

3.4.2

21-22

मान्यता क्रमांक : एन.जी./२०००/नमवि/(१/२०००) माशि.३ दि.३० जून २०००  
॥ ज्ञान, चारित्र्य, सुसंस्कार संवर्धन यासाठी शिक्षण ॥

कोरेगाव एज्युकेशन सोसायटी, कोरेगावचे



# शंकरराव जगताप आर्ट्स अँड कॉमर्स कॉलेज वाघोली

ता. कोरेगाव जि. सातारा. फोन. (०२३७९)२५९७७५

संस्थापक : कै. शंकररावजी जगताप (माजी विधानसभा अध्यक्ष, महागष्ट)



© अध्यक्ष: सौ. मुनिताताई जगताप ©

© ऑनररी सेक्रेटरी: श्री. गजानन बगाडे ©

© प्राचार्य: डॉ. वाय. वी. गोंडे ©

जाबक क्र. SJACC/148

दि. 12/10/2021

To,  
Principal  
Lal Bahadur Shastri College, Satara  
Dist. Satara

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

Dear Sir,

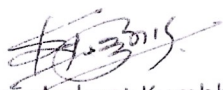
With reference to subject cited above this is to kindly let you know that our college proposes to establish Memorandum of Understanding (MoU) for Inter Library Loan with your college library.

Our college library has variety of reading material for its users in various forms such as Books, Journals, CDs, E-Books, E-Reports, E-Clippings, Audio-Video Files and Softwares 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 each other.


By applying some terms and conditions we can establish MoU between our colleges & begin Inter-Library Loan for our library users. Hence, you are kindly requested to accept our proposal for the same. Kindly go through MoU Agreement, List of Faculty Members and specimen ILL Requisition Form enclosed herewith and send back one copy of agreement with your signature as your acceptance.

Thank You,

Sincerely Yours,

  
Pravin Chandrakant Kumbhar  
LIBRARIAN  
Shankarrao Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara  
Enclosure: As mentioned above



  
Principal  
SHANKARRAO JAGTAP ARTS &  
COMMERCE COLLEGE, WAGHOLI  
Tal-Koregaon, Dist-Satara.

Inward No.	224
Date	12/10/2021
File No.	



# शंकरराव जगताप आर्ट्स अँड कॉमर्स कॉलेज, वाघोली

ता. कोरेगाव जि. सातारा. फोन. (०२३७९)२५९७७५

संस्थापक: कै. शंकररावजी जगताप (माजी विधानसभा अध्यक्ष, महाराष्ट्र)



© अध्यक्ष: सौ. मुनिताताई जगताप ©

© अंतरंगी सेक्रेटरी: श्री. गजानन वगडे ©

© प्राचार्य: डॉ. बाय. बी. गोंडे ©

जाचक क्र. SJACC/

दि. / / २०१

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) signed between

**1. SHANKARRAO JAGTAP ARTS & COMMERCE COLLEGE, Wagholi**

and

**2. LAL BAHADUR SHASTRI COLLEGE, Satara**

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 transactions 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 conventional letter, fax, Internet transmission, 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.



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,

1. Between,

1. SHANKARARO JAGTAP ARTS & COMMERCE COLLEGE, Wagholi

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

and

2. LAL BHADUR SHASTRI COLLEGE, Satara

Dist. Satara

2. Through,

Dr. Y. B Gonde

Principal,

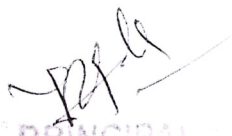
Shankararo Jagtap Arts & Commerce College

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

Date:

Signature:

Seal:

  
PRINCIPAL  
SHANKARRAO JAGTAP ARTS &  
COMMERCE COLLEGE, WAGHOLI  
Tal-Koregaon, Dist-Satara.

Dr. R. V. Shejwal

Principal,

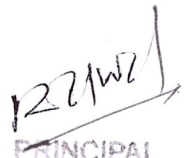
Lal Bahadur Shastri College, Satara

Dist. Satara

Date:

Signature:

Seal:

  
PRINCIPAL  
Lal Bahadur Shastri College  
of Arts, Science & Commerce  
Satara. (Lib.)

