केंद्रीय पुस्तकालय CENTRAL LIBRARY
पुस्तक सुझाव प्रपत्र BOOK SUGGESTION FORM
(विभागाध्यक्ष के माध्यम से/व्यक्तिगत सुझाव Through HOD/Individual Suggestion)

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पुस्तकालयाध्यक्ष, केंद्रीय पुस्तकालय
The Librarian, Central Library

| क्रमांक | लेखक/लघुपदक | संस्करण (यदि किसी पहले उपनाम) | नाम एवं स्थान | प्रकाशक का नाम एवं स्थान | प्रतियों की संख्या | केवल प्रकाशक सूची दर | पुस्तकालय में उपलब्ध है | यदि आवश्यक औऱ साथ प्राप्ति आवश्यकता है | अतिरिक्त सामग्री की संख्या जरूरी/अन्य आवश्यकता | पुस्तक की आवश्यकता/आवश्यकता जैसे पाठ्यक्रम संख्या/छात्रों की संख्या/परियोजना/अन्य
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1. Provide 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 book suggestion form' 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 mentioned the publisher’s catalogue price only.