MEMORANDUM OF UNDERSTANDING

Baltimore City Community College

AND

University of Baltimore Robert L. Bogomolny Library

This Memorandum of Understanding (MOU) is entered into this 1st day of May 2019 by and between the University of Baltimore Robert L. Bogomolny Library (client) and Baltimore City Community College Bard Library (BCCC).

Whereas both University of Baltimore Robert L. Bogomolny Library and BCCC Bard Library agree to provide borrowing privileges and access to resources to the members of both institutions.

Terms:

This Memorandum of Understanding (MOU) remains in effect until terminated by either party in writing. This MOU is effective from May 1st 2019 until June 30th 2022.

Purpose:

The key component of the partnership shall be to allow students, faculty and staff the ability to check out books at either BCCC Bard Library or University of Baltimore Robert L. Bogomolny Library provided a valid, current ID from either College/University is presented. If the campus ID does not have a photo, a photo ID must also be presented.

Responsibilities:

BCCC Bard and UB Robert L. Bogomolny Libraries do hereby enter into this agreement that establishes their respective responsibilities with regards to allowing BCCC and UB student’s access to materials at both libraries.
Baltimore City Community College:

- Require UB students to complete and sign a Reciprocal Borrowing Registration form provided by the respective library and will follow procedures for creating a new user.
- Registration is valid for one semester, and must be renewed at the beginning of each semester, as long as UB student has no financial obligations.
- UB student borrowers are issued a paper BCCC ID card with a user barcode affixed.
- UB student borrowers are classified as “Recipborw” at BCCC. UB student borrowers may borrow from the circulating book collection, but will not have access to reserves or non-print materials.
- Reciprocal borrower’s ID card for UB users will be used for access to the computers; 1 hour/day, three free prints at BCCC.
- Reciprocal borrowers will be limited to 2 book items; the borrowing period will be the same as for BCCC students; the borrowing period of 4 weeks for UB undergraduates.
- No renewals will be available.
- Materials are subject to recall upon request.
- BCCC will revoke borrowing privileges if borrowing policies are not followed.
- BCCC will assess fines at $.25/day/item; the maximum fine per item is $40.00. Any book unreturned will be charged the price of the book plus a $20.00 processing fee for lost item.
- Borrowers will receive 2 overdue notices, after which time the item is declared a non-return. The borrower’s library and institution will assist in retrieving materials for the lending library, according to procedure.
- Borrower must return material to the library from which they were borrowed.

University of Baltimore:

- Require BCCC students to complete and sign a Reciprocal Borrowing Registration form provided by the respective library and will follow procedures for creating a new user where applicable.
- Registration is valid for one semester, and must be renewed at the beginning of each semester, as long as BCCC student has no financial obligations.
- BCCC student borrowers are issued a paper UB ID card with a user barcode affixed.
- BCCC student borrowers are classified as “Recipborw” at UB. BCCC student borrowers may borrow from the circulating book collection, but will not have access to reserves or non-print materials.
- The reciprocal borrower’s ID cards for BCCC users can be used for access to the computers at UB Lansdale Library with no time limit; however, they will not have printing privileges.
- Reciprocal borrowers will be limited to 2 books; the borrowing period will be 4 weeks.
• UB will revoke borrowing privileges if borrowing policies are not followed.
• UB will assess fines at $.25/day/item; the maximum fine will be $20.00 per item and a fee of $125.00 for lost items.
• Borrower must return material to the library from which they were borrowed.

Severability

Each provision of this MOU shall be deemed a separate, severable, and independently enforceable provision. The invalidity or breach of any provision shall not cause the invalidity or breach of the remaining provisions or of the MOU, which shall remain in full force and effect.

Modifications and amendments

Any and all modifications to the terms of this Agreement must be by a written Amendment, signed and approved by all parties.

Assignment

This Agreement shall be binding upon the parties hereto and their successors and assigns, except that neither shall assign their rights, duties or responsibilities set forth in this MOU without the express written consent of the other party.

Designation of Program Coordinators

Each partner shall designate individuals to serve as coordinators under this MOU. The individuals designated as coordinators may be revised by either party by providing written notification to:

Baltimore City Community College

Tonja Ringgold, EdD
Vice President, Academic Affairs & ALO
2901 Liberty Heights Avenue
Baltimore, Maryland 21215

daphne.snowden@bccc.edu
410-462-7697

University of Baltimore

Jeffrey Hutson, Interim Dean of
Robert L. Bogomolny Library
1415 Maryland Avenue
Baltimore, Maryland 21201

David Xudong Jin
Director of Library Services
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, Maryland 21215
djin@bccc.edu
410-462-8233
IN WITNESS WHEREOF, all parties have signed and sealed this MOU as of the day first written above.

Dr. James H. Johnson Jr.
For
Baltimore City Community College

Kurt L. Schmoke
President
University of Baltimore

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
THIS 2019
DAY OF April, 2019

OFFICE OF LEGAL COUNSEL