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?
- Information & Learning Commons (ILC) Support Services, 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
  - 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](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

<table>
<thead>
<tr>
<th>PLN 111, 211, 311 (Occupancy: 10)</th>
<th>PLN 112-3 &amp; 212-214, 312 (Occupancy: 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two computers (1 PC, 1 Mac)</td>
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<tr>
<td>Flat panel TV</td>
<td>Flat panel TV</td>
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<tr>
<td>Touchscreen TV (PLN 311)</td>
<td>Touchscreen TV (PLN 312)</td>
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<tr>
<td>Video and audio capture (webcam and microphone)</td>
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<tr>
<td>VCR and DVD (PLN 111)</td>
<td>VCR and DVD (PLN 112-3)</td>
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<tr>
<td>Projector with interactive pen (PLN 111)</td>
<td>Whiteboard</td>
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<tr>
<td>Lectern (PLN 111)</td>
<td>Wireless access</td>
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<tr>
<td>Document Camera (PLN 111)</td>
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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 1st Floor, Library North, at (657) 278-8203.