Submitted to the Director.

 Sub: Procurement of multiple copies of most frequently used books reg-

 Through the Chairperson Library Committee

With reference to the above, lists of most frequently used Speech and Hearing books by the students in the Library & Information Centre have been prepared and submitted to the Heads of Speech Language Pathology, Speech Language Sciences and Audiology departments for their suggestions to procure in multiple copies. However, the faculty members have recommended only 2-3 copies, where as the number of users of these books are many. Hence permission may be granted to procure at least 5 copies of the frequently used titles which can avoid the difficulties faced by the students at present in getting their required books at right time. It will also facilitate long-term issue of books to the students, at least for a week, instead of the existing overnight issue.

Chairperson Library and Information Officer

Library Committee

Approved / Not Approved

Director