

Study Room Policy

REDWOOD CITY PUBLIC LIBRARY | redwoodcity.org/library | 650.780.7020



Redwood City Public Library Study Rooms

The purpose of Library study rooms is for small group study, discussions, volunteer tutoring, and similar community and non-profit activities. For small business activities or larger events, we offer reservable community meeting room spaces (usage fees may apply). Please call Library Administration at 650-780-7061 or visit our website redwoodcity.org/library for more information.

The Library offers study rooms at the Downtown and Redwood Shores libraries. The Library retains the right to reserve these rooms as needed. Individuals or groups using study rooms must comply with the Library Behavior Policy.

- **Downtown Library:**

Two study rooms with 4 person capacity and one study room with 8 person capacity are available.

- **Redwood Shores Branch Library:**

Because there is only one study room available (8 person capacity), this is a shared space to be used by multiple parties at the same time rather than being limited to one group at a time. Individuals seeking a quiet environment may use other parts of the Library building designated as quiet areas, as conversations may occur in the study room.

Guidelines

The following guidelines apply to the study rooms:

- Each individual is limited to a maximum of two hours of study room use per day.
- Lights must be left on when the rooms are in use.
- The individuals who use the rooms are responsible for ensuring that the rooms are left in a clean condition with no damage to the room or furnishings. Loss or damage to Library property will result in assessed charges.
- All furniture must remain in the rooms, and no additional furniture may be brought into the rooms.
- The Library is not responsible for any property left unattended in the study rooms.
- At the Downtown Library, Study rooms are available unless reserved for Project READ or otherwise reserved by Library staff. During available hours, rooms may not be reserved and no sign up is required – the rooms are available on a first come, first served basis.
- At the Downtown Library, rooms are reserved for use by Project READ learners and tutors from 3 pm to 8 pm Monday through Thursday.
- At the Downtown Library, individuals may use study rooms, but will be asked to vacate when a group of two or more individuals requests to use the rooms.
- Failure to comply with these guidelines may result in loss of study room privileges.