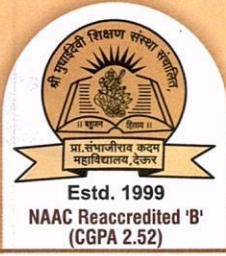


Member No: 2009



|| Bahujan Hitay ||  
**Shri Mudhaidevi Shikshan Sanstha's,**  
**PROF. SAMBHAJIRAO KADAM COLLEGE, DEUR**

Affiliated to Shivaji University, Kolhapur  
Address : A/p. Deur, Tal. Koregaon, Dist. Satara - 415524, Maharashtra (India)  
■ Tel./Fax.: (02371) 254368, 254227 ■ Web : [www.pskcollegedeur.ac.in](http://www.pskcollegedeur.ac.in) ■ Email : [principalpskcd@gmail.com](mailto:principalpskcd@gmail.com)

Ref. No: PSKCD/LIB/ILL 9/2019-20

Date: 18/07/2019

To,  
Principal  
Giristhan Arts and Commerce College, Mahabaleshwar  
Tal. Mahabaleshwar, Dist. Satara,  
PIN: 412806

**Sub: Agreement of Memorandum of Understanding (MoU) for Inter-Library Loan (ILL)**

Dear Sir,

With reference to the subject cited above this is to kindly let you know that our college proposes to establish Memorandum of Understanding (MoU) for the scheme of Inter Library Loan with your college library.

Our college library has variety of reading material for its users in various forms such as Books, Journals, CDs, e-Books, e-Reports, Audio-Video Files and Software etc. We know that no academic institution can purchase all reading material & fulfill its user's information needs at their own level; Inter-Library Loan is a useful service whereby a user of one library can borrow books or receive photocopies of documents that are owned by another library. Now-a-days it is being essential for every institute/library to share their reading material with others. By applying some terms and conditions, we can establish MoU between our colleges and begin Inter-Library Loan for the library users.

Hence, you are kindly requested to accept our proposal for the same. Kindly go through the enclosed MoU Agreement and send back one copy of agreement with your signature as your acceptance.

Thank You,

**Mr. Harshal Bhimsen Pawar**  
Librarian  
Prof. Sambhajirao Kadam College, Deur  
Tal. Koregaon Dist. Satara-415524.



Sincerely Yours,

**Dr. B. N. Bhosale**  
Principal,  
Prof. Sambhajirao Kadam College,  
Deur, Tal. Koregaon, Dist. Satara.

Enclosure: As mentioned above

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) signed between

**1. PROF. SAMBHAJIRAO KADAM COLLEGE, Deur**

and

**2. GIRISTHAN ARTS & COMMERCE COLLEGE, Mahabaleshwar**

through their Principals and unanimously agrees the following set of codes:

### **CL 1 Purpose**

1.1 This agreement of MoU is proposed to share inter-library reading material of both college libraries through Inter-Library Loan (ILL) Scheme.

1.2 This ILL scheme is purely intended to balance local collections and is not a substitute for good library collections planned to meet the routine needs of users.

### **CL 2 Regulations & Scope**

2.1 The conduct of inter-library loan scheme is regulated by the set of codes prepared by the authorities of both colleges in mutual understanding.

2.2 The period of this agreement will be **Five years** from the date of signing this MoU. The agreement shall come to an end on the expiry of the period, unless extended by both the parties.

### **CL 3 Definition**

3.1 The rules prepared under this ILL scheme cover transaction between two libraries of above colleges.

3.2 The terms 'Requesting Library' and 'Supplying Library' are used in preference to 'borrowing' and 'lending' to cover the exchange of copies as well as loans; similarly, the term 'Material/Document' is used for reading material of library in any form.

### **CL 4 Responsibilities of the Requesting Library**

#### **4.1 Confidentiality**

4.1.1 Inter-library loan transactions, like circulation transactions should be maintained strictly confidential in the library records.

#### **4.2 Complete Bibliographic Citation**

4.2.1 A good bibliographic description should be given while requesting the material so that the user will receive the exact requested item.



### 4.3 Transmitting the Request

4.3.1 The requesting library should send a loan request via official letter, fax, WhatsApp or e-mail. Electronic communication is recommended to save the time, money and for swift transaction.

