

WHITE HOUSE PUBLIC LIBRARY
Policy Committee Meeting Agenda
August 27, 2024
6:00pm

- I. Call to order
- II. Welcome Visitors
- III. Public Comments
- IV. Policy Review
- V. New Business
- VI. Adjourn

White House Library Artificial Intelligence Policy

Purpose: The purpose of the White House Library Artificial Intelligence (AI) Policy is to provide rules and guidelines for staff members in the use of AI software, outline restrictions in using AI, and to follow copyright and privacy laws.

AI Uses: Staff at the White House Public Library may use AI software to assist them in completing certain tasks. The areas of assistance include: brainstorming, planning for programs, creating marketing material in print, digital, and video formats, how-to guides, reading recommendations, pamphlets and other general item creation. The above list is not all inclusive but provides a general overview of the ways staff may utilize AI.

The staff should submit a request via email to the director for any AI software they would like to use. If the request is approved, the library director or the staff member she assigns will create one general AI account for the library that staff may use if an account is necessary. If staff would like to use subscription based AI software, the request must be made to the director and approved by the city before the subscription is purchased. The library director has the right to deny approval of any AI software.

AI Restrictions:

- Staff may under no circumstances put personal information of any individual into an AI software.
- Staff may not use AI to write emails for them, papers, reports, presentations. Staff may use AI to help brainstorm ways to present information in any of the above list, but staff should avoid copying and pasting direct AI text.
- Staff must cite any AI related source they do use to create pamphlets, brochures, presentations, etc.
- Staff must fact check all AI generated information for accuracy and bias due to hallucinations and other AI pitfalls.
- Staff will not use AI to answer reference questions without fact checking all the information.
- Staff may not use an AI generated photo in marketing material or displays.
- Staff will not purchase books or other pieces of literature written by AI.
- Staff may not use their personal AI software accounts for library related work.
- Staff may not create a White House Library account for any AI software. Staff should submit a request to the director for any new library AI software accounts.

AI Training: Once an AI software has been approved for use and an account created, staff will need to train themselves on how the software works through trial and error, how to videos, and training resources provided by the software. Formalized training will only be done in a group setting for software that the entire team can utilize.

Reporting Violations: Due to possibly privacy, AI software errors, and misuse, all staff are required to follow this policy. Staff are to report any violations of this policy to the director who will investigate the matter further and determine recommended correction.

Revised by library board on September 14, 2023

C. ADULT BORROWERS

1. Patrons 18 years of age and older must submit a library card application and provide the following to receive a library card
 - A valid legal ID (Driver's License, State ID, Military, Passport) with current address, OR
 - A valid legal ID and proof of address to include current utility bill, pay stub, or tax return
 - And a secondary contact of phone number or email address.

Patrons are responsible for returning items on time and in the condition it was checked out. Patrons will agree to pay any fee for damaged, missing or late items. Patrons should alert staff immediately if after checkout they find an item damaged or missing a piece. Failure to do so may result in the patron being charged for the item. The WHL does not endorse the items in its collection. It is the patrons' responsibility to review the content of the material they checkout. By clicking submit and accepting the library card, patrons agree to accept all the library rules and policies.

2. Library cards are issued free of charge to Tennessee residents residing in Robertson, Sumner, and adjacent counties. Individuals residing outside the state or surrounding counties are eligible for an out of state card, which has a 1-year validation and an annual fee of \$10 for adults ~~and \$5 for juveniles.~~
3. ~~Patrons who pay for an annual friends of the library membership will be given special check out privileges. These privileges include 3 weeks checkout and 3 weeks renewal on all items excluding hot spots. These privileges must be renewed every year.~~
4. Local teachers may apply for a special teacher's card. In addition to meeting the general library card application requirements, individuals must show their most recent pay stub. All teacher cards will automatically expire on September 1. Individuals will have to show their most recent pay stub to renew their teacher status. A teacher's card will be eligible to check out up to 40 items, but the limits on specific item type will be the same as regular cardholders. Teacher items will checkout for 3 weeks (excluding technology devices) and will be eligible for 2 two week renewals if the items are not on hold.
5. Adult patron residing in Robertson, Sumner, and adjacent counties may apply for an electronic library card. This type of card will allow patrons to checkout eBooks, downloadable audiobooks, or use the Universal-Class library database. Patrons will not be allowed to check out any physical

items with this type of card. Patrons do not have to come into the library to obtain an e-library card, but must fill out our application online. If a patron wants full checkout privileges, they must come into the library and show proof of address. Juveniles cannot apply for e-library cards.

