Name: _______________________________________________  Designation: _____________________________
Employee Code: _______________ Department: ___________________________________ Phone: ____________
Signature: _______________________________________________  Date: _________________________

Please arrange to get the following books for the library.

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<th>Sr. No.</th>
<th>Author / Editor / association / sponsoring body (In Capitals) Surname First</th>
<th>Title / *ISBN / E-ISBNo / Series Volume No.</th>
<th>*Category of the Books: Hardcover / Paperback / E-book</th>
<th>Publisher &amp; Year</th>
<th>Edition</th>
<th>Publisher’s Catalogue Price only (in Original Currency)</th>
<th>Number of Copies</th>
<th>Justification for books viz. Course no. / No. of Students / Project etc.</th>
<th>Acquisition Number (FOR LIBRARY USE ONLY)</th>
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Signature with date: ____________________________________________
Name of HOD: __________________________________________________
School / Department: ____________________________________________

FOR LIBRARY USE ONLY

Receiving Date & Time
Indent No.

Chief Library Officer
Central Library, IIT Bombay
Guidelines for filling up the suggestions form for procurement books:

1. Give complete bibliographical details such as full name of author / editor, title of the book, publisher, year and edition, full name of publisher / association / sponsoring body in Suggestion form.

2. If the title is published in series or sets, details about volumes or part, series name etc., may please be mentioned.

3. All literature pamphlets, etc., from which the titles are selected may please be forwarded to the library, If required these will be returned after verification.

4. About conference proceedings, details such as conference name, sponsoring body, place, year, etc. is essential. If the proceeding is published as a part of the journal, please give the details.

5. Availability in the local market, if known, may be indicated in the form.

6. Faculty members are entitled to suggest 3 (Three) books directly (vide Library Committee Minutes dated 5th January 2011).

7. Central Library, IIT Bombay will accept suggestion form for procuring of the books in *specified suggestion form for books* only, it should be neatly written so that it can be read properly.

8. Incomplete details of the books will not be entertained.

9. Please mention the publisher's catalogue price only.