**Smart Group Study Room Policies**

**Who can check-out?**
- Rooms may be checked out by currently enrolled CSUF students, with no holds.
- Rooms are intended for student class/study-related purposes only.
- Rooms must be checked out to groups of two (2) or more students.

**Where can I check-out?**
- Student Genius Center, 1st Floor, Library North
- Students must:
  - Be registered as a current CSUF student and have a TitanCard
  - Have at least 2 students present both with valid TitanCards
    - If checking in for a reservation, the student who made the reservation must be present
  - Leave a valid TitanCard

**How long do rooms check out?**
- Rooms may be checked out for two hours.

**Reservations and Renewals**
- Smart Group Study Rooms may be reserved up to 1 week in advance, online: [http://apps.fullerton.edu/sgcreserve](http://apps.fullerton.edu/sgcreserve)
- Rooms can be renewed only if there are no reservations and no one else is waiting for the room.

**Rooms and Equipment**

<table>
<thead>
<tr>
<th>Room</th>
<th>Occupancy</th>
<th>Equipment</th>
<th>Additional Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGSR 111</td>
<td>6</td>
<td>Alienware system, HTC Vive (virtual reality), Microsoft Surface Hub, Flat panel TV, Apple TV Whiteboard, Wireless access</td>
<td></td>
</tr>
<tr>
<td>SGSR 211, 311</td>
<td>10</td>
<td>Two computers (1 PC, 1 Mac), Flat panel TV, Video and audio capture (webcam and microphone), Apple TV, Whiteboard, Wireless access</td>
<td>Touchscreen TV (311)</td>
</tr>
<tr>
<td>SGSR 112 -3, 212-4, 312</td>
<td>5</td>
<td>Two computers (1 PC, 1 Mac), Flat panel TV, Video and audio capture (webcam and microphone), Apple TV, White board, Wireless access</td>
<td>One Button Studio (112) Kramer Via Connect Pro (113) Touchscreen TV (312)</td>
</tr>
<tr>
<td>SGSR 221A – B</td>
<td>5</td>
<td>Flat panel TV, Apple TV, Wireless access</td>
<td></td>
</tr>
<tr>
<td>SGSR 221C</td>
<td>5</td>
<td>Dell Interactive Screen, PC, Apple TV, Wireless Access</td>
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</table>

**Fees**
- If a group exceeds the time limit for its check out, fines will automatically be assessed to the circulation record of the individual who checked out the room and a hold will be placed on the TitanCard

**General Policies**
- Rooms are not soundproofed; please be considerate of your fellow students.
- Food and smoking are prohibited in Pollak Library and Smart Group Study Rooms.
- Any groups observed in violation of the above described rules and/or the Pollak Library Code of Conduct may be asked to leave the Smart Group Study Room and/or the Library. Abuse of Smart Group Study Room privileges may also lead to suspension of these privileges.

**Questions**
- Questions about the Smart Group Study Rooms should be directed to SGC on the 1st Floor, Library North, at (657) 278-8203.