Cañada College Library Technology Lending Rules

Cañada College Library technology is a shared student resource that is meant to support currently enrolled Cañada College students. A Cañada College Library Technology Loan Agreement must be submitted and approved each semester in order to borrow technology (Please see Technology Services page for details).

Borrowers are bound by lending rules outlined here. Failure to follow lending rules may result in replacement charges being added to your library account, suspension of technology borrowing privileges at the Cañada College Library and/or having issue forwarded to ASLT division dean for resolution.

Lending Rules

- Cañada College Library Technology borrowing is limited to students who are currently enrolled in at least **one** (**1**) Cañada College class. If you drop all your Cañada College classes, then technology must be returned immediately. You **cannot** check out multiple duplicate technology devices even if they are from another campus (ex. More than 1 hotspot, Chromebook, calculator, etc.)
- Cañada College Library Technology is for academic use only.
- Unless otherwise specified, **technology loan periods are for 3 months** however, all technology is due back by the last day of the semester.
- It is your responsibility as the borrower to track due dates which can be done by logging into your library account.
- Technology not available for use between semesters regardless of enrollment for following semester. All equipment **must** be returned by end of semester or borrowing privileges may be suspended.
- Only provided peripherals/accessories should be used with technology devices.
- Borrower must confirm all peripherals/accessories are present at time of checkout. If they are not and borrower does not inform library staff within **two (2) days** of checkout, borrower will be held responsible for missing peripherals/accessories.

- **Renewals are permitted only in person**. All equipment, peripherals and accessories must be brought in for Library staff to review. If any item is missing, technology will not be renewed. Renewals subject to library staff approval.
- Communication will be primarily by student email and borrower is responsible for checking for updates sent to this email. By filling out and submitting the Technology Loan Agreement, borrower agrees to opt in to receive communications from the Cañada College Library by other methods (ex. phone call, text, mailed notice, etc.) should there be no response to emails.
- Most current revision of Cañada Technology Agreement form overrides all previous versions. Borrowers are bound by most current version regardless of signing previous version of agreement.

In the case of loss, damage or theft replacement costs are as follows:

Hotspots: Up to $200 replacement charge

Chromebooks: Up to $400 replacement charge

Laptops: Up to $3000 in replacement charges depending on laptop model and owning department.

Calculators: Up to $130 replacement charge

Peripherals (chargers, adapters, etc.): Up to $75 in replacement charges.

Technology Returns

Library staff reserves the right to fully inspect equipment up to seven (7) business days after the date of return. The purpose is to properly assess equipment for issues such as, but not limited to, cleaning, replacement of missing parts, and/or repair of damaged equipment regardless of initial acceptance of returned technology.

Library staff will communicate any issues with returned technology after the assessment by contacting you through your student email. It is the borrower's responsibility to follow up in a timely manner after initial communication from

Library staff otherwise charges may be placed on your library account which will affect your borrowing privileges.

All technology must be returned to Cañada College Library by final official due date.

Technology from other campuses must be returned to their respective campuses.

If you have any questions or need clarification on the lending rules please contact us at canlibrary@smccd.edu. Please include your name and student ID (G-number) when contacting us.