



SANTA CLARA COUNTY LIBRARY POLICY AND PROCEDURE MANUAL

Number: 8.5

Pages: 2

Date: //2026

Replaces:

Form:

Next update:
1/1/2026

Index Term:

Reference:

Policy Author:
Deputy County
Librarian

SUBJECT: TECHNOLOGY & INTERNET POLICY

PURPOSE STATEMENT

The Santa Clara County Library District (SCCLD) works to create a world in which access to knowledge, resources, and opportunities is available to all. To realize this vision, SCCLD provides access to public computers, devices, and Internet services, ensuring that all residents can belong, connect, and discover.

By using SCCLD's wireless access and/or library equipment, patrons agree to follow all applicable local, state, and federal laws.

Public Computers (PCs) & Internet Access

SCCLD provides access to public computers and other devices for library software and Internet use. Staff may provide basic help but cannot offer in-depth- technical support.

- Users may expect a reasonable degree of privacy, though complete privacy is not possible in public spaces.
- SCCLD may limit computer use by setting maximum daily time.
- A valid SCCLD library card in good standing is required. Adult library cards cannot be used in Children's areas. Each patron must use their own card or a guest pass.
- Guest passes are available for patrons who choose not to register for a library card. They are time-limited- and otherwise follow the same usage rules as library cards.
- Patrons are responsible for saving their work to personal storage or the cloud.
- Only library provided- software may be used.
- SCCLD assumes no responsibility for claims or damages resulting from computer or Internet use.
- SCCLD does not monitor individual Internet use.
- Devices in Children's areas include filtering software to help block inappropriate content. Parents and guardians are responsible for guiding their children's Internet use. As children using the Internet without supervision may encounter unsuitable material, SCCLD encourages families to discuss safe and responsible Internet use.
- Viewing illegal material is prohibited. Attempts to show material displayed to a passerby are not permitted.

Online Forums

SCCLD provides moderated online forums for reviews, reading recommendations, library news, and related topics.

- Comments must be respectful, on-topic-, and lawful.
- Comments that are unlawful or promote/oppose political candidates, ballot measures, businesses, or commercial transactions may be removed.
- SCCLD does not endorse external links, organizations, or products referenced in comments.



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- Comments from children under 13 are not allowed per the Children's Online Privacy Protection Act (COPPA).
- SCCLD may reproduce comments in other venues with identifying details removed.

Wireless Access (Wi-Fi)

Wireless access is provided as a free public service on an as-is basis. Staff may provide general guidance but cannot configure or troubleshoot personal devices.

- Wireless connections are not secure and may be monitored, captured, or altered by others. Risks include viruses, malware, data loss, hacking, snooping, and device failure.
- The Library does not monitor or track online activity of those using the free public wi-fi.
- Patrons are solely responsible for protecting their information and equipment. SCCLD is not responsible for compromised data, hardware damage, or other security risks. Users are strongly encouraged to maintain up-to-date antivirus protection.
- Printing wirelessly to library printers -requires a valid SCCLD library card or guest pass.
- The network may be unavailable due to maintenance or downtime.

All user activity on library computers, other devices, and networks should follow local, state and federal laws, including but not limited to the issues noted specifically below:

- SCCLD adheres to the legal standards established in the California Penal Code, Chapter 7.5, Sections 311-312.7 prohibiting the public display of obscene and harmful material. The viewing of obscene and harmful material on a computer screen in a public area, such as a library, constitutes public display and is therefore prohibited.
- Libraries are open to and used by children and viewing obscene and harmful material in the presence of a minor is illegal (California Penal Code 313.1). Additionally, it is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct. Anyone who does so is subject to federal criminal prosecution under the Protection of Children Against Sexual Exploitation Act of 1977 (18 USC 2252).
- Copyright law (United States Code Title 17) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as allowed under the principles of "fair use." Patrons are responsible for determining whether their use of copyrighted materials is lawful. Library staff are not permitted to provide guidance on whether the use of Internet content or other intellectual property qualifies as "fair use."