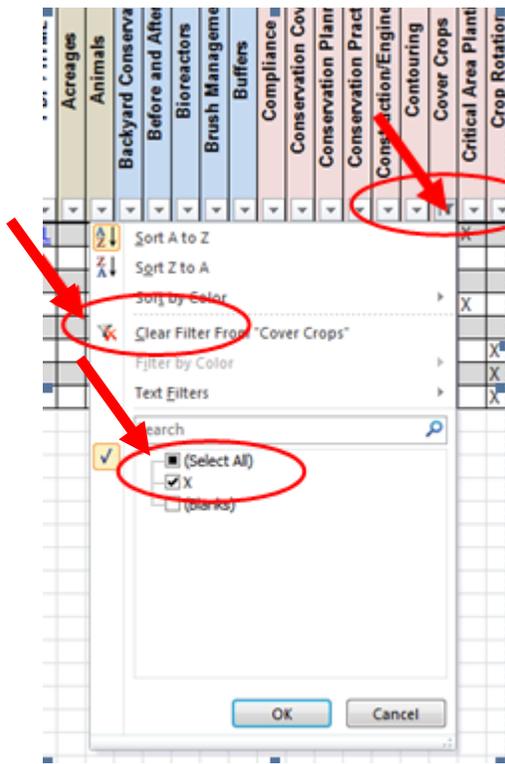
b. Click on the Publication Name filter button  and you can search; using a key word or publication name, or by using the scroll toolbar.



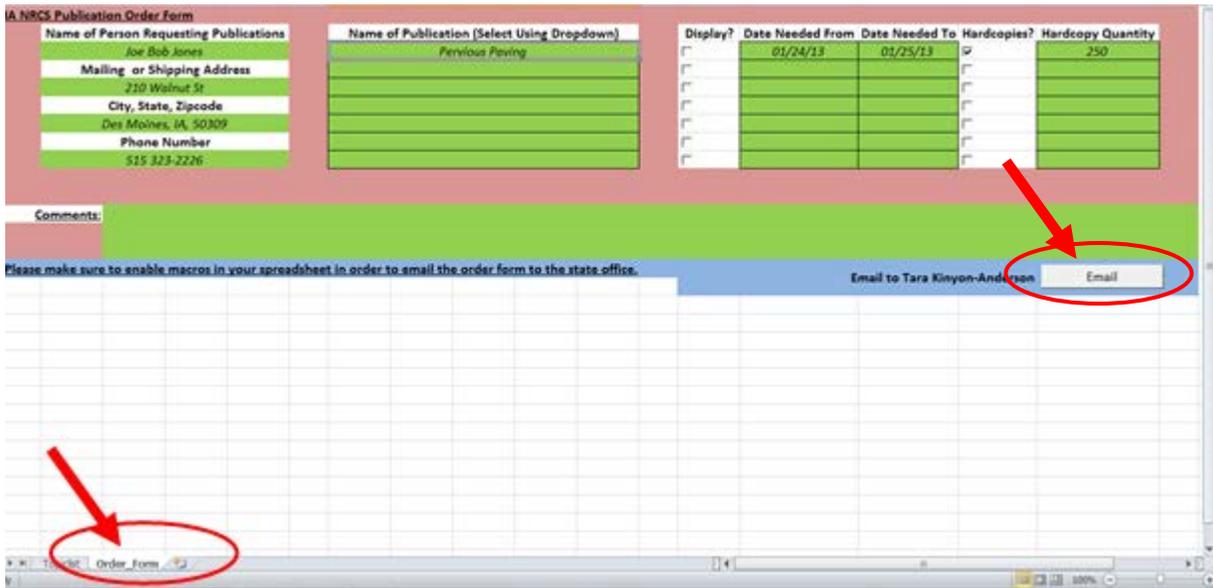
- c. Using the subject material filter you can uncheck "Select All" and check "X" to filter by subject material. All the public affairs products related to that topic will then be displayed.



- d. To return to the full list you need to click the filter button again and check "Select All" or click "Clear Filter From."



e. Once you have decided which displays and publications you would like to order click on the tab “Order\_Form” and fill out the areas in green, and check the box for display or hardcopies. When filled out completely hit the “Email” button.



Approved By:  
/s/  
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