

Responses from Michlib regarding libraries AI policies

All attachments received in responses are provided at the end of the document in list order.

Genesee District Library – David Conklin

Provided a draft of their policy to be passed by their Board on July 20th.

Baldwin Public Library – Cameron Rooney-Crawford and Rebekah Craft

While not a comprehensive policy, Cameron and Rebekah provided Baldwin's Artificial Intelligence Tools Policy.

Capital Area District Library – Andy Bourgeois

"I would take a look at what Columbus Metropolitan Library has put together. I saw a presentation they did at ALA and it was excellent. This is a link (cml.link/aimaterial) to their OneDrive folder with material from the presentation and some other things they have been working on related to AI the last 3-4 years. The presentation was about ethical use of AI in libraries and I thought they did a great job getting into the weeds in a positive way. Hope this helps."

Gladwin County District Library – John Clexton

Suggested a couple resources he had seen recently:

Another AI Policy information source can be found on the ALA website. It just went live - <https://www.ala.org/pla/initiatives/ai/policy>

Staff training and patron training information is also available - <https://www.ala.org/pla/initiatives/ai>

Traverse Area District Library – Scott W. Morey

Provide TADL's policy/guidelines.

Eastpointe Memorial Library – Abby Bond

"We've just started looking into adding AI issues to our policies as well. Our cooperative has a policy against knowingly purchasing AI materials. We included "knowingly", because sometimes it's hard to tell.

My library board recently passed an addition to our reconsideration policy. On our form for people requesting book bans, we added a caveat: plagiarized or AI generated answers on the form will not be considered. This prevents them from having AI generate their requests to ban books. Same with plagiarized. If they are just copying and pasting from Moms for Liberty or some other website, we reserve the right to not consider the request, since it didn't really come from them."

Reed City Area District Library – Kristie Feguer

Provided their policy that was approved by their Board in May and was drafted by Fosterswift.

Artificial Intelligence (AI)- Staff Use

The Genesee District Library (GDL) recognizes that Artificial Intelligence (AI) tools may support library operations, administrative efficiency, and staff productivity. However, AI also presents ethical, privacy, and implementation considerations that must be addressed responsibly. AI is largely unregulated in its current form and information uploaded to AI servers is often reused. All AI use will maintain appropriate human oversight and accountability. This policy establishes standards for the responsible, ethical, and lawful use of AI

1. Confidentiality & Privacy

Under no circumstances shall patron records, as defined by The Michigan Library Privacy Act (Act 455 of 1982) be entered, uploaded, transmitted, or shared with any AI tool as it is a violation of Michigan law. No staff member may use AI to record, summarize or analyze meetings or meeting minutes without the expressed permission of every participant in attendance of said meeting unless this restriction would result in a violation of Michigan's Open Meetings Act (Act 267 of 1976).

2. Transparency

Staff shall disclose the use of AI when AI materially contributes to the substantive content, analysis, recommendations, or public-facing communications contained in a document, report, presentation, or other work product, as required by library procedure or supervisory direction.

3. Human Accountability

AI may assist staff; however, staff remain responsible for final decisions, communications, and work product.

4. Lawful Use

Under no circumstances shall staff use AI tools to bypass copyright protections or in a manner which violates law.

5. Equity & Access

Under no circumstances shall AI-assisted services discriminate or create barriers to services.

6. Oversight

The Library Director will establish an AI Oversight Task Force to evaluate and monitor AI tools and AI-related practices. The task force shall establish a list of approved AI & AI tools for staff use, as well as examples of acceptable and unacceptable uses.

*AI tools assisted with the creation of this policy.

Recommended by Personnel/Policy Committee June 10, 2026

DRAFT

Artificial Intelligence Tools Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Artificial Intelligence tools (“AI tools”) and large language models have the potential to enhance services, streamline operations, and improve user experience. However, these tools also present ethical, privacy, and security risks that must be addressed responsibly. The Baldwin Public Library (BPL) adopts this policy to ensure all use of AI tools aligns with our core values, including intellectual freedom, equitable access, transparency, and the protection of patron privacy.

Scope

This policy governs all use of AI tools within BPL, including staff operations, patron-facing technologies, programming, and AI-enabled features embedded in third-party vendor products. AI tools include, but are not limited to, chatbots, content generators, transcription services, and automated recommendation engines.

Ethical Principles

- **Privacy Protection:** Protecting patron privacy is paramount. BPL staff entering data or queries into AI tools must adhere to all applicable privacy laws and regulations, including Michigan’s Library Privacy Act (Act 455 of 1982). BPL maintains confidentiality of patron records and will not disclose information obtained through the library record for use in AI tools.
- **Accountability:** AI tools assist but do not replace human expertise. BPL staff remain responsible for all final work products and must validate AI-generated outputs for accuracy and bias before public dissemination.
- **Transparency:** BPL will disclose when AI tools play a significant role in creating public-facing content or services.

