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| Title: | Using Artificial Intelligence Policy | Policy Number: 400-15 |
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| Approval By: | | |
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PURPOSE

This policy outlines the principles and guidelines for the use of Artificial Intelligence (AI) technologies within the Library. The aim is to enhance library services while ensuring ethical practices, user privacy, and equitable access.

SCOPE

This policy applies to all employees of the Sault Ste. Marie Public Library and any third-party vendors that provide AI technologies or services to the Library.

DEFINITIONS

Artificial Intelligence (AI) – Technology that simulates human intelligence processes, including learning, reasoning, and self-correction.

POLICY STATEMENT

This policy ensures that the integration of AI technologies in public libraries enhances services while prioritizing ethics, privacy, and inclusivity.

The Library may use AI technology to enhance its services through its website, catalogue and other online services.

Library staff may utilize AI technology to assist them in their daily tasks, including research, content generation, and data analysis. AI tools may be used to enhance efficiency and support informed decision-making.

ETHICAL USE OF AI

Library staff will use AI technologies that comply with copyright laws and respect the intellectual property rights of authors and creators.

Any content produced with the assistance of AI must be reviewed, edited, and attributed appropriately to ensure it meets the Library's standards for originality and quality.

Staff members are responsible for the accuracy and integrity of the information they present, and they must ensure that any use of AI technology aligns with ethical guidelines and the Library's mission.



PRIVACY AND DATA USE

Library staff are strictly prohibited from inputting sensitive or personal information into any AI systems. This includes, but is not limited to, personally identifiable information, health data, financial information, and any other data that could compromise privacy or confidentiality of the organization or its users.

User data must be handled with the utmost care to protect privacy. AI systems that staff use must comply with all applicable laws regarding data protection.

Personal data collected through Library AI tools should be minimized and only used for the purposes of enhancing library services. Whenever possible, data collected through AI systems will be anonymized and aggregated to protect individual user identities.

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy

300-22 Website Policy

400-04 Internal Internet Usage Policy