

Artificial Intelligence Policy

Purpose and Scope

The Sayville Library recognizes the potential of artificial intelligence (A.I.) tools to be a transformative technology for both patrons and staff. The purpose of this policy is to provide a general guideline for staff usage which aligns with the Library's commitment to patron privacy, transparency, and providing accurate information.

Approved Tools & Privacy

The Sayville Library provides A.I. tools (Google Gemini and NotebookLM) to all staff members through the Library's Google Workspace accounts. To ensure Library data security and patron confidentiality, staff may only use Library-provided accounts for work purposes. These accounts do not share data externally or use prompts or responses for model training. Use of personal A.I. accounts for Library purposes is prohibited.

General Usage Rules

Library staff may use approved A.I. tools in their regular work duties under the following conditions:

- A.I. tools must comply with all applicable laws, regulations, and Library policies.
- A.I. will not be used to deceive, manipulate, mislead, misrepresent or otherwise create or falsify information in any conceivable manner.
- Employees must disclose A.I. generated answers in reference interactions.
- Staff must cross-reference any answers generated by A.I. tools to ensure factual accuracy.
- It is the expectation of all library staff to critically evaluate A.I. responses to identify and mitigate any biases or hallucinations present in the model.

Transparency & Attribution

When A.I. is used in the creation of original content, acknowledgement of the role A.I. played in the creation process are required. Examples of such content may include:

- Social media posts;
- Marketing materials;
- Web design; and
- Published written statements or missives.

No attribution statement is required for using A.I. solely to correct spelling or grammar in original works or for generating inspiration for original creations. Examples of A.I. generated inspiration may include:

- Brainstorming;

- Generation of ideas or examples that are further developed and refined;
- Aiding in research on a topic as a starting point; and
- The utilization of A.I.-generated content as individual components within a larger original work, wherein those components were further edited.

Prohibited Uses

A.I. tools may not be used for any Human Resources functions. This includes, but is not limited to, the drafting, analysis or decision-making regarding:

- hiring, recruiting or promotions;
- performance reviews;
- disciplinary actions;
- benefit determinations; or
- sensitive employee records.