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CB 337048

MEMORANDUM OF UNDERSTANDING

(For Library Resources and Knowledge sharing)

This **Memorandum of Understanding** (hereinafter called as the 'MOU') is entered into on 19th July 2021, by and between St.Aloysius College, Edathua and Don Bosco College Mannanthu, the First Party represented herein by its Principal Dr.Jochan joseph and second party represented by its Principal Fr.Raju Chakkamattu sdb

WHEREAS:

First Party & Second Parties are education institutions so they believe that collaboration and co-operation between themselves will promote more effective use of each of their library resources and provide each of them with enhanced opportunities.



Dr. JOCHAN JOSEPH
Principal
St. Aloysius' College
Edathua



SOPHYANMA GEORGE
VENDOR
EDATHUA

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19.07.2021 Sch/Kua



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NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FORTH IN THIS MOU, THE PARTIES HERE TO AGREE AS FOLLOWS:

CLAUSE 1

DEFINITION

Resource Sharing is comprised of transactions by which a library makes its materials or copies of its materials available to the clientele of another library upon request.

CLAUSE 2

PURPOSE

The purpose is to obtain ,upon request of a library's primary clientele,materials not available in the local library/



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CLAUSE 3

SCOPE OF THE MOU

1. Under the terms of this Agreement, any type of library materials may be requested. Libraries are encouraged to lend any materials that circulate outside the library to their own patrons and to be as liberal as possible in supplying materials of all formats with due consideration to the interests of the primary clientele.
2. Libraries signing the Colleges Agreement must be supplying libraries as well as requesting libraries. Libraries must be willing to lend if they wish to borrow. The benefits of the Agreement are not available to non-suppliers.
3. The Agreement covers resource sharing among those libraries who sign the Agreement, regardless of the method of transmission of requests and/or materials.

CLAUSE 4

PARTICIPATING LIBRARIES

- ST.ALOYSIUS COLLEGE, EDATHUA,ALAPPUZHA
- DON BOSCO COLLEGE , MANNUTHY, THRISSUR

CLAUSE 5

GENERAL POLICIES

- Only books and other items available on the premises of each library may be used for ILL transactions.
- The decision to lend material is always at the discretion of the lending library.
- Each participating library should have an ILL policy that stipulates which materials are not available for lending, loan periods, renewal periods and policy, recalls, lost or damaged materials.
- Each participating library should keep records of the number of requests sent and received and the number satisfied in each case using their own methods and software.
- Official request should go through the online form or through e- mail.
- Libraries receiving requests should deal with them as quickly as possible. When a request cannot be satisfied, then the borrowing library should be notified immediately.
- Loan periods should be adequate to allow for transmission in both directions as well as use by the borrower.


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St. Aloysius' College
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CLAUSE 6

RESPONSIBILITIES OF BORROWING LIBRARIES

- Borrowing libraries must exhaust their own resources before resorting to interlibrary loan.
- Verify the bibliographic details of the requested item to ensure they are adequate for its identification by the lending library.
- Requests must be submitted using the lending library's preferred method (e.g. online request form, email, etc.)
- Each borrowing library provides its own means to pick up from and return materials to the lending library.
- The borrowing library must record name and contact details of the end user.
- The borrowing library should ensure items are returned on time and respect any special conditions imposed.
- If damage or loss occurs, the borrowing library must meet all costs of repair or replacement.
- Borrowing libraries must comply with the conditions established by the lending library
- Ensure that staff is familiar with interlibrary loan policies and procedures.
- Keep statistics on the number of items requested and the number received.

CLAUSE 7

RESPONSIBILITIES OF LENDING LIBRARIES

- Respond to requests within three working days of receipt.
- Notify the borrowing library if an item is not available for loan or if there are any extenuating circumstances.
- When making a loan, clearly state the applicable conditions of the loan.
- Ensure that items supplied on loan are clearly marked with the name and address of the owning library, the date by which the loan is to be returned. Check items out to the borrowing library, not to the end user.
- Notify the borrowing library when items are available for pick up.


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- Send timely courtesy reminders and/or overdue notices for items that are due to be returned.
- Ensure that staff is familiar with interlibrary loan policies and procedures.
- Keep statistics on the number of items requested and the number of requests filled.

VALIDITY

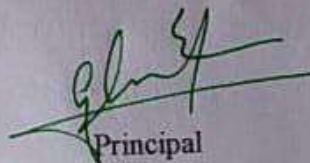
We, St. Aloysius College Edathua and Don Bosco College Mannuthy, Thrissur agree to the agreement by approving the above terms and policies of the Inter Library Loan for Libraries. This Agreement will be valid one academic year (2020 - 2021) until it is deliberately terminated by either Party on mutually agreed terms, during which period will take effective steps for implementation of this MOU. The renewal of the same is possible after the termination of the MOU.

AGREED:




Principal

St. Aloysius College Edathua
Dr. JOCHAN JOSEPH
 Principal
 St. Aloysius' College
 Edathua



Principal

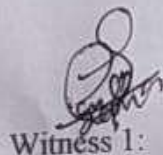
Don Bosco College Mannuthy
 PRINCIPAL
 DON BOSCO COLLEGE
 MANNUTHY,
 THRISSUR - 680651
 KERALA



Fr. TJOMON. P. ISSAC
 Librarian
 St. Aloysius College
 Edathua - 680673
 Authorized Signatory

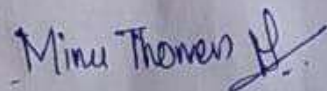


Authorized Signatory



Witness 1:

Senilar. N. A
 Librarian
 Don Bosco college



Witness 2:

Ant. Professor
 English Department
 Don Bosco College