

## 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?

- Information & Learning Commons (ILC) Support Services, 1<sup>st</sup> 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
  - Leave a valid driver's license, official ID, or TitanCard
  - Sign a liability waiver accepting responsibility for the equipment
  - Not have prior holds on 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/ilcreserve>
  - If the group cannot check in with ILC Support Services Desk within 15 minutes after the start time, the reservation will be deleted automatically.
- Rooms can be renewed only if there are no reservations and no one else is waiting for the room.

### Rooms and Equipment

PLN 111, 211, 311(Occupancy: 10)	PLN 112 -3 & 212 - 214, 312 (Occupancy: 5)
Two computers (1 PC, 1 Mac) Flat panel TV Touchscreen TV (PLN 311) Video and audio capture (webcam and microphone) VCR and DVD (PLN 111) Projector with interactive pen (PLN 111) Lectern (PLN 111) Document Camera (PLN 111) Whiteboard Wireless access	Two computers (1 PC, 1 Mac) Flat panel TV Touchscreen TV (PLN 312) Video and audio capture (webcam and microphone) VCR and DVD (PLN 112-3) Whiteboard Wireless access

### 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 the ILC on the 1<sup>st</sup> Floor, Library North, at (657) 278-8203.