3. In front of witnesses,

Mr. P.C. Kumbhar

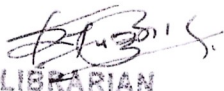
Librarian,

Shankararo Jagtap Arts & Commerce College

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

Date:

Signature:

  
LIBRARIAN  
Shankarrao Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara

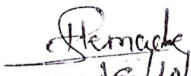
Librarian,

Lal Bahadur Shastri College, Satara

Dist. Satara

Date:

Signature:

  
LIBRARIAN  
Lal Bahadur Shastri College  
of Arts, Science & Commerce  
Satara.

3.4.2



|| 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 1-2/2021-22

Date: 01/09/2021

To,  
Principal  
Shankarrao Jagtap Arts & Commerce College, Wagholi

**Sub: Renewal of 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 library had established Memorandum of Understanding (MoU) for the scheme of Inter Library Loan with your college library for the period of last 3 years. Now we propose to extend the Inter Library Loan Scheme on the same terms and conditions as originally set forth in the previous MoU for a further period of **5 years** w.e.f. 01<sup>st</sup> Sep. 2021 till 31<sup>st</sup> Aug. 2026, unless renewed/revised/cancelled earlier.


Hence, you are requested to accept the renewal proposal and sign the enclosed agreement of extension. This is for your information and further necessary action please.

Thank You,



Sincerely Yours,

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

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

Enclosure: Extension Agreement of MoU



RENEWAL OF MEMORANDUM OF UNDERSTANDING

between

**PROF. SAMBAHJIRAO KADAM COLLEGE, DEUR**

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

and

**SHANKARRAO JAGTAP ARTS & COMMERCE COLLEGE, WAGHOLI**

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

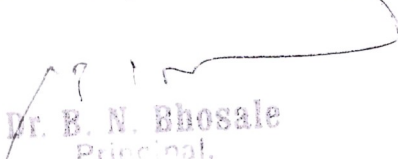
In order to continue to promote collaboration for the scheme of Inter-Library Loan between the college library of Prof. Sambhajirao Kadam College, Deur and Shankarrao Jagtap Arts and Commerce College, Wagholi, the two colleges desire hereby to record their consent to the extension of the Memorandum of Understanding signed on 01st Sep. 2018.

The extended effective term of the Memorandum of Understanding shall be for a period of five years (01<sup>st</sup> Sep. 2021 to 31<sup>st</sup> Aug. 2026) effective as of the date at execution by the appropriate officers of each signatory institution. The Clauses of this agreement remain continued as per previous agreement.


In witness whereof, the duly authorized representative of each institution agrees to the provisions of this document.

On behalf of

Prof. Sambhajirao Kadam College, Deur

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


In Presence of Witnesses,

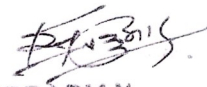
  
**Mr. Harshal Bhimsen Pawar**  
Librarian  
Prof. Sambhajirao Kadam College, Deur  
Tal. Koregaon Dist. Satara-415524.

Date: 01/09/2021

On behalf of

Shankarrao Jagtap Arts & Commerce College, Wagholi

  
**PRINCIPAL**  
**SHANKARRAO JAGTAP ARTS & COMMERCE COLLEGE, WAGHOLI**  
Tal-Koregaon, Dist-Satara.

  
**LIBRARIAN**  
Shankarrao Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara

# शंकरराव जगताप आर्ट्स अँड कॉमर्स कॉलेज, वाघोली

ता.कोरेगाव जि.सातारा. फोन. (०२३७९)२५१७७५

संस्थापक: कै.शंकररावजी जगताप (माजी विधानसभा अध्यक्ष, महागट)



© अध्यक्ष: सौ. सुनिताताई जगताप ©

© अतिथी सेक्रेटरी: श्री. गजानन चमटे ©

© प्राचार्य: डॉ. बाय. वी. गोडे ©

जायक क्र. SJACCI/150

दि. 12/10/2021

To,  
Principal  
Amdar Shashikant Shinde Mahavidyalay, Medha  
At Post Medha,  
Tal. Jawali, Dist. Satara.

