



# Teerthanker Mahaveer University

## CENTRAL LIBRARY & KNOWLEDGE RESOURCE CENTRE

### Book Recommendation Form

(HOD/Faculty Suggestion)

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Employee Code: \_\_\_\_\_ Department: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR LIBRARY USE ONLY	
Receiving Date	Time

Please arrange the following books for the library.

S.No	Title of the Book	Author(s)	Publisher	Edition/Year of Publication	Whether Text or Reference Book	Copies of the book already in stock	Required for Semester/Year	Unit Price Approximate	Quantity Required	Remark
College Library Committee Incharge:						Total Cost of Books (Aprox.)				
						Total No. of Books :				
Signature( Director/Principal/Head)						Total No. of Titles:				

Deputy Librarian:

Registrar

University Librarian

Hon`ble Vice Chancellor

### **Guidelines for filling up the suggestions form for procurement of 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. Central Library, **Teerthanker Mahaveer University** 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.
7. **Incomplete details of the books will not be entertained.**
8. **Please mention the publisher's catalogue price only.**
9. **Please mention the \* ISBN / E-ISBN as per the category of the books.**