SUGGESTION FORM FOR STANDARDS

(Through HOD / Individual Suggestion)

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 Available in the Library</th>
<th>Additional if Required</th>
<th>* Justification for standards viz. Course no. / No. of Students / Project etc.</th>
</tr>
</thead>
</table>

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.