

AI (Artificial Intelligence) Usage Policy

The Kingston Community Library uses Artificial Intelligence (AI) technology to enhance library services and improve user experiences. AI use may include, but is not limited to, workflow management, information retrieval and management, cataloging and classification, policy and procedure, training and education.

To limit risk to the Library, its systems and data, staff may use AI tools as described in this section. The following AI tools are currently permissible for use by employees under the guidelines below: Canva, ChatGpt, Gamma, and Google. The Library Director may update the approved list as needed when new tools become available and old ones are deemed no longer viable. If staff wishes to use a tool not on the approved list, they should discuss it with the Director or Assistant Director, who will vet and approve it as appropriate.

Most AI tools will require an account for access. Staff can use their library email as needed. If a service can be used anonymously without severely limiting access, that is preferred. After registering, staff should go to account settings and opt out of any data tracking/storage, if possible. If the AI tool offers an option to not “learn” or “train” from its interactions, choose that as well. Any option to limit the amount of information and length of time information is saved should be enabled.

This list includes examples of appropriate situations, tasks, and projects where AI might be leveraged. If a unique or novel usage is identified, staff should review it with the Director or Assistant Director before implementing.

- Generating programming ideas and/or names
- Generating marketing blurbs promoting programs and the Library
- Generating inspirational ideas or writing prompts
- Rewriting existing marketing or other content, such as job descriptions, policies, procedures, etc.
- Generating generic imagery, signs, posters and other marketing materials
- Generating alt-text for images used online
- Searching for and/or summarizing websites, such as looking for information for a patron or finding material recommendations
- Generating summaries of uploaded documents not proprietary of the library and not including specific patron information

To protect the integrity of the Library’s systems and data, and patron privacy, these usage rules must be followed.

1. Never provide any patron identifiable data to an AI, including names, addresses, card numbers, ages, etc.
2. Never provide any Library specific data to an AI that is not already publicly available.

3. Always review and validate AI generated results.
4. When providing results to patrons that were generated with AI, ensure patrons understand that AI was used.
5. When uploading documents to be analyzed or summarized, ensure the documents do not contain any personally identifiable information or Library data as in #1 and #2 above. When asking an AI to analyze any datasets, ensure the data has been anonymized. Documents should be checked not only for content, but for data about the document (metadata), such as who created it.