



Artificial Intelligence Policy
ADOPTED DATE 08.27.2026
REVISED DATE
REVIEW DATE
REVISION

LIBRARY POLICY

Artificial Intelligence Policy

PURPOSE

To establish clear guidelines for the use of Artificial Intelligence (AI) for library business. AI technologies have the potential to enhance services, streamline operations, and improve user experience. However, they also present ethical, privacy, and security concerns that must be addressed responsibly. This policy outlines the principles and procedures governing the use of AI by library staff to ensure ethical and effective implementation.

POLICY

The Frankfort Public Library District (FPLD) recognizes the potential of Artificial Intelligence (AI) tools to enhance library operations and services, however as with all technologies, the use of new tools also presents challenges and risks that this policy will address.

Definitions

Artificial Intelligence (AI) Systems & Tools

An AI system or tool is a computer program that solves tasks requiring human-like perception, cognition, planning, learning, or communication. These tools receive inputs like data and are designed to analyze them rationally to complete a specific goal. Typically, these systems are designed to use a set of techniques to improve performance without human-directed reprogramming.

Generative AI (GenAI)

(GenAI) refers to AI models, in particular those that use machine learning and are trained on large volumes of data, that are able to generate new content. GenAI, when prompted (often by a user inputting text), can create various outputs, including text, images, videos, computer code, or music.¹

Scope

This policy applies to all FPLD staff using AI tools, including AI functions embedded within existing software, for FPLD purposes. This policy applies to use of AI tools in all departments or job duties, including but not limited to programming, collection development, technology, marketing, and data analysis.

Individual patron use of AI tools is outside of the scope of this policy. The Patron Behavior Policy, Internet Access and Digital Device Policy, and terms of service for The Lab equipment are applied to all patron activities, including those undertaken using AI tools provided by or accessed through resources provided by the Frankfort Library.

¹ Harris, Laurie. "Generative Artificial Intelligence: Overview, Issues, and Considerations for Congress." www.congress.gov/crs-product/IF12426

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AI in Employee Work

Recognizing that AI may be a useful work tool, the Library authorizes staff to utilize AI tools, including GenAI in certain low-risk workflows.

Examples of this use include:

- Brainstorming (i.e., program ideas)
- Summarizing reports
- Correcting grammar or spelling in documents or emails
- Outlining, planning, or idea development
- Data analysis
- Creating graphics with proper attribution

Use must always align with this policy and other Library policies.

Human Responsibility

AI is a support tool. Employees remain responsible for all work produced using AI.

GenAI systems are susceptible to producing outputs that deviate from intended results. These deviations, known as AI hallucinations, can manifest as inaccurate, misleading, or entirely fabricated content. Due to the potential for realistic and convincing data hallucinations, critical human evaluation of all GenAI outputs is essential and required.

See “Responsible Use” below for more on staff responsibility.

Privacy and Security

Employees must protect patron, employee, and organizational data at all times.

Staff should opt out of AI training features when possible, and check document metadata for staff or patron names, geolocation, and other identifiable information before uploading any files to a GenAI tool. Employees should use Library-provided accounts when available, and register for AI accounts using their Library-provided email address. Personal accounts should not be used for work involving library information.

Employees must not enter into GenAI tools:

- Any personally identifiable patron information, such as names, addresses, library card numbers, or any circulation or registration data, which is confidential under the Library Records Confidentiality Act
- Images of Library users, trustees, or staff
- Employee or HR-related data
- Financial or confidential organizational information
- Proprietary or vendor-restricted information

AI tools will not be used for patron surveillance.

Employees may not connect AI tools to Library systems, databases, or third-party platforms without prior approval.

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Legal Compliance

All AI use must comply with applicable laws, including but not limited to:

- Library Records Confidentiality Act (75 ILCS 70/1 et seq.)
- Data protection and privacy regulations

Approved and Restricted Tools

At this time, the Library does not maintain a formal list of approved or prohibited AI tools. However, the Library reserves the right to establish, modify, or enforce a list of approved and/or prohibited AI tools at any time and certain tools may be restricted based on privacy, security, or legal concerns. Employees must comply with any future restrictions immediately upon notice.

Prohibited Uses

Use of AI tools must comply with all Library policies, as well as Federal, State, and local laws.

Employees may not use AI tools to:

- Create deepfakes or any content designed to mislead the public
- Present AI-generated work as entirely human-created (See Attributions and Transparency below)

Employees may not use AI tools to replace or significantly reduce the human-created work expected of their position. Use of AI must not undermine the purpose of a role, particularly in positions requiring creative, analytical, or professional expertise.

There will be no use of AI alone to make employment decisions. This includes decisions regarding the hiring, discipline, suspension, termination, promotion, demotion, or salary increase/decrease of employees. AI will not be used to evaluate or conduct performance reviews.

Incident Reporting

Staff must promptly report to a supervisor or the Head of IT:

- Accidental entry of confidential or personal data into AI tools
- Suspected data breaches or security concerns
- Harmful, biased, or inappropriate AI outputs used in Library work

Responsible Use

AI tools should be used responsibly. Staff should disclose to patrons if any reference interactions are utilizing AI generated answers. Staff should cross reference any answers produced by AI tools, such as Google AI summaries, as these are highly susceptible to errors. Critical evaluation of sources and reviewing information for errors or bias is an expected part of all reference and reader's advisory interactions, including those utilizing AI tools.

