

**Department of Documentation and Library (DDL)**  
Indian Social Institute, New Delhi

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*Our Library is a specialized one and not a general Library. So we keep the focus area and research interests for the purpose of books, Journals and other resources.*

For getting the books to the Institute we shall follow the following steps:

1. Request for books will come from any member of the Institute signed by the HOD or Head of the Unit.
2. The request form is to be submitted to HOD, DDL
3. After receiving the request the DDL will process the request considering the need, interest of the Institute and the Library budget.
4. The request will be forwarded to ED for his consideration with recommendation of HOD DDL.
5. Once approved by ED the book will be purchased by DDL

**Books Request Forms**

<b>S NO</b>	<b>Title</b>	<b>Author(S)</b>	<b>Cost</b>

Date:

Request by: .....

Dept/Unit .....

<b>Signature of the HOD</b>	<b>Recommended by HOD DDL</b>	<b>Approval of ED</b>
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