

NORTH EASTERN HILL UNIVERSITY REGULATIONS

RD-3

ON BOOK SELECTION

1. Each department shall review the new announcements of books in periodicals, publishers' catalogues and other sources at least once a month in **departmental library committee** meeting.
2. Requisition for books shall be sent by the department quarterly, i.e., by the end of March, June, September and December in prescribed proforma. If no books of interest has appeared, a nil requisition will be sent. However, the department can send the requisition on monthly basis for immediate needs.
3. Requisition for books relating to semester courses shall be sent with one clear semester notice, i.e., June for March -July semester and by December for August-December semester.
4. Books selected by senior library personnel and other University authorities will be sent to the Department concerned for review.
5. The Library will check the requisitions against the holdings and books in order to avoid duplication.
6. The checked requisitions will be placed before the Standing Committee for further review and approval.
7. Duplication will be generally avoided except in case of course books where they may be duplicated at the ratio of 1 :5 for post-graduate students and 1: 10 for under graduate students.
8. The pro-forma for sending the requisitions shall be as follows.
 Department.....
 Books reviewed in the meeting of the Departmental Library Committee on.....
 Requisition for

Author	Title	Publisher	Year of Price Publication
--------	-------	-----------	------------------------------

- 1.
- 2.
- 3.