

Library Payment Process

The Cañada College Library is working on creating an online payment process however in the meantime, please follow these steps to make a payment:

- 1. Check in at the front desk and inform Library staff that you want to pay your fines.
- After checking in with Library staff you will be directed to the Cashier's Office (Building 9, 1st Floor) where you will be able to make a payment.
- 3. After payment is made and processed, Cashier's Office staff will provide you with a receipt that indicates payment has been made.
- 4. Bring receipt back to Library front desk and Library staff can clear fines from your library account.

Please keep in mind that payments can only be made during Cashier's office hours of operation. Please visit the <u>Cashiers Services</u> page for current hours of operation.

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