

June 14, 1984

MEMORANDUM OF AGREEMENT

Library services for the West Virginia College of Graduate Studies (WVCOGS) will be provided through the J. Frank Marsh Library and Learning Resources Center for the academic year of August, 1984 through June, 1985. Concord College will provide library and media support services for WVCOGS students and faculty during this period for the specific remuneration of \$7,500.00.

DETAILS OF SERVICE:

Hours: Although open hours may be more extensive, the following minimum requirements for WVCOGS students should be maintained:

Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	4:00 p.m. - 9:00 p.m.

The exceptions to the above schedule shall be holiday and semester break closing which shall be posted in library public areas one week in advance. All students using the library shall have access to detailed guides to services and hours.

During recess periods the library will be open Monday - Friday, 8 a.m. - 4 p.m.

DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE CONCORD COLLEGE LIBRARY UNDER THIS AGREEMENT:

1. Consults with the Director of Library Services, West Virginia College of Graduate Studies, concerning matters directly affecting WVCOGS use of the Concord Library.
2. Provides library services to the students, faculty and other members of the academic community of COGS.
3. Informs the WVCOGS Library Director of any changes in the library policies and procedures of the Concord College Library which affect WVCOGS service.
4. It is clearly understood that the Director of the Concord College Library, subject to the policies of Concord College and West Virginia Board of Regents, has overall authority and responsibility for the direction and operation of the Concord College Library.

DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE WEST VIRGINIA COLLEGE OF GRADUATE STUDIES LIBRARY UNDER THIS AGREEMENT:

1. Will provide the names and office hours for WVCOGS Center staff on the Concord College campus.
2. Will provide regularly updated class schedules of WVCOGS course offerings and catalogs of books and periodical holdings of the WVCOGS library collection.

SERVICES TO BE PROVIDED TO COGS STUDENTS AND FACULTY:

Normal library circulation, reference and orientation services shall be provided to WVCOGS students and faculty as are available to Concord College students and faculty. WVCOGS students and faculty will be asked to show proper identification. Interlibrary Loan and the Periodical Delivery Services shall be provided through WVCOGS. Requests will be teletyped or sent by first class mail to the WVCOGS Library Office at Institute. All communication costs and interlibrary loan charges for student material beyond the Periodical Delivery Service, funded by WVCOGS, shall be the responsibility of Concord College under the provisions of remuneration for services agreed to in the memorandum. Concord College shall provide reciprocal, free interlibrary loan and photocopying service on ILL requests to the WVCOGS Library Office at Institute.

Exceptional requests, and those that by-pass the existing no-charge Periodical Delivery Service offered to WVCOGS students through the library office at Institute shall be evaluated by the local library professional staff and provided at their discretion.

Orientation tours, and lectures on abstracting and indexing services shall be offered by local library professional staff in cooperation with WVCOGS faculty and library staff, and shall be available during the Monday - Friday library open hours.

Reserve book service shall be available for the use of WVCOGS faculty and students under existing guidelines available to Concord faculty.

Concord College shall provide audio-visual equipment to faculty and students of WVCOGS on the same basis as such equipment is provided to Concord College faculty and students. If Concord College cannot supply equipment for a scheduled class because of a prior commitment, the WVCOGS will make other arrangements.



Dr. Meredith N. Freeman, President
Concord College

Dr. James W. Rowley, President
WV College of Graduate Studies