



Grey Highlands Public Library AI Usage Policy

Policy Type: Operational

Policy No: OP-05

Policy Title: AI Usage Policy

Effective: March 26, 2026

Review Date: March 26, 2027

1. Purpose

This policy provides guidelines for the responsible and ethical use of artificial intelligence (AI) tools within the Grey Highlands Public Library (GHPL). Its goal is to ensure that AI is utilized in ways that align with the library's values, protect the privacy of library patrons and staff, and comply with established technology standards and legal requirements.

2. Scope

This policy applies to all staff and volunteers who use AI tools in their professional capacities at GHPL. It does not apply to library patrons or govern their use of AI technologies.

3. Definitions

- **Artificial Intelligence (AI):** Technology that enables systems to perform tasks typically requiring human intelligence, such as learning, decision-making, problem-solving, and language processing. AI systems analyze data, recognize patterns, and improve through experience.
- **Microsoft Copilot:** An AI tool integrated with Microsoft 365 applications that assists with tasks such as content generation, document summarization, and data analysis. It must be authenticated with GHPL's Microsoft 365 tenant to ensure secure access and compliance with organizational policies.

4. Approved AI Tools

GHPL staff are only permitted to use AI tools that have been approved by the library's CEO. Currently, **Microsoft Copilot**, when authenticated within the GHPL Microsoft 365 tenant, is the only approved AI tool for work-related tasks. Other AI tools may be considered for approval on a case-by-case basis, with assessments to evaluate their security, privacy, and compliance.

5. Responsible Use

AI tools should be leveraged as a means of enhancing human decision-making, creativity, and productivity, rather than replacing human judgment. The following guidelines should be observed:

- **No Personally Identifiable Information (PII) or Confidential Data:** Staff should refrain from entering any personal data, confidential information, or sensitive library records into AI tools.



- **Accuracy and Appropriateness:** All content generated by AI tools must undergo a thorough review for accuracy, relevance, and appropriateness before it is used in library operations or made available to the public. This ensures that AI-generated content upholds the quality and integrity of library services.

6. Security & Compliance

AI tools in use at GHPL must comply with the library's existing IT security and privacy policies.

Staff must:

- Adhere to best practices to safeguard data, including avoiding sharing unauthorized or sensitive data with AI tools.
- Ensure that only approved AI tools are used in the library environment. Unauthorized AI tools may present security and privacy risks and should be reported to the technology lead immediately.

7. Review & Updates

This policy will undergo an annual review to ensure its ongoing relevance and compliance with emerging AI regulations, changes in library needs, and advancements in AI technologies. Updates may be made as necessary to accommodate new AI tools, best practices, or legal requirements.