6. Library cards shall be issued with an expiration date of 2 years to be updated bi-annually in the computer.
7. Patrons may update their library privileges by phone or in person.
8. Borrower identification may be requested at the discretion of the library staff.
9. All cards unused for 3 years will be discarded.

Revised by library board on March 10, 2022

E. ACQUISITIONS

1. All gifts and memorials shall be approved by the librarian and/or board before being added to the library.
2. A volume shall be placed in the library in memory of any deceased board member who has served since 1987.
3. All gifts to the library become the sole property of the library and their placement and/or disposal shall be at the sole discretion of the library director or board. All fines, donations, or memorial gifts to the library go to the White House Public Library.
4. The library will not accept donations if the items are stained, have water damage, mold, bugs, offensive odors, are dirty, dusty or yellowing. The library will not accept VHS tapes, books that are more than 10 years old that are not of historical value or needed in the collection, encyclopedias, reader digest, or textbooks. The library may also refuse to accept donations that fall within the guidelines if there is limited space available. The library will only accept 2 boxes or 4 bags of items from a patron at a time. It is requested that patrons call the library in advance before bringing in their donations.
5. The library will accept an exact duplicate item in exchange for lost or damage fines. ~~only on a need-based system. If the library director believes the library needs or can utilize an item(s) that a patron is willing to donate, then the director may decide to waive that individual's fines in exchange for the item(s). The director will decide the amount of fines to be waived. Patrons are not allowed to set the value of an item. If the director believes that the item(s) will not be an asset to the library, then all donated items will be considered a regular donation. Once the regular donation is given to the library, it then becomes the sole property of the library and the library will decide on its use as the organization sees fit.~~

Revised by library board on March 14, 2024

F. CIRCULATION

1. Patrons may only check out five items, excluding technology devices, on their first visit. ~~Hot spots are the only tech device that may be checked out on first visit.~~ After those items are returned, they may check out 25 items on a card. ~~with a~~ There is a limit of 5 DVDs, 5 audio books, 5 magazines, 5 puzzles, 5 board games, 5 video games, 5 cake pan, 5 plush sets, 1 museum pass, 1 steam pack, 1 hotspot, 1 tech device, 1 Launchpad, 1 musical instrument, 3 outdoor items, 1 adult educational kit. Patrons must have their card for 30 days before being eligible to check out ~~non-hot-spot~~ technology devices. Patrons may check out one of each type of technology device per card. Technology devices may not be checked out on a child's card.
2. Technology devices include ~~but are not limited to:~~ hot spots, kindles, tablets, and Chromebooks. A patron must present a valid driver's license to checkout a technology device that's value is over \$100 and sign a technology circulation form. The form and a copy of the patron's driver's license will be kept on file until the device is returned. Then the copy of the driver's license will be shredded. All technology devices must be turned in at the front desk to a library staff. Technology devices can only be checked out on an adult card. Patrons must have their card 30 days to check out a non-hotspot technology device. Patrons must have an account balance of \$0 to checkout any technology device.
3. Materials are checked out only to persons with valid library cards and whose fees do not exceed \$0.
4. All patrons must present their valid White House Public Library card in digital or physical format in order to check out materials. Patrons may present a positive ID, such as a valid driver's license with picture up to five times, at which time they must pay for a replacement card to check out material.
5. Individuals may not use another patron's card to check out items, due to privacy issues and verification of residency. Individuals may only use another person's card if 1) they are the legal guardian of a child and the child is either present or the guardian's card has \$0 fines on his/her account, or 2) the patron has signed a circulation release form allowing another patron access to his/her card. Patrons may not use another person's card to check out a technology device.
6. A patron may only give another individual permission to use his/her card if the following criteria apply 1) the patron has a medical condition or is elderly, causing the patron to be unable to make it to the library on his/her own; 2) the patron is going on vacation for a short period of time and is having another individual care for family members; or 3) the individual has talked with the library director and has been approved for a special reason not listed above.
7. Patrons should notify the library immediately of change of address, phone number, etc.
8. Patrons are responsible for all materials checked out on their library card. Patrons are to notify the library IMMEDIATELY upon loss or theft of their library card, in order to avoid unnecessary

