


# RCC Institute of Information Technology

## Central Library

Library guide lines for requisition and purchase of books

1. Staffs may recommend books according to syllabus which will be 25% of total intake of students
2. Staffs may recommend reference books and reference tools according to syllabus through HODs
3. Staffs may recommend books/journals/e-journals for the purpose of research and faculty development
4. Actual procurement of recommended document will be subject to approved of library committee based on existing copies and other functions.
5. Staffs are requested to check our library OPAC before recommendation of book/journals/e-journals to avoid duplication
6. Staffs may take the feedback from students about documents which may be recommended for better collection
7. Please fill all the fields in col. 2 to 8 in form

Please take a print out of the requisition form and with dully filled submit the same to Librarian



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Deptt. \_\_\_\_\_ Faculty Name \_\_\_\_\_ Designation \_\_\_\_\_ Dated \_\_\_\_\_

To be filled by faculty members								To be filled by library staff				
Sl. No.	Title	Author	Ed.	Year	Pub.	Qty	Usd. By no. of students	Holding Qty	Qty to be purchas	Cost	Dis%	Total amt
1												
2												
3												
4												
5												
6												
7												

Approved / Not Approved

Total Expenditure in Rupees \_\_\_\_\_

\_\_\_\_\_  
HOD

\_\_\_\_\_  
Librarian

\_\_\_\_\_  
Member(s) of Library Committee