Houston County Public Library System
Approved by HOUPL Board of Trustees on April 11th, 2024

EMPLOYEE AI USE POLICY

Purpose of Policy
The purpose of this document is to provide guidelines for use of AI models and technology by employees at HOUPL. AI can be a wonderful tool that can greatly enhance the everyday workflows of its users, but as AI is a new, emerging technology, standards must be set to prevent harm to HOUPL staff and patrons by the use of these models. This policy will outline how to behave and interact with AI models in regards to copyright law, patron privacy, and internal security.

AI Use Concerns:
1. Many AI models use internet-derived data without approval, posing uncertainties as to copyright infringement. HOUPL views AI reproducing others' creations without approval or attribution as intellectual theft, and therefore asks employees to follow the *Acceptable* and *Prohibited Uses* sections of this policy, so as to not violate copyright law.

2. AI models are prone to instances of data leaks and hacking. Therefore, HOUPL employees should never share sensitive information with AI models, as it may compromise you and your organization's security if leaked in a security incident. With that, employees are encouraged to use strong passwords and best security practices when using AI models.

3. Employees at HOUPL are required to protect the privacy rights of patrons by never sharing their *Protected Personal Information* (PPI) and *Personally Identifiable Information* (PII) with any unauthorized third parties. This includes AI models, as such models are not capable of keeping any data shared with them private. HOUPL employees should never share any patron PPI or PII with an AI model, as it violates our *Personnel Policy,* Georgia Confidentiality Law, and PINES Policy.

Prohibited Uses/Actions
The following uses and actions are prohibited for HOUPL Staff:
- Providing to models sensitive, in-house use data such as information on staff, patrons, PINES, and HOUPL operational information (i.e., financial or PPI/PII)
- Publication of AI-produced images*
  - *The production of images by AI models is prohibited due to its status as potential intellectual theft. Any images produced by AI models that are not legally considered intellectual theft are still considered to be derivative, and therefore not copyrightable by law, see Civil Action No. 22-1564.*

Approved Uses/Actions
The following uses and actions are approved for HOUPL Staff:
- ✓ Use for text creation (in-house use ONLY)
- ✓ Use for text editing (fixing grammatical errors and rewording)
- ✓ Use for photo editing (adjusting color, saturation, etc.)
- ✓ Providing models with generalized, non-sensitive information for use in question/answer exchanges*
  - *Note: AI models have been proven to provide biased and untrue information, and the chance of this occurring is always present. Always double check the information you receive from an AI model, especially in regards to translations, instructions, or quotes.*