Group Study Rooms

GSR User Policy

Using the GSR

- GSR may be used by current SJC students, faculty, and staff. **A valid ID is required.**
- **Check-in and out is required at the Circulation Desk.**
- The maximum reservation period is **two hours per group.** Patron(s) can only reserve one room at a time.
- **Reservation is required.** All the GSR reservations should be made on the online reservation system at [sjcbrooklyn.mywconline.com](http://sjcbrooklyn.mywconline.com).
- A reservation is considered forfeited after a **fifteen minute grace-period.**
- No back-to-back reservations are allowed. If the patron(s) need more time in the GSR, contact the Library staff and they will determine if extended time is available.
- An individual can use the GSR but the priority will be given to group use.
- Priority will be given to groups using the technology equipment for their intended purpose such as group presentation and media viewing.

Equipment (Available at the Circulation Desk for 2 hour loan period)

- Whiteboard wall (Please use the wall on the **right hand side** facing the monitor).
- Dry-erase markers (Please only use the markers provided at the Circulation Desk).
- Laptop(s)
- HDMI, VGA, Audio, and Ethernet cables
- Mac mini display pod

Rules

- Absolutely **no food or drink** is allowed (except for bottled water).
- **Do not use the wall outlets.** Please use the outlets on the table inside the black box.
- **Do not leave any valuables unattended.** The Library is not responsible for lost or stolen items. If material is left in the GSR, it will be removed and any library books will be returned to the stacks.

Before exiting the room, please make sure...

- All work is erased from the whiteboard wall by a provided eraser.
- All equipment is returned to the Circulation Desk.
- All electronic devices (TV screen, fan) are turned off.
- The chairs are pushed in, and everything is in a condition as when you came in.

*Any violation of the above policies will result in reservation forfeiture and suspension from GSR use. Thank you for your cooperation in keeping the GSR clean for everyone!*