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

Dear Sir,

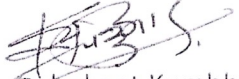
With reference to subject cited above this is to kindly let you know that our college proposes to establish Memorandum of Understanding (MoU) for Inter Library Loan with your college library.

Our college library has variety of reading material for its users in various forms such as Books, Journals, CDs, E-Books, E-Reports, E-Clippings, Audio-Video Files and Softwares 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 each other.


By applying some terms and conditions we can establish MoU between our colleges & begin Inter-Library Loan for our library users. Hence, you are kindly requested to accept our proposal for the same. Kindly go through MoU Agreement, List of Faculty Members and specimen ILL Requisition Form enclosed herewith and send back one copy of agreement with your signature as your acceptance.

Thank You,

Sincerely Yours,

  
Pravin Chandrakant Kumbhar  
LIBRARIAN  
Shankarrao Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara  
Enclosure: As mentioned above



  
Principal  
SHANKARRAO JAGTAP ARTS &  
COMMERCE COLLEGE, WAGHOLI  
Tal-Koregaon, Dist-Satara.





# शंकरराव जगताप आर्ट्स अँड कॉमर्स कॉलेज, वाघोली

ता. कोरेगाव जि. सातारा. फोन. (०२३७१)२५१७७५

संस्थापक : कै. शंकररावजी जगताप (माजी विधानमभा अध्यक्ष, महाराष्ट्र)



© अध्यक्ष: मों. मुनिताताई जगताप ©

© ऑनली सेक्रेटरी: श्री. गजानन वगाडे ©

© प्राचार्य: डॉ. बाय. बी. गोंडे ©

जायक क्र. SJACC/

दि. / / २०१

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) signed between

1. SHANKARRAO JAGTAP ARTS & COMMERCE COLLEGE, Wagholi

and

2. AMDAR SHASHIKANT SHINDE MAHAVIDYALAY, Medha

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 transactions 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 conventional letter, fax, Internet transmission, 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.

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,

1. Between,

1. SHANKARARO JAGTAP ARTS & COMMERCE COLLEGE, Wagholi

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

and

2. ARTS AND COMMERCE COLLEGE, Satara

Tal. & Dist. Satara

2. Through,

Dr. Y. B Gonde


Principal,

Shankararo Jagtap Arts & Commerce College  
A/P. Wagholi, Tal. Koregaon, Dist. Satara

Date:

Signature:

Seal:

  
PRINCIPAL  
SHANKARRAO JAGTAP ARTS &  
COMMERCE COLLEGE, WAGHOLI  
Tal-Koregaon, Dist-Satara.

Principal,

Amdar Shashikant Shinde Mahavidyalay,  
Medha A/P. Medha Tal. Jawali Dist. Satara

Date:

Signature:

Seal:

  
PRINCIPAL  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jawali, Dist. Satara

3. In front of witnesses,

Mr. P.C. Kumbhar


Librarian,

Shankararo Jagtap Arts & Commerce College

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

Date:

Signature:

  
LIBRARIAN  
Shankararo Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara

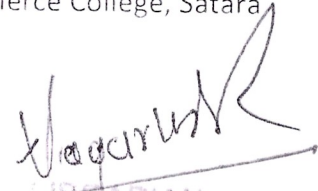
Librarian,

Arts and Commerce College, Satara

Dist. Satara

Date:

Signature:

  
LIBRARIAN  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha,  
Tal. Jawali, Dist. Satara



मान्यता क्रमांक : एन जी. / २००० / नमवि / (१/२०००) माशि.३ दि.३० जून २०००  
॥ ज्ञान, चारित्र्य, सुसंस्कार संवर्धन यासाठी शिक्षण ॥

