|  |  |
| --- | --- |
| C:\Users\I I T\Desktop\IIT_INFO\IIT Bhubaneswar Logo\IITBhubaneswar_Logo_Pg1.jpg | **केंद्रीय पुस्तकालय**  **Central Library**  **भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर**  **Indian Institute of Technology Bhubaneswar**  **INDENT FORM FOR TEXT BOOK(S)** |

**Date: ………………………**

**Indent S. No. \_\_\_\_\_\_\_\_\_ (For Central Library Use Only)**

**Name of the Indenter: ........................................................................ Employee Code: .......................... Dept./Centre/School: ........................................**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title** | **Author/**  **Editor (s)** | **Publisher &**  **Place of Publication** | **Edition & Year** | **ISBN** | **No. of Copies** | **Price** | **Course No./Course Name** | **No. of Students** | |
| **UG** | **PG** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Total No. of Title Recommended : | |
| Total No. of Copies Recommended : | |

**Signature of Indenter Signature of HOD/PIC**

**Jr. Library Information Supt. Assistant Librarian Deputy Librarian Chairperson, Central Library**

**(Duplicate Checked & Validated)**

**Guidelines for the Indenter:**

* *Text book purchase should be limited, in the proportion 1: 5 (i.e. 1 copy for 5 students in the stream of study)*
* *For each title of text book purchase, the indenter needs to add at least two more copies for preserving in reserve collection for in-house reading*