

Estd : 1994

"Education through Self-help is our motto"-KARMAVEER

RAYAT SHIKSHAN SANSTHA'S

# ARTS & COMMERCE COLLEGE, PUSEGAON

Tal. Khatav, Dist Satara (Maharashtra) Pin : 415 502

(Affiliated to Shivaji University, Kolhapur)

Affiliated/ T-2 / New College 6747

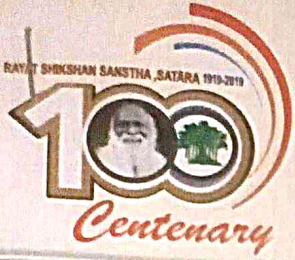
Reaccredited by NAAC 'B++' Grade (CGPA 2.98)

Founder of the Sanstha & College

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I/c Principal  
**Dr.Rajendra P. Bhosale**  
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Email : accp\_puse@yahoo.in

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Ref.No. : 149/2025-26  
To.

Date 22/7/2025

The Principal  
Dahiwadi College Dahiwadi,  
Dahiwadi.  
Tal. Man, Dist, Satara

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


Dear Sir,

With reference to subject cited above our college library (Shivaji Library) proposes Memorandum of Understanding (MoU) for Inter Library Loan with your college library. Our college library is the oldest library of Rayat Shikshan Sanstha. Shivaji Library has a rich and rare collection of reading resources. We know that no academic institution can purchase all reading material and 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 and other reading resources from other libraries.

By applying some terms and conditions we can establish MoU agreement between the Libraries of our colleges and begin Inter-Library Loan for our academic community. Hence, you are kindly requested to accept our proposal and send back one copy of signed agreement enclosed herewith as your acceptance.

Thank You,

Yours Faithfully,

  
Librarian



  
Principal  
Arts and Commerce College,  
Pusegaon, Tal. Khatav, Dist. Satara.

o/c

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) signed between

1. ARTS AND COMMERCE COLLEGE, PUSEGAON, TAL. KHATAV DIST. SATARA

and

2. DAHIWADI COLLEGE DAHIWADI, TAL. MAN DIST. SATARA

through their Principals and unanimously agrees the following set of codes

### CL 1 Purpose

- 1.3. : This agreement of Mou is proposed to share reading material of both college libraries through inter-Library Loan (ILL) Scheme
- 1.4. : 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 covers 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 circulation of copies as well as loans; similarly, the term "Material/Document" is used for reading resource 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 It is recommended to prepare Google Form for taking request from the users for borrowing reading material from other college libraries to save the time and maintain the record digitally. The requesting library should send a loan request via official E-mail ID of college library
- 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. Alternatively, the reading resources in the electronic form such as E-Reports, E-Clippings, and Audio-Video Files except of CDs could be shared through E-mail

## 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 to the requesting library to identify the issued reading material. Such information may include an issue reference number or related screenshot showing transaction details 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.

- 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 twice 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/ concerning user 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

## SEAL OF PARTIES

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

between,

1. ARTS AND COMMERCE COLLEGE, PUSEGAON, TAL, KHATAV DIST. SATARA

And

2. DAHIWADI COLLEGE DAHIWADI, DAHIWADI. TAL, MAN, DIST. SATARA

Through,

Principal,

Arts and Commerce College,  
Pusegaon.  
Tal. Khatav Dist. Satara

Signature

Seal

Date

  
**Principal**  
Arts and Commerce College,  
Pusegaon, Tal. Khatav, Dist. Satara.



Principal,

Dahiwadi College Dahiwadi,  
Dahiwadi.  
Tal. Man Dist. Satara

Signature

Seal

Date

  
**PRINCIPAL**  
Dahiwadi College, Dahiwadi  
Tal. Man, Dist.-Satara.



This Mou should be executed by the following.

  
Librarian,

Arts and Commerce College,  
Pusegaon.  
Tal. Khatav Dist. Satara

Signature

Seal

Date

  
**Librarian**  
Arts and Commerce College,  
Pusegaon, Tal. Khatav,  
Dist. Satara 415 502.




Librarian,

Dahiwadi College Dahiwadi,  
Dahiwadi.  
Tal. Man. Dist. Satara

Signature

Seal

Date

  
**LIBRARIAN**  
Dahiwadi College, Dahiwadi  
Tal. Man, Dist.-Satara

