

Artificial Intelligence (AI) Policy

The Kingston Community Library is committed to introducing new information technologies to the community. This policy establishes Library procedures for the ethical and transparent use of AI technologies for serving library patrons in Kingston.

As outlined in the internal document, *Kingston Community Library Personnel Manual*, AI may be used to enhance library services and improve user experience. AI use by staff may include, but is not limited to, workflow management, information retrieval and management, cataloging and classification, policy and procedure, training and education.

To maintain patron privacy in accordance with [RSA 201-D:11](#), the library will never knowingly provide any patron identifiable data -- including names, addresses, card numbers, ages, etc. -- to any AI system. Library administration will work with third-party vendor platforms -- such as those that maintain their card-catalog, research databases, and online ebooks -- to determine how they use AI in their programs. To the extent possible, the library always will limit the release of confidential patron data to such systems as expressed in the [Code of Ethics](#) of the American Library Association and the [Library Bill of Rights](#).

Library staff will review and validate AI generated results to guarantee the integrity of information they share with the public in. When providing information that was generated with AI, staff will provide clear disclosures about its use. Staff will carefully monitor AI generated material for bias, misinformation and hallucinations. Concerns about AI output should be brought to the Library Director so that appropriate action, including the removal of material, or the retraining of AI, can be addressed.

Programs, displays and exhibits at the library may include AI generated work. All artists who hang their work at the library must disclose if AI was used in the creation of their work and submissions are subject to review for copyright compliance. All presenters, similarly, must disclose if AI was used in the creation of music, PowerPoints, and other presentation media.

Kingston Community Library's professional librarians continually will receive professional development in the latest iterations of AI technology. We are committed to the teaching of AI through an [information literacy](#) lens. KCL will provide training to the public through classes, newsletter articles, and other forms of information sharing, addressing the benefits and detriments of AI in society.

Please see the library's Collection Development Policy for information about the acquisition of AI materials for the library's collection.