

MEMORANDUM OF UNDERSTANDING



V.V.Sangha's
Smt. A.S.M. College for Women
Ballari-583 103.



City Central Library, Dept. of Public Libraries
(Govt. of Karnataka)
Ballari-583 104.

This Memorandum of Understanding between the Smt. A.S.M. College for Women Library, Ballari – 583 103 and City Central Library, Department of Public Libraries (Govt. of Karnataka), Ballari outlines the Inter Library Loans (ILL) facilities made mutually available to each other.

Inter Library lending is the process whereby one library obtains from another specified library material requested by its users which is available from its own stock. The requested material may be sent as a temporary loan or a copy may be supplied or transmitted instead. Such loans or copies are made available on an institutional basis.

Inter Library Lending is recognized a vital element in making library materials available to users. In the interests of mutual support and the widest availability of resources, libraries are as liberal as possible in their inter library lending policies and they seek to develop and support a fast and efficient Inter Library Lending System.

For all the above intents and purposes, the following Reciprocal Terms and Conditions (T & C) shall form the basis of this agreement:

- This ILL agreement is on reciprocal basis, between both libraries. The requesting Library will bear all responsibilities, in case of forward / return delivery / postage costs, overdue fines, security of and loss or damage to the borrowed item(s).
- The Lending Library's policy and procedures must be adhered to.
- While it is understood that the Library's in-house or regular individual user shall receive priority in borrowing privileges, the lending library shall endeavour to fulfill the request of the borrowing library.
- The borrowing library should ensure that the due date is observed and that all precaution is taken to ensure the security of the items on loan and that no damage is done to the materials.
- The agreement is effective upon receipt by each library of the duly signed by both the parties. ILL Letter of Agreement will remain valid until specifically terminated in the writing upon the mutual consent.
- The ILL requisition letter should be produced by the requesting library for use by the lending library.

Signature of the Principal
PRINCIPAL
(With seal and date)
Smt. A.S.M. College
For Women, Ballari.

Signature of the Librarian
ಸಹಕಾರಿ ಸಂಘಾಲಯದ ಕಾರಿ
(With seal and date)
ನಗರ ಕೇಂದ್ರ ಸಂಘಾಲಯ, ಬಳ್ಳಾರಿ.