Operations & Staff Use

- **Vetting:** The Library Director must approve all AI tools before staff use. Staff must complete training on ethics, privacy, and bias mitigation prior to utilizing these tools.
- **Integrity:** BPL staff members will utilize AI tools with integrity, honesty, and respect for individual rights and privacy. This includes proper vetting of the AI tool’s output, and assurance that data used in algorithms is within the intended use of the AI tool. BPL will not publish content created or assisted by AI tools without verification by employees.
- **Attribution:** Public-facing materials require an attribution statement if AI tools were used to generate the core content. No attribution is required for routine editing, grammar correction, or internal brainstorming.
- **Surveillance:** BPL prohibits the use of AI tools for facial recognition or tracking patron behavior without explicit consent and clear legal authority.

Collections & Vendor Standards

- **Physical & Digital Content:** BPL staff will evaluate AI-generated materials and materials generated with assistance from AI-tools in accordance with its *Collection*

Development and Maintenance Policy. BPL will suppress exclusively AI-generated material from subscription databases and eBook and eAudiobook platforms whenever technically possible to maintain quality standards.

- **Vendor Accountability:** BPL requires vendors to provide transparent documentation of their AI logic and data retention practices. The Library Director will review the AI privacy protections of any third-party service before implementation.

Patron Support & Digital Literacy

- **Reference Standards:** BPL staff will not use AI tools to provide legal, medical, or financial advice to patrons. BPL staff will provide patrons with directions to use verified, professional reference standards.
- **Community Education:** BPL supports digital literacy by providing resources and programming to help patrons navigate the benefits and risks of emerging AI technologies.
- **Equity:** BPL staff will monitor AI impacts to ensure these tools do not reinforce bias or create barriers for underserved populations.

Governance

This Policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI tools under this Policy must comply with the relevant policies, internal controls, and BPL guidelines, including but not limited to BPL's *Privacy Policy* and *Electronic Device, Network, and Internet Use Policy*.

Traverse Area District Library Guidelines for Use of Artificial Intelligence Technology

Purpose

Traverse Area District Library (TADL) supports curiosity, learning, and professional expertise. Artificial Intelligence (AI) tools present an opportunity to assist in and enhance our work in new and exciting ways, but they will never replace human judgment, imagination, or professional knowledge. This document outlines the district's principles and provides guidance on the responsible use of AI. As AI technology and the legal, political, and ethical conversations around its use continue to evolve, these guidelines will need to be routinely reexamined to ensure the district's core values and the quality of service we provide are respected.

Principles

Human First

AI may assist our work, but staff remain responsible for critical thinking, decision making, creating, assisting patrons, and supporting one another.

Authenticity

Staff should not use AI to write communications or generate content that is expected to reflect their own voice or artistry.

Quality

AI tools should not be used in a way that jeopardizes quality for the sake of convenience. Staff will request all vendors to disclose their use of AI in library products.

Professional Judgment

Staff may choose to limit their use of AI if it conflicts with their professional expertise.

Information Literacy

As part of the library's role in supporting information literacy, staff should be ready to help patrons evaluate AI-generated information.

Responsible Use

Fairness

AI technology should never be used in a way that results in marginalization or mistreatment. AI will not be used as the primary method to make hiring decisions, disciplinary actions, collection development decisions, or any other related activities

Transparency

When AI meaningfully contributes to a document or work product, staff must disclose that assistance.

Privacy

Staff shall never upload personally identifiable information, patron records, employee data, or any other sensitive information into AI systems.

Accuracy

Staff should not provide AI-generated information to patrons without first reviewing it for accuracy.

Accountability

Staff are responsible for reviewing, verifying for accuracy, and approving any AI-assisted work before it is shared or published.

EASTPOINTE MEMORIAL LIBRARY
CITIZEN'S REQUEST FOR RECONSIDERATION
OF MATERIAL IN THE COLLECTION

Reconsideration requests for materials in the Eastpointe Memorial Library will be viewed by the Library Commission if said requests are submitted by residents within our service area.

Name _____ Date _____

Address _____

City, State, Zip _____ Phone _____

1. Resource on which you are commenting.

Author _____

Title _____

Publisher (if known) _____

2. What brought this title to your attention? _____

3. Please comment on the resource as a whole and specifically on those matters that concern you. Please cite pages.

4. What do you feel might be the result of reading this material? _____

5. Is there anything good about this material? Which parts?

6. Did you read the entire book? Which parts?

7. Are you aware of the judgment of this book by literary critics and book reviewers?

8. What do you regard as your own qualifications as a book critic?

9. What would you like the library to do about this book?

10. What resource(s) do you suggest will provide additional information on this topic?

Please note, plagiarized and/or AI created answers on materials will not be considered.