charges or fines. Lending library materials to others does not relieve the card holder of responsibility for items checked out on his/her card or for fines or other charges that may accrue. Patrons must sign a release form to lend their card to another patron.

9. All items check out for 2 weeks, ~~unless they are checked out on a friends of the library card, which has different privileges.~~ All items may be renewed 2 times unless another patron is waiting. After the renewals, the materials must be returned to the shelf for 24 hours, after which the material may be checked out again to the same patron.
10. If a patron continues to check out and lose/damage a specific type of item or if staff have to turn off a hot spot or a Chromebook because it is past its due date more than 3 times, then that individual may be banned from checking out that type of item(s). Individuals will have to pay a \$10 deactivation/reactivation fee if staff have to turn off a hot spot or Chromebook in order to get the device returned.
11. The library assumes no responsibility for damage caused to a borrower's DVD player or game system by a library movie/game.
12. Copyright laws limit movies to home viewing only and prohibit their duplication.
13. No item shall leave the library until it has been processed.
14. Valuable volumes are to be used only under the librarian's supervision in the library. The user must register with the librarian before using these materials in the library, and the librarian shall check off the user's names on return of the same.

Revised by library board on January 12, 2023

G. COMPUTER CIRCULATION

1. The library provides public access computers, laptops, tablets and WIFI for checkout.
 - a. Children under 12 years of age must have adult supervision to use a computer. The adult must remain with their child while the computer is in use. Children under the age of 12 may use an Internet access computer without an adult only during library specific classes e.g. coding club, genealogy club, etc. Children ages 13 to 17 years of age must have a library card to check out an Internet computer. Those ages 13 to 17 may use a computer unattended. An ID will not be used to check out a computer to a teen. Children under the age of 8 must be supervised while parent or guardian is using the computer. Parents/legal guardians assume responsibility for anything their children may access on the Internet regardless if the parent/legal guardian is present or not. The Library is not responsible if children violate Library or parental rules. The Library's computers are not under constant employee supervision.
 - b. Computers check out for a 60 minutes session but will automatically go into extra time if not all of the computers are occupied.

C. All computers shut down 15 minutes prior to closing to allow for closing procedures.

c. Filtering software is on all public computers. The purpose of this software is to block material that may be considered obscene, pornographic in nature, and/or harmful to minors. Users, 18 years of age and older, are by law considered adults and have the right to request that the filtering software be disabled while they are on the Internet. Though emancipated minors may obtain adult card privileges, the filtering software will not be disabled for those under the age of 18 in compliance with CIPA regulations.

White House Library City-to-School Interlibrary Loan Permission Slip

Dear parents/guardians:

This permission slip needs to be completed to allow your child to participate in the City-to-School Interlibrary Loan Program. By filling out this form, your child will be allowed to reserve books at the White House Library, have them sent over to the school, then picked up by your child for him/her to read anywhere. Once your child is finished reading the book, he/she only needs to return it to the school librarian. Each participant in this program will be allowed to request up to five items at a time for check out and be allowed to keep the item for a total of 30 days before it needs to be returned. Please note that if the child returns the book late, damaged, or loses the book he/she will need to pay these charges to continue to participate in this program or use the White House Library. If you agree to these terms and will allow your child to participate please complete the form below. Upon return, a library staff member will call your resident to verify your signature. If you have any questions, feel free to call the White House Library at 615-672-0239 before form completion.

Child's Full Name (include middle) _____

Street address _____

City _____

County of Residence _____

Home Phone _____

Child's Email _____

Child's Date of Birth _____

Guardian's Name _____

Guardian's email _____

Guardian's Work or Cell # _____

Guardian's Signature _____