

Memorandum of Understanding

Between

The University of Hawai'i at Manoa Library

And

The American Samoa Community College Library

Purpose

This memorandum of understanding establishes the basis for mutual understanding and cooperation between the University of Hawai'i at Manoa Library and the American Samoa Community College Library.

The University of Hawai'i at Manoa Library and American Samoa Community College Library will:

1. Provide interlibrary loans for materials in their collections, except those materials designated as non-circulating or limited circulation, or otherwise restricted by individual collection policy for a fixed charge of five dollars (\$5.00) plus applicable postage for each filled book or copy request. The loan period is fourteen (14) days or less, depending on the nature of the item to be borrowed. All items are subject to recall. Material may be renewed once.
2. Provide document delivery for materials in their collections, subject to approval if applicable, and to copyright law and guidelines, for a fixed charge of five dollars (\$5.00) for each filled book or copy request.
3. Establish and maintain deposit accounts at each other's institution to apply charges against this agreement, augmenting the accounts as needed.

Deposit Account Procedures

1. The University of Hawai'i at Manoa Library and the American Samoa Community College Library will set up deposit accounts with each other for the initial amount of \$100 US dollars. When the borrowing account balance drops to \$20, the lending institution will notify the borrowing library to request that the account be renewed and replenished. If requests volume increases, the total amount of the deposit monies may be increased.
2. The University of Hawai'i at Manoa Library and the American Samoa Community College Library will provide at minimum, an annual statement, or semi-annual statements if feasible, to report on the account activities for the deposit accounts.

3. The statements should show the beginning account balance, a detailed listing of any charges and/or deposits to the accounts, and the ending balance for the state period.

Borrowing Procedures and Policies

1. The University of Hawai'i at Manoa Library and the American Samoa Community College Library will initiate interlibrary service requests via standard ALA ILL Request forms via email whenever feasible. Requested materials must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of the citation.
2. The University of Hawai'i at Manoa Library and the American Samoa Community College Library will fill document delivery copy requests using electronic delivery of documents via email and PDF whenever feasible. Book requests will be delivered and returned by USPS Priority Mail service or other expedited shipping method.
3. Any fees or lost book charges incurred according to published policy are the responsibility of the requesting library.
4. The requesting library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law.
5. Other facilities and services of the libraries are not part of this agreement.

Termination

1. Termination may be effected by either party upon thirty (30) days written notice.
2. Should termination occur, the University of Hawai'i at Manoa Library and the American Samoa Community College Library will be responsible for the return of all materials, payment of all outstanding charges, and return of deposit account balances within thirty (30) days from the date of termination.

University of Hawai'i at Manoa

Paula Mochida 9/2/09
Date
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Interim University Librarian
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American Samoa Community College

Recommended by:

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Approved by:

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