

Jaffrey Public Library Employee Use of Artificial Intelligence (AI) Policy

Purpose and Scope

The library will prioritize a human-centered approach for public services.

This policy outlines the rationale, principles, and guidelines for the use of Artificial Intelligence (AI) technologies within the Jaffrey Public Library. Its purpose is to ensure that AI is used ethically, responsibly, and in a manner that enhances library services, improves user experiences, and optimizes library management, while protecting the privacy and rights of library staff and patrons.

This policy applies to all employees who use AI tools for authorized business purposes within the Library. Employee use of AI will adhere to all existing policies of the Jaffrey Public Library.

General Principles and Ethical Use

- **Privacy and Data Protection:** Use of AI systems will adhere to the library's strict data privacy regulations to protect personal information. Measures will be taken to ensure that no confidential information is disclosed.
- **Bias and Fairness:** Measures will be taken to prevent discriminatory outcomes resulting from algorithmic biases.
- **Legal and Regulatory Compliance:** All AI uses will comply with current laws and regulations relevant to library operations. This includes being aware of and respecting copyright laws.

Acceptable Use

- 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.
- The use of AI may not be suitable for all tasks and work functions. Examples of acceptable use of AI include:
 - To assist patrons with any AI-related queries or to demonstrate AI technology.
 - To draft presentations and training documents.
 - To edit documents for grammar, typos, and clarity.
 - To generate/edit images/video.
 - To improve workflow management and automate routine tasks and simplify tedious work.
 - To digitize and archive old texts and manuscripts, making them searchable and more accessible.

Employee Responsibilities and Prohibitions

- **Login Protocol:** Employees should log into AI tools with their library-provided email address.

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- **Confidential Information:** Employees should not enter any confidential information (including personal/proprietary information) into an AI tool. This specifically means employees should not input personal information into AI, whether their own or that of a co-worker, patron, or vendor.
- **Inappropriate Content:** Employees should not enter any offensive, discriminatory, or inappropriate content into an AI tool.
- **Review and Verification of Output:** Employees should **closely review any output generated by AI before using**. This review should include verifying that:
 - AI has not generated any content in violation of library policies and state/federal regulations.
 - Content is not in violation of copyright law.
 - No confidential information has been disclosed.
 - The information generated is accurate.
- **Prompt History:** Employees should allow AI to track their prompt history. Prompt history should not be erased or tampered with.
- **Illegal Activities:** Employees should not use AI to conduct, engage in, or solicit illegal activities.
- **Transparency and Attribution:** Employees should not represent AI work as their own. Any use of AI requires a citation/acknowledgement of its use.
- **No Expectation of Privacy:** 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.

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.

Disciplinary Measures

Violations of this policy will be investigated and may result in disciplinary action, up to and including termination of employment. The severity of the disciplinary action will be determined based on the nature and severity of the violation.

Policy Review

Due to the very nature of AI, this policy may be considered a living document as it is not feasible for this policy to be updated in the same manner as other established library policies. This policy will be reviewed at least every six months by the Board of Trustees to adapt to new developments.

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