

FAQ FOR STUDY ROOMS AND LOCAL HISTORY ROOM

Q: What can I use the Study Rooms/Local History Room for?

A: The Study Rooms can be used by any patron or group of patrons who is looking for a quiet study/work space. The Local History Room can be used by any individual needing a more private space for telehealth appointments, Zoom meetings, interviews, and other single-usage activities.

Q: What are these rooms not used for?

A: Private tutoring sessions, loud or talkative study groups, for-profit businesses/office space, and any other activities that the Library deems as inappropriate usage of the space (the library staff reserve the right to make such distinctions).

Q: How many people can be in each room at one time?

A: Study Room 1 can hold between up to 4 people. Study Rooms 2 & 3 hold up to 8 people. The Local History Room is for single-person usage only.

Q: How do I reserve a Study Room?

A: Study room usage will be first-come, first-served; patrons will only be able to reserve day-of in person. On the door of the study room you wish to reserve, a sign-up sheet for the day will be posted. Write your name and block off the time (maximum two hours) you will be using the room. If someone is already using the room, write your name and block off the time at the next available time slot.

Q: How long can I reserve a Study Room for?

A: Up to two (2) hours maximum; if no one has reserved the room after you, you can reserve additional slots in one-hour increments. For example, Mary reserves the room from 10-12; if no one is after her, she can block off until 1, and if the room is still free after that, she can block off until 2, and so on and so forth.

Q: How can I reserve the Local History Room?

A: The Local History Room can be reserved online at flintmemoriallibrary.org or in-person on the sign-up sheet posted on the door. Write your name and block off the time (maximum two hours) you will be using the room.

Q: How long can I reserve the Local History Room for?

A: A maximum of two hours with no extensions.

Q: Can I reserve a Study Room/Local History Room over the phone?

A: No.

Q: Can I reserve a Study Room in advance?

A: You cannot reserve a Study Room in advance. However; if you come in and want to reserve a Study Room for later in the day, you may do so by blocking off the time on the sign-up sheet. Staff will give you 15 minutes to arrive to your reservation; after 15 minutes, your reservation will be cancelled and the room will open up.

Q: Can I reserve the Local History Room in advance?

A: You can reserve the Local History Room up to a week in advance online (not same-day online); you can only reserve the Local History Room same day in-person.

Q: I arrived to my reservation 16 minutes after it started. Can I still use the room?

A: If there is no one behind you in line, then staff will probably let you use the study room. If there is someone behind you in line, then no. You are welcome to see if other study rooms are available to use.

Q: Can I reserve multiple Study Rooms at the same time to assure my spot in a Study Room?

A: No. Please only sign up for one room.

Q: How many times a week can I reserve a Study Room/Local History Room?

A: There is no limit to how many times you can reserve a Study Room. You may only reserve the Local History Room once a calendar week (Monday-Saturday between September and May, Monday-Friday between June and August).

Q: So I have to keep track of the time I spend in the room myself?

A: Yes. We do not have the staff to monitor time usage of these rooms, so we trust that the patronage of the library will be respectful and mindful of the resource they are being provided and of each other's time in order to maintain equitable usage of the space.

Q: Someone won't leave the Study Room/Local History Room that I reserved. What do I do?

A: Please alert a staff member, who will come and rectify the situation. Please do not take it upon yourself to force people to leave.