



## **ARTIFICIAL INTELLIGENCE (AI) GOVERNANCE AND USE POLICY**

### **Policy# ESCML.103.ADM**

### **Approved: 05.20.2026**

#### **1. Purpose/Summary**

The Emma S. Clark Memorial Library (the “Library”) recognizes the emergence and rapid development of Artificial Intelligence (AI), including Generative Artificial Intelligence (GenAI), as technologies that may enhance library services, patron programs, and administrative efficiency. At the same time, AI presents legal, ethical, data privacy, equity, and cybersecurity considerations that require careful governance.

The purpose of this policy is to:

- Establish clear parameters for the responsible use of AI;
- Protect patron privacy and confidentiality in accordance with applicable law;
- Preserve professional and ethical standards of library service;
- Ensure AI is used to support, not replace, human judgment and professional librarianship.

#### **2. Definitions**

- **Artificial Intelligence (AI)** means a machine-based system that can, for a given set of human-defined objectives, ingest data and generate outputs such as predictions, recommendations, content, or decisions that influence real or virtual environments. AI may be embedded in commonly used software or may be provided through standalone tools or platforms.
- **Generative AI (GenAI)** refers to AI systems capable of generating large amounts of high-quality, human-like content, including text, images, audio, video, code, or data analysis, in response to a prompt, based on data on which it has been trained.
- **Patron Confidential Information** means any information relating to a patron's identity, library use, circulation records, program participation, or research inquiries, protected under New York Civil Practice Law and Rules (CPLR) §4509 and other applicable law.
- **Personally Identifiable Information (PII)** means information that can be used to identify, contact, or locate an individual, as defined under NYS Labor Law §203-d and other applicable law.



### **3. Scope or Use**

This policy applies to all Library patrons, employees, trustees, officers, contractors, consultants, and third-party vendors who use, access, procure, or implement AI systems in connection with the Library's programs or operations.

### **4. Use of AI**

Use of Library technology resources, including any AI tools provided or made available by the Library, is governed by applicable federal and state laws, and the Library's Computer and Internet Use Policy, Confidentiality of Library Records Policy, and Library Behavior Policy.

AI may be used to support analysis, drafting, or recommendations, but it shall not replace human professional judgment. Users remain fully responsible for the accuracy, integrity, and appropriateness of any work product they create, including work generated in whole or in part with AI assistance. Use of AI to fabricate information, engage in fraud, or generate inappropriate or harmful content is prohibited and subject to applicable disciplinary and legal consequences.

Any actual or suspected compromise, misuse, or unauthorized data disclosure arising from the use of AI tools must be reported immediately to the Library Director.

The Library may, in its discretion, make AI tools available for patron use through Library computers or programs. Staff retain professional discretion to determine whether, when, and how AI tools may be used in library programming or instructional contexts.

Where AI tools are made available for patron use:

- Patrons must comply with applicable Library policies and guidelines;
- Patrons must not input Personally Identifiable Information of others into AI systems;
- Patrons remain fully responsible for ensuring the accuracy, integrity, and appropriateness of content they produce; and
- Patrons may not use AI tools to generate illegal, harmful, harassing, or inappropriate content.

Users should be aware that AI tools may collect, store, and process information entered by users. Depending on the provider's terms of service and privacy practices, prompts, questions, and other content submitted to an AI system may be retained and used to improve the provider's products and services. In some cases, information entered into an AI tool could be reviewed by the provider or incorporated into future AI training processes.



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Because the Library does not control the data practices of third-party AI providers, the Library cannot guarantee the confidentiality of information entered into these tools. Users are strongly encouraged not to enter personal, confidential, sensitive, proprietary, or otherwise private information when using AI tools. By using such tools, patrons acknowledge that information submitted to those AI services may be subject to the policies and practices of the AI platform.

The Library may, in its discretion, make AI tools available for Employees to enhance productivity, drafting, research, data analysis, program planning, or operational efficiency. Because information entered into AI platforms may be retained, stored, transmitted to third parties, or used for model training, under no circumstances shall any Library staff member, contractor, or agent input the following into any AI system:

- Patron Confidential Information;
- Personally Identifiable Information;
- Employee confidential or personnel records;
- Disciplinary or investigative materials;
- Any other proprietary, sensitive, or confidential Library information.

All AI-generated content must be carefully reviewed and validated by the employee prior to use, distribution, or inclusion in any Library official communication or decision. Employees remain fully responsible for the accuracy, integrity, and appropriateness of any work product they produce, regardless of whether AI tools were used.

## **5. COPYRIGHT AND INTELLECTUAL PROPERTY**

AI tools may have been trained on copyrighted material. Users are responsible for:

- Avoiding plagiarism and misrepresentation;
- Providing proper attribution where required; and
- Ensuring that AI-generated content does not infringe upon copyright protections.

The Library Director should be consulted where uncertainty exists regarding copyright implications before using or distributing AI-generated content.



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Given the rapidly evolving nature of AI technologies and applicable law, this policy will be reviewed periodically and updated as necessary to reflect changes in law, technology, regulation, and library best practices.

**References:**

New York CPLR §4509  
New York Labor Law §203-d  
Computer and Internet Use Policy  
Confidentiality of Library Records Policy  
Library Behavior Policy