



Artificial Intelligence Tools Policy

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Artificial Intelligence tools (“AI tools”) and large language models have the potential to enhance services, streamline operations, and improve user experience. However, these tools also present ethical, privacy, and security risks that must be addressed responsibly. The Baldwin Public Library (BPL) adopts this policy to ensure all use of AI tools aligns with our core values, including intellectual freedom, equitable access, transparency, and the protection of patron privacy.

Scope

This policy governs all use of AI tools within BPL, including staff operations, patron-facing technologies, programming, and AI-enabled features embedded in third-party vendor products. AI tools include, but are not limited to, chatbots, content generators, transcription services, and automated recommendation engines.

Ethical Principles

- **Privacy Protection:** Protecting patron privacy is paramount. BPL staff entering data or queries into AI tools must adhere to all applicable privacy laws and regulations, including Michigan’s Library Privacy Act (Act 455 of 1982). BPL maintains confidentiality of patron records and will not disclose information obtained through the library record for use in AI tools.
- **Accountability:** AI tools assist but do not replace human expertise. BPL staff remain responsible for all final work products and must validate AI-generated outputs for accuracy and bias before public dissemination.
- **Transparency:** BPL will disclose when AI tools play a significant role in creating public-facing content or services.

Operations & Staff Use

- **Vetting:** The Library Director must approve all AI tools before staff use. Staff must complete training on ethics, privacy, and bias mitigation prior to utilizing these tools.
- **Integrity:** BPL staff members will utilize AI tools with integrity, honesty, and respect for individual rights and privacy. This includes proper vetting of the AI tool’s output, and assurance that data used in algorithms is within the intended use of the AI tool. BPL will not publish content created or assisted by AI tools without verification by employees.
- **Attribution:** Public-facing materials require an attribution statement if AI tools were used to generate the core content. No attribution is required for routine editing, grammar correction, or internal brainstorming.
- **Surveillance:** BPL prohibits the use of AI tools for facial recognition or tracking patron behavior without explicit consent and clear legal authority.

Collections & Vendor Standards

- **Physical & Digital Content:** BPL staff will evaluate AI-generated materials and materials generated with assistance from AI-tools in accordance with its *Collection*

Development and Maintenance Policy. BPL will suppress exclusively AI-generated material from subscription databases and eBook and eAudiobook platforms whenever technically possible to maintain quality standards.

- **Vendor Accountability:** BPL requires vendors to provide transparent documentation of their AI logic and data retention practices. The Library Director will review the AI privacy protections of any third-party service before implementation.

Patron Support & Digital Literacy

- **Reference Standards:** BPL staff will not use AI tools to provide legal, medical, or financial advice to patrons. BPL staff will provide patrons with directions to use verified, professional reference standards.
- **Community Education:** BPL supports digital literacy by providing resources and programming to help patrons navigate the benefits and risks of emerging AI technologies.
- **Equity:** BPL staff will monitor AI impacts to ensure these tools do not reinforce bias or create barriers for underserved populations.

Governance

This Policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI tools under this Policy must comply with the relevant policies, internal controls, and BPL guidelines, including but not limited to BPL's *Privacy Policy* and *Electronic Device, Network, and Internet Use Policy*.