Smart Group Study Room Policies

Who can check-out?
- Rooms maybe 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?
- Pollak Library North
  - Student Genius Center, 1st Floor
  - Advanced Technology Lab, 2nd Floor
- 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
- 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, 211, 311</td>
<td>10</td>
<td>PC computer, Flat panel TV, Apple TV, Mira Case (screen sharing Windows/Android devices) Whiteboard, Wireless access</td>
<td>Microsoft Surface Hub (111)</td>
</tr>
<tr>
<td>SGSR 112, 113, 212, 213, 214, 312</td>
<td>5</td>
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<td></td>
</tr>
</tbody>
</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.