

# AMITY UNIVERSITY HARYANA

INSTITUTION/SCHOOL : \_\_\_\_\_

**REQUISITION FORM FOR PURCHASE OF BOOKS FOR LIBRARY : PRESCRIBED TEXT / REFERENCE BOOKS**

Requirement of Books for : Semester \_\_\_\_\_ Academic Year \_\_\_\_\_

S. No.	Title of Book	Author(s) / Publisher	ISBN No.	Book Prescribed for Program/Sem.	Subject Code	Reference / Text Book	Cost per Copy (Approx )		No. of Copies	Discount (in %) Offered by the Supplier	Total Cost (Rs)	REMARKS	
							Currency (Rs. / \$)	Cost					
									Of the Same or Similar Book held in Library				
1													
2													
								<b>Total</b>					
<b>Requisitioned by</b>				<b>Recommended by</b>									
<b>Signatures</b> _____  <b>Name</b> _____  <b>Designation &amp; Deptt.</b> _____  <b>Date</b> _____ <b>No. of Stud.</b> _____				<b>Director / HOD</b>				<b>Librarian</b>		<b>Dem and No.</b>	<b>Chairperson Library Committee</b>		

**AMITY UNIVERSITY HARYANA  
URGENT BOOK- PROCUREMENT  
LIBRARY FORM**

Name of the Faculty & Institution: \_\_\_\_\_

Designation: \_\_\_\_\_

Purpose: \_\_\_\_\_

Details of Books:

S. No.	Title	Author & Publisher's Name	Prog./Sem.	Qty.	Price	Text/Ref.	Remarks

Date: .....

(Signature of Applicant)

**Recommendation by:**

Coordinator/ Director/HOD \_\_\_\_\_ Librarian \_\_\_\_\_ Library Stock Availability \_\_\_\_\_

**Approved by:**

Pro Vice Chancellor/Deputy Vice Chancellor: \_\_\_\_\_

**Final approval by:**

Vice Chancellor \_\_\_\_\_

**AMITY UNIVERSITY HARYANA**  
**REQUISITION FORM FOR JOURNAL SUBSCRIPTION**

**INSTITUTE/COLLEGE/SCHOOL:**

**DEPARTMENT:**

S.N.	Name of Journals	ISSN	Periodicity	Publisher's Name	Amount	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>GRAND TOTAL =</b>					<b>Rs.</b>	

**Total costing amount of above mentioned journals are Rupees**

\_\_\_\_\_

\_\_\_\_\_

**The above journals are required for the faculties & students of our college i.e. \_\_\_\_\_, hence it is recommended for the subscription to the university library and information centre.**

**Director / HOD's**

**Name:**

**Institute/College/School:**

**AMITY UNIVERSITY HARYANA**  
**LIBRARY**  
**DELNET: Inter Library Loan Request Form**

**Date:**

**Name of Faculty:**

**Designation**

**Department**

To,  
The Librarian  
Amity University Haryana

Dear Sir,

I am in need of the following books/ articles which are not available in our library. You are requested to kindly arrange to get the same under ILL/DDS from DELNET.

<b>Sr. No.</b>	<b>Title</b>	<b>Author</b>	<b>Page Nos.</b>	<b>Publisher</b>	<b>Location</b>
1					
2					

**Signature of Faculty/Student**

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**For Library Use:**

No. of pages of journal articles requisitioned: \_\_\_\_\_

Photocopy charges/Courier charges levied by DELNET: \_\_\_\_\_

**Acknowledgement:**

ILL request for books: Issued to \_\_\_\_\_ on \_\_\_\_\_ for 10 days only.

Returned by \_\_\_\_\_ on \_\_\_\_\_.

Returned to DELNET staff on \_\_\_\_\_.

DDS for journal articles: Copy of journal articles sent to \_\_\_\_\_ on \_\_\_\_\_ by email/by hand.