



MEMORANDUM OF UNDERSTANDING
ON
INTER-LIBRARY LOAN FACILITY
BETWEEN



JAI HIND COLLEGE
CHURCHGATE, MUMBAI,
AND
NIRMALA NIKETAN INSTITUTE'S COLLEGE OF HOME SCIENCE NIRMALA
NIKETAN, NEW MARINE LINES, MUMBAI

Our aim is to promote and strengthen the friendly relations and co-operation between the two institutions namely **Jai Hind College, Churchgate, Mumbai, and Nirmala Niketan Institute's College of Home Science Nirmala Niketan, New Marine Lines, Mumbai** and in particular in Inter-Library Loan facility for the students and staff of both the institutions. This Inter-Library Loan MOU will be functional from 1st June 2022 to 30th May 2023.

Terms for Inter-Library Loan facility:

1. The Chief Librarian of each institution shall be in charge of the Inter-Library loan facility.
2. A refundable deposit of Rs. 2000/- (Two Thousand only) shall be charged for the Inter-library loan facility to each party.
3. There shall be no Annual Fees.
4. The duration of the loan of the book will be 15 days. Rules regarding the circulation of books will be applicable as per the library policy of the respective college from which the book is to be borrowed.
5. Each student or staff member requesting the issue of a book will be issued one book at a time.
6. In case of requirement by the parental library for the issued book or journal, the same needs to be returned within two days of request.
7. Back issues of the magazines and journals will be available on a loan of seven days.
8. Textbooks, fiction, map, and digital items are excluded from the loan facility.
9. Reissue of a book or journal for a second 15 days can be done through email and will be granted so long as there is no request for that resource in the parental library.
10. In case of damage or loss of the book, the value of the issued item shall be reimbursed to the library from which the book was borrowed by the borrowing party.

For Jai Hind College

Mrs. Nisha Vinchu
Librarian

Dr. Ashok Wadia
Principal

**For Nirmala Niketan Institute's College of
Home Science Nirmala Niketan**

Mrs. Prajakta Mhaprolkar
Librarian

Dr. Anuradha J. Bakshi
I/C Principal

Ms. Philomena Sequeira
President (N.N.I)