4.3.2 The requesting library should communicate with the supplying library in advance if the material is needed for other uses such as course teaching, classroom or other group viewing of audio-visual material or for an extended loan period

### 4.4 Due Date and Use Restrictions

4.4.1 Borrowed material can be kept for the maximum period of **15 days** only.

4.4.2 Overall **10 numbers** of reading material can be given. However, documents in the electronic form such as e-Reports, e-Clippings, and Audio-Video Files except of CDs have no limit and could be shared through e-mail, WhatsApp etc.

4.4.3 It is the ultimate responsibility of the Requesting Library to return material/s in the same condition in which they were received. In particular, adhesive labels or tape should not be affixed directly to any borrowed material.

4.4.4 The issued material/document should not be handed over to any other person not concerned to college.

4.4.5 In case loss of issued material the concerned college has to replace the same edition copy or to pay the cost of material. If material damaged while using, the borrowing college should pay the charges.

4.4.6 The Requesting Library is responsible for ensuring compliance with any use restrictions specified by the Supplying Library such as 'Reference only' or 'No photocopying'.

4.4.7 When the Supplying Library denies a renewal request, the material should be returned by the original due date.

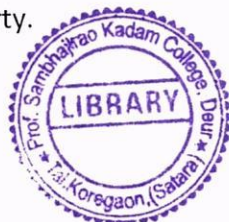
4.4.8 The response to a recall for the material may be the immediate return, or timely communication with the Supplying Library to negotiate a new due date.

### 4.5 Shipping

4.5.1 The Requested Library should pay both sided postage or transfer expenditure.

### 4.6 Suspension of Service

4.6.1 During the tenure of the agreement, Supplying Library may terminate the agreement either for break of any terms and conditions of this agreement or otherwise giving a one-month notice in writing to the defaulting party.



## **CL 5 Responsibilities of the Supplying Library**

### **5.1 Material Format**

Supplying Library is encouraged to lend as liberally as possible regardless of the format of the material requested such as audio-visual material and other categories of material that have traditionally been non-circulating.

### **5.2 Confidentiality**

The Supplying Library has a responsibility to retain the confidentiality of the individual requesting the material. The sharing of the user's name to others is not, of itself, a violation of confidentiality.

### **5.3 Timely Processing**

The Supplying Library has a responsibility to act promptly on all requests. If a Supplying Library cannot fill a request within a reasonable time, then it should respond promptly at earliest.

### **5.4 Identifying the Request**

The supplying library should send sufficient identifying information with the material to allow the requesting library to identify the material and process the request quickly. Such information may include a copy of the request, the requestor's transaction number etc.

### **5.5 Due Date and Use Restrictions**

5.5.1 The Supplying Library should clearly indicate the date on which it expects the loan to be discharged in its circulation system. Additional period should be suffixed to a definite date that have room for the sending and return of material as well as sufficient time for the use of the material.

5.5.2 The Supplying Library is encouraged to grant the renewal request if the material is not needed by the local users.

### **5.6 Suspension of Service**

A Supplying Library is encouraged to address the problems to the Requesting Library before termination of service.



## SEAL OF PARTIES

This MoU for Inter-Library Loan Scheme is signed today,

- Between,

**1. PROF. SAMBHAJIRAO KADAM COLLEGE, Deur**

A/P. Deur, Tal. Koregaon, Dist. Satara

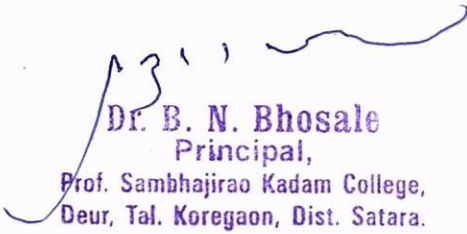
and


**2. GIRISTHAN ARTS & COMMERCE COLLEGE, Mahabaleshwar**

Tal. Mahabaleshwar, Dist. Satara





- Through,

  
**Dr. B. N. Bhosale**  
Principal,  
Prof. Sambhajirao Kadam College,  
Deur, Tal. Koregaon, Dist. Satara.

  
**Principal**  
Giristhan Arts And Commecre College  
Mahabaleshwar, Dist. Satara

- In Presence of Witnesses,

  
**Mr. Harshal Bhimsen Pawar**  
Librarian  
Prof. Sambhajirao Kadam College, Deur  
Tal. Koregaon Dist. Satara-415524.

  
**Librarian**  
Giristhan Arts And Commecre College  
Mahabaleshwar, Dist. Satara

Date: **18 JUL 2019**