Carter Lake Public Library

Artificial Intelligence Policy

Purpose and Scope

The Carter Lake Public Library recognizes the potential of artificial intelligence (AI) services to enhance workflow and productivity for both patrons and staff. However, the library also acknowledges that irresponsible use of AI can lead to significant issues. Therefore, Carter Lake Public Library is committed to using AI responsibly and ethically. The purpose of this policy is to provide a general guideline for staff usage and collection maintenance that aligns with the Library's commitment to patron privacy, transparency, and providing accurate information.

Definitions

Generative Artificial Intelligence (AI) - Generative Artificial Intelligence is a type of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code, and more, based on user-generated prompts.

Hallucinations – Due to the generative architecture of current AI systems, hallucinations are the AI system's tendency to generate responses to queries that are inaccurate, misleading, or completely fabricated.

Query – The act of typing a prompt into an AI system or search engine to receive information. Prompt – A question, statement, or demand issued to an AI system.

General Usage Rules

Library staff may use approved AI services in their work duties under the following conditions:
AI usage must comply with all applicable laws, regulations, and Library policies.
AI will not be used to deceive, manipulate, mislead, misrepresent, or otherwise create or falsify information in any conceivable manner.
Employees must disclose when AI is used in all business or reference transactions.
Staff must cross-reference any AI-generated response to ensure factual accuracy and critically evaluate AI responses to identify and mitigate any biases or hallucinations present in the model.

Transparency & Attribution

Employees are expected to utilize AI tools with integrity, honesty, and respect for individual rights and privacy. When AI is used in the creation of original content, acknowledgement of the role AI played in the creation process is required. Examples of such content may include:

- Social media posts;
- Marketing materials;
- Web design; and
- Published written statements or missives.

No attribution statement is required for using AI solely to correct spelling or grammar in original works or for generating inspiration for original creations. Examples of AI-generated inspiration may include:

- Brainstorming;
- Generation of ideas or examples that are further developed and refined;
- Aiding in research on a topic as a starting point; and
- The utilization of AI-generated content as individual components within a larger original work, wherein those components were further edited.

A.I. Generated Materials Policy

The library is committed to maintaining a collection that reflects human creativity, knowledge, and expertise. As such, the library seeks to avoid purchasing, acquiring, or accepting donations of books that are primarily generated, authored, or written by artificial intelligence.

AI-generated content inadvertently added to the collection will be labeled as such in the catalog record but will not be weeded unless it meets one or more criteria for weeding (poor circulation, damaged, superseded, etc.).

This policy ensures that our collection upholds quality, authenticity, and intellectual integrity for our community.

Prohibited Uses

AI services may not be used for any Human Resources functions. This includes, but is not limited to, the drafting, analysis, or decision-making regarding:

- hiring, recruiting, or promotions;
- performance reviews;
- disciplinary actions;
- benefit determinations; or
- sensitive employee records.

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