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

Please arrange to get the following standards for the library.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title</th>
<th>Standard Number / ISSN &amp; Year</th>
<th>Category of the Standard: Hard copy / Electronic (PDF format)</th>
<th>Publisher &amp; Place</th>
<th>Edition</th>
<th>Publisher’s Catalogue Price only (in Original Currency)</th>
<th>Number of Copies</th>
<th>Justification for standards 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: ____________________________________________________________________

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

1. Give complete bibliographical details such as full name of title of the standard number, publisher, year and full name of publisher/association/sponsoring body in suggestion form.

2. 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.

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

4. Central Library, IIT Bombay will accept suggestion form for procuring of the standard in ‘specified suggestion form for standards’ only, it should be neatly written so that it can be read properly.

5. Incomplete details of the standards will not be entertained.

6. Please mention the publisher’s catalogue price only.