



## WESTMONT PUBLIC LIBRARY

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*Providing the community with the keys to lifelong learning.*

### **Generative Artificial Intelligence (AI) Policy**

The purpose of this Policy is to establish guidelines for the appropriate use of Artificial Intelligence (AI) in the workplace. This policy applies to all employees in the course of their employment when using AI tools for authorized work purposes. Employees are asked to limit their overall use of AI based on its environmental impact and limited creative abilities. The Library recognizes that this is an emerging and rapidly changing field and that its policy is subject to change.

### **Guidelines for Using AI Tools**

While the Library approves the use of technology to enhance productivity, efficiency, and decision-making, it is necessary to comply with applicable laws and policies and respect privacy, confidentiality, and data security. Established laws, policies, and practices may affect or relate to an employee's use of AI tools and must be followed. These include but are not limited to the following:

- Equal Employment Opportunities Act and anti-harassment policies
- American Disabilities Act and accessibility standards
- Computer Security
- Library Confidentiality Policy
- HR personnel information
- Medical privacy practices
- Copyright Law

Employees shall not have an expectation of privacy when using AI tools in the workplace. The employer retains the right to monitor all employee use of AI tools.

The following rules and regulations apply when using AI tools:

- Employees shall not enter any confidential or personal information into an AI tool, whether their own or that of a co-worker, patron, or vendor, unless it is a paid service used by the Library that guarantees security and confidentiality of information.
- Employees shall closely review any output generated by the AI tool before using it or forwarding it to anyone else whether inside or outside the organization. This includes reviewing the output to ensure AI has not generated any content in violation of the Library's policies or any laws, that no confidential information has been disclosed, and that the information generated is accurate. Employees shall not provide direct communication to patrons with content generated exclusively by AI.
- Employees shall indicate when content is generated by AI and shall appropriately cite AI generated content.
- Employees shall allow the AI tool to track their prompt history if applicable.
- Employees shall not use AI alone to make employment decisions. This includes decisions regarding the hiring, discipline, suspension, termination, promotion, demotion, or salary increase/decrease of employees. AI should not be used to evaluate or conduct performance reviews.