POLICY 350
ARTIFICIAL INTELLIGENCE (AI)

The purpose of this policy is to outline Artificial Intelligence (AI) guidelines to ensure responsible and effective use by Lisle Library District (LLD) staff. These guidelines apply to all AI tools staff may use when programming, developing the collection, marketing, conducting data analysis, and other Library business. AI use by staff must align with this policy and other LLD policies.

A. AI Definition (NASA.gov)

NASA uses the AI definition found within Executive Order (EO) 13960, which references Section 238(g) of the National Defense Authorization Act of 2019. Artificial intelligence refers to computer systems that can perform complex tasks normally done by human reasoning, decision making, creating, etc. There is no single, simple definition of artificial intelligence because AI tools are capable of a wide range of tasks and outputs. AI can be defined as:

- Any artificial system that performs tasks under varying and unpredictable circumstances without significant human oversight, or that can learn from experience and improve performance when exposed to data sets.
- An artificial system developed in computer software, physical hardware, or other context that solves tasks requiring human-like perception, cognition, planning, learning, communication, or physical action.
- An artificial system designed to think or act like a human, including cognitive architectures and neural networks.
- A set of techniques, including machine learning that is designed to approximate a cognitive task.
- An artificial system designed to act rationally, including an intelligent software agent or embodied robot that achieves goals using perception, planning, reasoning, learning, communicating, decision making, and acting.

B. Responsibility, Privacy, & Security

The LLD shall protect patron, Trustee, staff, and organizational data at all times. AI use must comply with applicable laws, including but not limited to the Library Records Confidentiality Act (75 ILCS 70/1), and Federal/State data protection and privacy regulations. LLD staff are responsible for all LLD work produced using AI. LLD staff may not enter the following LLD-related data into AI tools:

- Any personally identifiable patron/Trustee/staff information such as names, addresses, library card numbers, or any circulation/registration data which is confidential under the Library Records Confidentiality Act
- Images of LLD patrons, Trustees, and staff
- Human resources data
- Financial information
- Security data
- Confidential organizational information
- Proprietary or vendor-restricted data

LLD staff may not connect AI tools to LLD systems, databases, or third-party platforms without approval from the LLD Director.

C. Staff Obligations

AI tools may be useful for a variety of low-risk work tasks such as summarizing data, brainstorming, grammar or spelling corrections, idea development, data analysis, or creating graphics. However, staff may not use AI tools to replace or significantly shoulder work related to their position. AI shall not replace the creative, analytical, or professional expertise of staff.

1. **Patron disclosures**

   As with all reference transactions, staff should cite or reference all sources used to provide an answer. If an AI tool is used for an answer, staff shall disclose to patrons if the tool was used in part, or in full, for the answer.

   a. Staff should relay that answers produced by AI tools such as AI summaries, are highly susceptible to errors.
   b. Reviewing information for errors or bias is a staff obligation for all reference transactions.

2. **Low-risk Work Tasks**

   a. When using AI tools for routine tasks, staff must still carefully consider the inputs and reliably inspect the outputs before sharing information.
   b. Staff must always verify the accuracy of the information as well as check for copyright/plagiarism issues.

3. **Employment Decisions**

   Staff shall not solely utilize AI to make employment decisions.

   a. AI will not be used to evaluate or conduct performance reviews.
   b. For hiring, discipline, termination, promotion, or salary-related decisions, staff may utilize AI tools for low-risk work tasks as outlined in Section C's introduction.

4. **Prohibited Uses**

   a. Staff may not create deepfakes or any content designed to mislead the public.
   b. Staff may not share or submit AI-generated work as entirely human-created.

5. **Attribution**

   Attribution is not required when AI is used for low-risk work tasks. However, if AI is used to substantively[1] create works or products such as, but not limited to, social media posts, flyers/posters, or official reports, acknowledgement of AI use is required.

   a. When attribution is required for written work (including any graphics), staff shall name the AI tool/version and properly reference it within the work.

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1 *If AI is used 30% or more in the work, it crosses the threshold from primary human ownership to giving the AI substantially more control and/or it being considered primarily AI-generated content (pubsonline.informs.org; paper: tinyurl.com/4fevdp25).*

b. Images and videos that were substantively created by AI tools should embed the attribution within the image or video.

6. Breaches

AI incidents shall be reported to the LLD Director when:

- Confidential or personal data has been inputted into an AI tool.
- A data breach is suspected.
- A security concern is recognized.
- Inappropriate, harmful, or biased AI content has been used in LLD work.
- AI-generated content has not been properly attributed.

7. Collection Development

The LLD respects the intellectual property of human authors and creators. Currently, the LLD is not actively collecting materials that are wholly AI-generated. Because AI technology can be used to partially create content, such as using AI-generated audio aid for books created by humans, some materials in the LLD collection may have some AI content.

a. If LLD materials have any AI-generated content, they are evaluated using criteria used for all items in the collection per LLD Policy 500: Collection Management.
b. If an LLD cardholder requests an item that is AI-generated (in part or in full), and there is significant community interest, the LLD may select such an item for the collection, or interlibrary loan the item for the patron. Should an item be added to the collection that has AI content, an informative label will be added to the item indicating that the item was added to the collection per patron/community interest, with a note about the LLD's collection policy, and about its AI content.
c. AI tools may be utilized in assisting with collection analysis, selection, and weeding of materials. Relevant staff shall use their professional judgment to make purchase and deselection decisions in accordance with this policy and LLD Policy 500: Collection Management.

Adopted 08/12/26