

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.