POLICY # 320 – Use of Artificial Intelligence Technology
Approved by the Board of Trustees 12/12/2024

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Policy Statement:
Any use by staff of artificial intelligence technologies, or any adoption of software or devices powered by such technologies, must be in keeping with the Library's stated values and mission to its community.

Regulations:

AIIP (AI-produced intellectual property) can be useful as first drafts or starting points for informational text and illustrations. Limitations in AI technologies require staff to carefully review AIIP and edit appropriately to ensure it meets the Library's values:

- AIIP may not be used in any Library policy, procedure, or report.
- AIIP is permitted in Library publicity or communications materials under limited circumstances:

  o The AIIP is based on a well-defined dataset, such as answers to frequently asked questions.
  o The communication is brief and transient, that is, not expected to be valid or used for more than 24 hours.

- After more than 25% of an AIIP item is edited, it is credited in its entirety to the human author of the final, published or presented IP.
- AI technologies are not ends to themselves and should not be deployed when human-based interactions are more appropriate
- Patron data may not be used for AI datasets.
- All AIIP is reviewed for appropriateness of tone and language and fact-checked to ensure accuracy of information:
  o Staff are individually responsible for reviewing, fact-checking, and quality control for AIIP they use in their workflows.
  o It is not a defense in progressive discipline actions to assert an AI technology has responsibility for errors in AIIP.
  o AI technologies are used in a way that supports equity and avoids biases. Staff using AI technologies are individually responsible for identifying and mitigating potential biases in AIIP.
- Any concerns or incidents related to the misuse or malfunction of AI technologies are reported to the Systems Administrator who shall investigate reported issues and take appropriate action.

Violation of this policy may result in disciplinary action.