



# Artificial Intelligence Use Policy

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## **Purpose**

The purpose of this policy is to outline the rationale, principles and guidelines for the use of Artificial Intelligence (AI) technologies within the St. Charles Public Library. This policy ensures that AI is used ethically, responsibly, and in a manner that enhances library services while protecting the privacy and rights of library staff and patrons.

## **Scope**

This policy applies to all employees who use AI tools for authorized business purposes. AI tools and applications used by Library employees during their work include chatbots, recommendation systems, data analysis tools, and any other AI-driven technologies.

## **Guidelines**

Not all AI tools are approved for use in the workplace. Continuous monitoring and regular audits of AI systems will be performed to maintain their integrity and effectiveness. Management will provide staff with a list of the AI tools approved for use in the workplace.

The use of AI may not be suitable for all tasks and work functions. Examples of acceptable use of AI include the following job functions:

- To assist patrons with any AI-related queries or to demonstrate AI technology
- To generate ideas, lists, and recommendations for routine work
- To draft presentations and training documents
- To conduct basic research
- To edit documents for grammar, typos, and clarity
- Image generation and editing

Employees should not have an expectation of privacy when using AI in the workplace. The employer retains the right to monitor all employee use of AI tools. Additionally, the following rules and regulations will apply when using AI:

- The employee should log into AI tools with their organization-provided email address.
- The employee should not enter any confidential information (including personal/proprietary information) into an AI Tool.
- Employees should not enter any offensive, discriminatory, or inappropriate content into an AI Tool.
- Employees should closely review any output generated by AI before using. This should include reviewing that AI has not generated any content in violation of the employer's anti-harassment/EEO policies, in violation of copyright law, and that no confidential information has been disclosed and that the information generated is accurate.
- Employees should allow AI to track their prompt history. Prompt history should not be erased or tampered with.
- Employees should not use AI to conduct, engage in, or solicit illegal activities.
- Employees should be aware of and respect copyright laws.
- Employees should not use AI alone to make employment decisions. This includes decisions regarding the hiring, discipline, suspension, termination, promotion, demotion or salary increase/decrease of employees. AI should not be used to evaluate or conduct performance reviews.
- Employees should not input personal information into AI, whether their own or that of a co-worker, patron, or vendor.
- Employees should not represent AI work as their own.

**Training**

Library staff will receive training on the ethical use of AI, privacy protection, and how to assist patrons in using AI tools. Ongoing education will be provided to keep staff updated on new developments and best practices in AI.

Board Approved: 9/2024