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## *Cañada College Library Technology Lending Rules*

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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) academic** Cañada College class. For the purpose of this form, an academic class is defined as a class where you are required to work in Canvas or to use online resources such as the Google Suite products to complete and submit work in order to meet the course requirements of the Cañada College class you are taking.
- Due to extremely high demand, if you are only taking non-academic classes at Cañada College you will not be eligible to borrow technology. However, if you are taking also taking academic classes at the other campuses (Skyline or College of San Mateo) we highly encourage you to go to their respective libraries to borrow technology.
- 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. Please note that although our hotspots have unlimited data, they are throttled (Slowed down) by Verizon (Our service provider) after 25 GB of data use. The library has no control over this. Throttled hotspots are generally not swapped out for new



ones. Borrower must wait until new billing cycle begins (indicated on hotspot screen) for speeds to return to normal. Throttling typically occurs due to heavy streaming or gaming as well as with sharing hotspot with multiple people in household so it is borrower's responsibility to be mindful of this.

- **Technology loan periods are for the entire semester and are due back by the last day of the semester.**
- **Technology is 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.**
- It is your responsibility as the borrower to track due dates which can be done by logging into your [library account](#).
- Only provided peripherals/accessories should be used with technology devices.
- Technology devices must be stored in protective cases provided upon checkout. Borrower may be held financially responsible for damage incurred by not using protective cases.
- 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.
- As technology is a shared student resource, it is important to protect equipment, peripherals and carrying cases from damage, loss or theft. This also includes protecting property from excessive soiling or other physical damage. Failure to take care of equipment may result in your technology borrowing privileges being suspended and financial charges being added to your library account
- Communication will be primarily by student email and borrower is responsible for checking for updates sent to this email. By filling out and submitting this 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.

**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 fully inspects equipment it is returned. 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.**
- **Library staff reserves the right to immediately suspend technology borrowing privileges and if necessary, add financial charges to borrower's library account if equipment is damaged or if excessive soiling leads to the replacement of equipment, peripherals and/or carrying cases.**

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