

## Nederland Community Library District - Policy

*Approved by the Board of Trustees on April 29, 2026*

### **Generative Artificial Intelligence Usage by NCL Staff and Volunteers**

#### **1.0 Purpose:**

This policy ensures that all NCL Staff and Volunteers are complying with all applicable laws and regulations and engaging with Generative Artificial Intelligence securely and appropriately. The intent of this policy is to inform NCL staff and volunteers of the requirements and obligations associated with using AI for NCL operations.

#### **2.0 Definitions: NCL = Nederland Community Library**

#### **3.0 Policy:**

**Privacy-first:** Only provide information to Generative AI tools that is suitable for public disclosure. This includes any text, photos, videos, or voice recordings shared with the AI. Be mindful that the AI output may include unexpected personal information from another user and be sure to edit the content accordingly before using it. Information that should not be loaded would include personal names, dates, and data, account information, confidential communications, and similar.

**Accurate:** NCL maintains trust with its community by providing accurate information. Review and fact check all outputs received from a Generative AI. If a reliable source cannot be found to verify factual information generated by the Generative AI, that information cannot be used for work purposes.

**Transparent:** The Library shall document and cite when it uses Generative AI in formal, published documents. See attached guidelines.

**Equitable:** AI system responses are based on patterns and relationships learned from large datasets derived from existing human knowledge, which may contain errors and is historically biased across race, sex, gender identity, ability, and many other factors. NCL users of

Generative AI needs to be mindful that Generative AI may perpetuate bias and make assumptions based on past stereotypes that may need to be corrected.

**Human Owned:** The person using AI is accountable for the content it generates. Use Generative AI with discern and skepticism. The level of caution used should correspond to the risk level of the use case.

**Beneficial:** Staff should be open to responsibly incorporating Generative AI into their work where it can make services better, more just, and more efficient.

**Approved:** Generative AI must be approved by the Director if using Generative AI in relation to NCL can potentially alter an individual or community's rights, freedoms, or access to services.

**Policy Review:** Policy shall be reviewed and updated annually.

4.0 Attachments

5.0 Revision History