When using AI tools, staff must:

- Consider the inputs that they are using
- Carefully review all outputs before use or sharing
- Verify accuracy and appropriateness

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- Check for:
 - Copyright or plagiarism issues
 - Confidential information exposure
 - Bias or discriminatory content
 - Completeness
 - Compliance with Library standards

Attribution and Transparency

Attribution statements are not required when AI is used for tasks such as brainstorming or grammar or spell checking, but if AI is used to create original works such as social media posts, summaries, or reports, acknowledgement of the use of AI is required.

All images and videos created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations should be embedded in the image or video.

If text generated by an AI system is used substantively in a final product (generally considered over 30%), attribution to the relevant AI system is required.

If a significant amount of source code generated by an AI system is used in a final software product, or if any amount is used for an important or critical function, attribution to the appropriate AI system is required via comments in the source code and in the product documentation.

Departments shall interpret “substantive use” thresholds to be consistent with the principles outlined in this document as well as relevant intellectual property laws.

Marketing

AI tools, including GenAI, may be used in creating art or text for Library marketing materials, including flyers, signage, and social media posts. Whenever GenAI is utilized, the works must be properly attributed as outlined in the section above. Even if a GenAI graphic is one small part of a whole created work, it must be properly attributed.

The Library does not have any responsibility or control over the presence of GenAI elements in marketing materials submitted by community partners or non-employees contracted for programs and events, even once those materials have been submitted to the Library for inclusion in marketing, such as the print newsletter or online social media posts.

Programming

The Library uses community need and interest as a criteria in deciding what programs to offer. As an emerging technology, learning about AI and AI tools, both in the abstract and in hands on workshops may be in demand from the Library community. Programs will be selected and developed using the criteria outlined in the Library’s Programming Policy, and the inclusion of AI tools, including GenAI, will not disqualify a program from being offered.

The Library respects all copyright law, and encourages all Library vendors to do the same. When creative programs are offered by the Library that require the use of artwork or design on third party platforms, Library staff will refer

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patrons to previously vetted platforms and resources utilizing their best professional judgement. The presence of AI or GenAI content on those platforms will not be a deciding factor, nor is it the responsibility of Library staff to assess the copyright status of any individual designs selected by patrons.

Material Selection & Collection Development

The Frankfort Public Library District respects the intellectual property of human authors and creators. The Library will make reasonable efforts not to purchase wholly AI-generated content or AI-generated audio editions of human-created works. AI-generated content that is inadvertently added to the collection will not be automatically removed from the collection, but shall instead be evaluated using the same collection development and weeding criteria used to determine the de-selection of all other items in the collection. The Library is part of a library consortium and utilizes a shared online catalog of materials, as well as shared digital material collections with other institutions, so Library users should be aware that AI-generated content could be added to the Library's shared collections from these other sources.

AI tools may be utilized in assisting with collection analysis, as well as collection selection, weeding, and recommendations, but require human input and oversight by staff with professional training and judgement to make purchase and deselection decisions, in accordance with the Library's Material Selection Policy.

Accessibility and Equity

Staff should ensure that all AI-assisted content is accessible and inclusive. Staff should also be aware of potential bias or inequities in AI outputs, and review any AI-generated content through this lens before sharing outputs.

Sustainability

FPLD recognizes that GenAI systems can have significant negative environmental impact, as a source of greenhouse gases and through water usage. Staff should be mindful of the environmental impact of AI tools and consider using an alternative approach if the use of AI for the same task would yield a comparable result and use of staff time.

Continued Development

AI technology and platforms are part of a rapidly evolving technology sector, and like all Library policies, this policy is a living document that will be changed and refined in light of new developments. FPLD will continue to engage with staff, partners, peers, stakeholders, and the public as our understanding grows regarding this new technology and best practices regarding its use. FPLD will continue to monitor and adhere to State, Federal, and local legal developments related to AI tools as regulations and case law evolves.

APPENDIX: Information Sources

ALA Artificial Intelligence Policy Working Group. (2026) "Guidance on the Use of Artificial Intelligence in Libraries." American Library Association.

Enis, M. (2026) "Setting AI Policy." *Library Journal*.

Harris, L. (n.d.) "Generative Artificial Intelligence: Overview, Issues, and Considerations for Congress." Congressional Research Service. www.congress.gov/crs-product/IF12426

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mykpl.info/wp-content/uploads/sites/120/2024/08/AI-Policy-V1-Final.pdf

NASA.(n.d.) "What Is Artificial Intelligence?" Retrieved 8/6/2026 from nasa.gov/what-is-artificial-intelligence/

Reaching Across Illinois Library System. (2025). "Ethical Artificial Intelligence Policy."

Toronto Public Library. (2025, January 27). "Artificial Intelligence (AI) Policy." tpl.ca/policies-and-terms-of-use/artificial-intelligence-policy/