

Oscar Grady Public Library

Artificial Intelligence (AI) Use Policy

I. Purpose

This policy establishes guidelines for the responsible, ethical, and secure use of artificial intelligence (AI) tools—including chatbots, generative AI software, and wearable AI devices—by library staff. It aims to balance innovation and efficiency with the protection of patron privacy, data security, and information integrity.

II. Definitions

Artificial Intelligence (AI): Software capable of simulating human cognitive tasks such as understanding language, recognizing patterns, and making decisions.

Generative AI: Systems that can create new content based on user prompt inputs such as text, images, or code (e.g. ChatGPT by OpenAI, Claude by Anthropic, Gemini by Google, etc.).

AI Hallucinations: Generative AI that provides an output that is inaccurate, misleading, or completely fabricated.

Machine Learning: A subset of AI where systems learn from historical data rather than being programmed for a specific outcome (e.g. recommendations made by services like Netflix, Spotify, and Amazon based on historical viewing of their content; virtual assistants).

AI Tools: Software or devices that generate, analyze, or modify content using machine learning or automated processes (e.g. chatbots, image generators, transcription tools).

Wearable AI Devices: AI-enabled devices worn on the body (e.g. smart glasses and audio assistants).

Sensitive Data: Includes personally identifiable information (PII), patron records, staff records, financial data, and any confidential or proprietary library information.

III. Acceptable Uses

Library staff may use approved AI tools to support work tasks, including:

- Drafting, editing, and summarizing text that does not contain personally identifiable information (e.g. emails, reports, procedures, policies, marketing content)
- Generating ideas (e.g. library programming, services, collections)
- Generating and editing images (signage, brochures, and other material not under copyright)
- Reference services; providing that staff vet content for accuracy, provide the cited source, and disclose the use of the AI tool used

All AI-assisted outputs must be reviewed by staff for accuracy and source identification prior to use. AI should be used as an assistive tool, not a replacement for professional judgment.

IV. Prohibited Uses

Library staff may not:

- Use personally identifiable information, confidential, or proprietary data into AI tools
- Use AI tools to make official decisions without human review
- Present AI-generated content as verified fact without validation
- Use wearable AI devices equipped with audio or visual recording capability or facial recognition

V. Considerations for Library AI Use

All AI tools used by Library staff must be approved by the Library Director. The Library Director must consider the following when deciding on the appropriateness of AI use:

a. Data Privacy and Security

- Does the AI tool inherently violate the Library's Privacy Policy?
- Does the AI tool meet Monarch Library System security standards?
- Does the AI tool retain or use input data for training, improvement, or resale?

b. Accuracy and Misinformation

- Does the AI tool sometimes provide errors or fabricated information ("hallucinations")?
- Can Library staff easily identify the source and full text of AI generated information for vetting content prior to sharing publicly?

c. Intellectual Property and Copyright

- Does AI-generated content mimic or infringe on copyrighted works or licenses without permission?

d. Wearable AI Devices

- Does the wearable AI device accommodate a disability? Wearable AI devices may not be used if they have the ability record audio, video, or images. An exception may be made in instances where the device accommodates a disability.

Approved by the Oscar Grady Public Library Board of Directors (June 2026). Drafted with the assistance of ChatGPT on March 23, 2026.