

Artificial Intelligence (AI) for Staff Use Policy

Purpose

Scenic Regional Library recognizes that artificial intelligence (AI) tools can improve efficiency, support creativity, and assist employees with their work.

Appropriate Use

Staff may use AI tools approved by the Library for legitimate Library business, including but not limited to:

- Brainstorming and developing ideas;
- Drafting, revising, or improving written materials;
- Creating outlines, templates, surveys, and other working materials;
- Summarizing information and assisting with routine data analysis;
- Assisting with research;
- Creating or modifying graphics and other creative materials.

The Library will maintain a list of approved AI tools and any requirements for their use.

Human Review and Accountability

AI-generated content may be inaccurate, outdated, biased, incomplete, or fabricated. Staff using AI tools should exercise professional judgment and review outputs for accuracy before using or sharing it and verify important information through reliable sources.

Staff shall review AI-generated content before use or distribution to ensure it complies with library policies and copyright law, does not disclose confidential information, and is accurate, current, and unbiased.

Staff remain responsible for work produced with AI.

AI must not replace professional judgment or be used to make employment decisions, including hiring, termination, promotion, or performance evaluations.

Staff must not rely on AI for legal advice or professional legal judgment.

Privacy and Data Protection

Staff shall not enter customer names, contact information, borrowing history, or any other personally identifiable information into any AI tool. Patron information must be anonymized before submission.

Employee personal information, passwords, security information, and other confidential or sensitive Library information may be entered into an AI tool only if the tool has been specifically

approved to handle that type of information and the Director or Assistant Director has explicitly authorized the use of that information for the specific project or task.

Attribution

Employees should acknowledge AI use when it makes a significant contribution to content published or distributed by the Library, including images created or substantially modified using generative AI. Attribution is not necessary for routine uses such as brainstorming, editing, or grammar and spelling assistance.

The following are examples of AI attribution language:

Draft generated by GPT-5.6 Sol; edited and verified by John Doe, Branch Manager.

Image generated (or modified) by Canva AI 2.0.

Library Records and Retention

AI prompts and outputs are subject to the same retention rules as other Library records.

Definitions

Artificial Intelligence (AI): Technology that enables computers and other systems to perform tasks that typically require human intelligence, such as understanding information, solving problems, learning, and creating content.

AI Hallucination: AI-generated information that is false, misleading, incomplete, or fabricated but presented as though it were accurate.

Generative AI: AI systems that generate new content, such as text, images, audio, or other materials, in response to user prompts.

Private AI: An AI tool provided through an approved organizational or enterprise account with privacy and security protections that restrict how information is accessed, stored, or used.

Public AI: AI tools available to the public where information entered may be stored, reviewed, or used to improve or train the service, depending on the tool and its settings. Examples include consumer versions of ChatGPT, Claude, Gemini, and Copilot.