

Hastings Public Library

Staff AI Usage Policy

Purpose

Usage of Artificial Intelligence (AI) services has become much more prevalent in both private and business settings since 2023. There are many potential uses for AI at the Hastings Public Library (the “Library”), including idea generation, proofing, data analysis, marketing material development, and more. Considering the proliferation of AI tools and the potential upside for Staff, the Library Board of Trustees has established guidelines to enable the use of AI within specific guardrails.

AI systems often save interaction data in order to “learn” and improve. AI is also adept at inferring based on the data provided to it. Additionally, so many AI tools are now available, with new ones launching weekly, understanding their privacy policies, security practices, and whether they are “legitimate”, is difficult to manage. For these reasons, it is crucial that Staff follow these guidelines in order to protect the privacy of patrons and their data, as well as the Library itself.

Approved AI Tools

To limit risk to the Library, its data and systems, and patron data, Staff may use the AI tools listed separately in TEC_6 Approved AI Tools in the course of performing assigned duties. These tools have been vetted to understand how they use data and how they protect user privacy. The Library Director may update the approved list as needed when new tools become available and old ones are deemed no longer viable.

If staff wishes to use a tool not on the approved list, they should discuss it with the Director or Assistant Director before utilizing it.

Using AI Tools

The Library does not pay for AI accounts as of October 2024 when this policy was approved, so all AI tool use is based on accessing whatever publicly available free version exists. If the Library subscribes to any specific service in the future, staff needing access will be provided login credentials.

Free access to AI tools typically comes with usage limitations such as the number of requests within a specific timeframe. Staff should not use AI tools from work for personal inquiries to ensure the tools are available for Library needs.

Registering with AI Tools

Most AI tools will require an account for access. Staff can use their library email as needed. If a service can be used anonymously without severely limiting access, that is preferred.

After registering, staff should go to account settings and opt out of any data tracking/storage if possible. If the AI tool offers an option to not “learn” or “train” from its interactions, enable that as well. Any option to limit the amount of information and length of time information is saved should be enabled.

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Appropriate Tasks for AI Usage

This list includes examples of appropriate situations, tasks, and projects where AI might be leveraged. The list is not exhaustive. If a new use is discovered that aligns with these examples, please proceed. If a unique or novel usage is identified, staff should review it with the Director or Assistant Director before implementing.

- Generating programming ideas and/or names
- Generating marketing blurbs promoting programs and the Library
- Generating inspirational ideas or writing prompts
- Rewriting existing marketing or other content, such as job descriptions, policies, procedures, etc.
- Generating generic imagery, signs, posters and other marketing materials
- Generating alt-text for images used online
- Searching and/or summarizing the web, such as looking for information for a patron or finding material recommendations
- Generating summaries of uploaded documents (see Rules related to documents)

Rules for AI Usage

To protect the integrity of the Library's systems and data, and patron privacy, these usage rules must be followed.

1. Never provide any patron identifiable data to an AI, including names, addresses, card numbers, ages, etc.
2. Never provide any Library specific data to an AI that is not already publicly available.
3. Always review and validate AI generated results.
4. When providing results to patrons that were generated with AI, ensure patrons understand that AI was used.
5. When uploading documents to be analyzed or summarized, ensure the documents do not contain any personally identifiable information or Library data as in #1 and #2 above. When asking an AI to analyze any datasets, ensure the data has been anonymized.
 - a. Documents should be checked not only for content, but for data about the document (metadata), such as who created it.