कोरेगाव एज्युकेशन सोसायटी, कोरेगावचे

# शंकरराव जगताप आर्ट्स अँड कॉमर्स कॉलेज, वाघोली

ता. कोरेगाव जि. सातारा, फोन. (०२३७९) २५९७७५

संस्थापक : कै. शंकररावजी जगताप (माजी विधानसभा अध्यक्ष, महाराष्ट्र)



© अध्यक्ष: सौ. मुनिताताई जगताप ©

© ऑनररी सेक्रेटरी: श्री. गजानन वगाडे ©

© प्राचार्य: डॉ. वाय. बी. गोंडे ©

जायक क्र. SJACC/147

दि. 12/10/2021

To,  
Principal  
Arts and Commerce College, Satara  
Tal. & Dist. Satara.

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

Dear Sir,

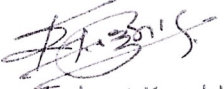
With reference to subject cited above this is to kindly let you know that our college proposes to establish Memorandum of Understanding (MoU) for Inter Library Loan with your college library.

Our college library has variety of reading material for its users in various forms such as Books, Journals, CDs, E-Books, E-Reports, E-Clippings, Audio-Video Files and Softwares 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 each other.

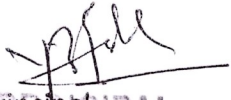
By applying some terms and conditions we can establish MoU between our colleges & begin Inter-Library Loan for our library users. Hence, you are kindly requested to accept our proposal for the same. Kindly go through MoU Agreement, List of Faculty Members and specimen ILL Requisition Form enclosed herewith and send back one copy of agreement with your signature as your acceptance.

Thank You,

Sincerely Yours,

  
Pravin Chandrakant Kumbhar  
LIBRARIAN  
Shankarrao Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara  
Enclosure: As mentioned above



  
Principal  
SHANKARRAO JAGTAP ARTS &  
COMMERCE COLLEGE, WAGHOLI  
Tal-Koregaon, Dist-Satara.



# शंकरराव जगताप आर्ट्स अँड कॉमर्स कॉलेज, वाघोली



ता. कोरेगाव जि. सातारा. फोन. (०२३७९)२५९७७५

संस्थापक : कै. शंकररावजी जगताप (माजी विधानसभा अध्यक्ष, महागण्ड)

© अध्यक्ष: सौ. मुनिताताई जगताप ©

© ऑनररी सेक्रेटरी: श्री. गजानन बगाडे ©

© प्राचार्य: डॉ. वाच. बी. गोंडे ©

जायक क्र. SJACC/

दि. / / २०१

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) signed between

**1. SHANKARRAO JAGTAP ARTS & COMMERCE COLLEGE, Wagholi**

and

**2. ARTS AND COMMERCE COLLEGE, Satara**

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 transactions 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 conventional letter, fax, Internet transmission, 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.

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,

1. Between,

1. SHANKARARO JAGTAP ARTS & COMMERCE COLLEGE, Wagholi

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

and

2. ARTS AND COMMERCE COLLEGE, Satara

Tal. & Dist. Satara

2. Through,

Dr. Y. B Gonde

Principal,

Shankararo Jagtap Arts & Commerce College

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

Date:

Signature:

Seal:



PRINCIPAL  
SHANKARRAO JAGTAP ARTS &  
COMMERCE COLLEGE, WAGHOLI  
Tal-Koregaon, Dist-Satara.

Principal,

Arts and Commerce College, Satara

Dist. Satara

Date:

Signature:

Seal:



Principal  
Arts & Commerce College  
Satara

3. In front of witnesses,

Mr. P.C. Kumbhar

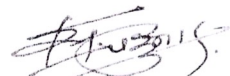
Librarian,

Shankararo Jagtap Arts & Commerce College

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

Date:

Signature:



LIBRARIAN  
Shankarrao Jagtap Arts  
& Commerce College, Wagholi,  
Tal. Koregaon, Dist. Satara

Librarian,

Arts and Commerce College, Satara

Dist. Satara

Date:

Signature:



Librarian  
Arts & Commerce College  
Satara.