

# ANURAG GROUP OF INSTITUTIONS

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## Central Library

### Book Recommendation Form:

Sl. No	TITLE/AUTHOR/EDITION/YEAR	ISBN (If Available)	Name of the Publisher	No. of copies Available in the library	No. of Copies Req. now	Price of the book
Total No. of Titles Recommended :						
Total No. of Copies Recommended :						

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**Signature of the H. O. D**

**Neatly typed complete filled information with signature on print copy may be forwarded to the Central Library for processing**

### Guidelines

Acquiring books for the Central Library needs to follow the following steps:

- Indent for any book purchase should come from the faculty members of the institute through head of the department.
- Please use separate form for '**Text books**' and '**General & Reference books**'
- Text book purchase should be limited, in the proportion 1: 10 (i.e. 1 copy for 10 students in the stream of study)
- Indent for general/ reference book (s) is limited to one copy only