

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

Date: .....



केंद्रीय पुस्तकालय  
Central Library  
भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
Indian Institute of Technology Bhubaneswar

**INDENT FORM FOR TEXT BOOK(S)**

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

S. N.	TITLE	AUTHOR/ EDITOR (S)	PUBLISHER & PLACE OF PUBLICATION	EDITION & YEAR	ISBN	NO. OF COPIES	PRICE	COURSE NO./COUR SE NAME	NO. OF STUDENTS	
									UG	PG
Total No. of Title Recommended :										
Total No. of Copies Recommended :										

Signature of Indenter

Signature of HOD/PIC

Sr. Library Information Assistant  
(Duplicate Checked & Validated)

Assistant Librarian

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Chairman, Central Library

**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