



Waitlist Procedure for Cañada Technology

In the event of complete depletion of Library technology resources, a waitlist will be created by library staff to track student requests. Technology will be deployed in the order the library staff have received documented requests.

Student must document request to be added to waitlist by filling out [Cañada College Library Technology Loan Agreement](#). Documented requests will be the responsibility of the student who intends to borrow the technology. Student must be as specific as possible about their technology needs (ex. If a student needs a laptop to use specialized software such as Adobe Suite, they must clearly state this need when they fill out the form to prevent any further delays in getting technology)

As technology becomes available, Library staff will contact students by their **@my.smccd.edu** email address and may follow up with a phone call with instructions on borrowing their equipment in a timely manner. If technology is not picked up within **two (2) business days**, as indicated in the email sent out, technology will be made available to other students in need.

Note: Library PC laptops have a standard student profile. If a student needs specific software not included in profile, they must work with their instructor/department to identify a resource to access that software. The Library staff does not install specialized software packages.

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