Please arrange to get the following books for the library.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Author/Editor (In Capitals)</th>
<th>Title and Edition / Volume</th>
<th>Name &amp; Place of Publishers &amp; Place</th>
<th>No. of copies</th>
<th>Additional Required, if</th>
<th>Acquisition Number</th>
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Note: (For office use only)

Additional Required, if:

- If a book is already available in the library, the Library can inform the user.
- Additional copies can be requested if needed.

Acquisition Number:

- This number is generated to track the acquisition process.

Please ensure that all necessary information is provided to facilitate the procurement process efficiently.
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 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.