Signature

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE
IN THE WORKPLACE POLICY

I. Purpose

The Reed City Area District Library recognizes that the use of generative artificial intelligence tools like ChatGPT, ChatSonic/Jasper, AI/Bing, AI/Google Bard/CoPilot, or any other AI tool ("AI Tools") may increase employee productivity and innovation, and we support the use of AI Tools in a safe, ethical, and secure manner. At the same time, we recognize that the use of AI Tools may result in errors and can pose risks to our operations and patrons.

The purpose of this Generative Artificial Intelligence (AI) Use in the Workplace Policy (this "Policy") is to provide employees with guidelines for the responsible use of AI Tools while protecting the Library and mitigating the risk of misuse, unethical outcomes, potential biases, inaccuracy, and information security breaches.

Employees are responsible for using AI Tools in a productive, ethical, and lawful manner.

II. Scope of Policy

This Policy applies to all Library employees in the course of their employment when using AI Tools for authorized library purposes, including in their dealings with patrons.

III. Compliance with Related Policies and Agreements

This Policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI Tools under this Policy must comply with the relevant policies, internal controls, and guidelines of the Library, including but not limited to the Library's:

- A. Equal Employment Opportunity Policy
- B. Confidentiality Policy

IV. Guidelines for Using AI Tools

When using AI Tools in the workplace, employees must:

- A. Not enter any Library, employee, patron, or third-party confidential, trade secret, Library Record (as defined by the Library Privacy Act, or other personal or proprietary information into a prompt for an AI Tool unless authorized in advance in writing by the Library's Director.
- B. Avoid using offensive, discriminatory, or inappropriate content.
- C. Thoroughly review all AI Tool outputs before using them or forwarding them to others inside or outside the Library to:

1. ensure that they do not contain biased, offensive, or discriminatory content;
 2. ensure they do not improperly use or disclose personal or confidential information; and
 3. verify accuracy or reported facts with other trusted sources, especially when using LLM-based AI Tools like ChatGPT.
- D. Employees are prohibited from using AI Tools to:
1. Conduct or solicit illegal activities;
 2. Infringe the rights of others, including privacy and intellectual property rights;
 3. Interfere with the performance of their jobs or of other employees' jobs.

V. AI Tool Audits

The Library's Director shall perform the following duties to facilitate the Library's compliant use of AI Tools:

- A. Implement an audit system to carefully monitor and document all AI Tool inputs and outputs. This includes identifying the source of all data sets used with AI Tools and labelling AI Tool outputs to indicate that they were produced in whole or in part using AI technology.
- B. Keep accurate records of audits, determinations, and decisions and any communications of these to employees and third parties.
- C. Consult with the Library's legal counsel regarding any legal issues raised by or during any activities referred to in this Policy section and escalate these issues to the Director, when necessary.

Training

The Library recognizes that an informed workforce is the best line of defense. We will provide training opportunities and expert resources to help employees understand their obligations under this Policy and avoid creating undue risks.

The Library will retain attendance records and copies of generative AI training materials provided to employees.

VI. Reporting Non-Compliance with This Policy

If you become aware of an actual or potential violation of this Policy, or have reason to believe that any of the following has been downloaded to or installed on the Library's networks, systems, or devices, you must promptly disclose this fact to the Library Director together with all relevant documents and information:

- A. An unlicensed AI Tool, if usage requires a license.

- B. An AI Tool that has not been approved for use according to this Policy.
- C. An AI Tool that is used outside of the approved manner or scope.
- D. An AI Tool that poses an identified, unaddressed security risk or contains any material defects or malicious code.

The Library prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy.

VII. Violations of This Policy

If the Library Director or designee determines any employee, regardless of position or title, has engaged in conduct in violation of this Policy, they will be subject to discipline, up to and including termination of employment.

VIII. Administration of This Policy

The Library expressly reserves the right to change, modify, or delete the provisions of this Policy without notice.

The Library Director is responsible for the administration of this Policy. If you have any questions regarding this Policy or questions about using AI Tools in the workplace that are not addressed in this Policy, please contact the Director

IX. Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this Policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Library. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this Policy differ from the terms expressed in the applicable collective bargaining agreement with the Library employees, should refer to the specific terms of the collective bargaining agreement, which control.

X. Conduct Not Prohibited by This Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Effective Date

This Policy is effective as of 5/5/2026

Policy Review Date: 5/5/2028

Revision History: _____