BAILEY PUBLIC LIBRARY
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ARTIFICIAL INTELLIGENCE POLICY

I. PURPOSE & SCOPE

The Board of Trustees of the C.M. Bailey Public Library recognizes the transformative potential of AI tools to improve library operations and services. These tools can strengthen access to knowledge, increase efficiency, and spur innovation, but they also introduce risks related to privacy, security, and transparency. This policy applies to all services and administrative functions, including programming, collection development, technology, patron data, and human resources.

The public's use of AI tools is outside the scope of this policy. The library's "Internet & Workstation" policy applies to all patron activities, including those undertaken using AI tools accessed through resources provided by the Bailey Library.

This policy aligns with the library's mission, vision, and values as adopted by the Board of Trustees. It also reflects the principles of transparency, accountability, ethical use, and responsible public service outlined in the Town of Winthrop Artificial Intelligence Policy, while recognizing the library's distinct governance and responsibilities.

The library maintains its own approval and oversight procedures for AI use. Library-specific requirements provide additional protection for patron privacy and establish expectations for original content and creative expression.

II. ACCURACY & RELIABILITY

Library staff must thoroughly review, edit, fact-check, validate, and test any AI-generated content before it is used in an official capacity. AI tools may produce errors or rely on outdated information. Staff remain ultimately responsible for the accuracy, appropriateness, and integrity of any content they create, use, or share.

III. SECURITY

Staff will use AI tools that have been assessed and approved by the Library Director (or designee) to ensure that they are safe, secure, and reliable for the specific purpose intended. The library's existing "Internet & Workstation" and "Privacy" policies apply to the use of AI tools.

IV. PRIVACY

The Bailey Library recognizes that data provided to AI tools may be transmitted to third parties and is committed to minimizing this risk. When using AI tools, all privacy practices will be upheld in accordance with the library's privacy policy and with Maine State Statute Title 27, chapter 4-A: Confidentiality of Library Records. Personal or confidential information must not be uploaded into an AI tool unless the Library Director has specifically approved the tool for that purpose and the use complies with applicable law and the library's Privacy Policy. Consistent with the protected-data safeguards described in Section IV.E of the Town's Artificial Intelligence Policy, the library's protections extend to patron records, personal and health information, legal advice, security credentials, and other confidential or proprietary information. Approval of an AI tool does not by itself authorize the submission of protected information.

V. TRANSPARENCY

The Bailey Library is committed to transparency and appropriate human oversight in the use of AI. Decisions and content that materially affect library members must not be fully automated and require human review and approval. AI tools enhance productivity but do not replace professional judgment or decision-making. Transparency builds public trust and supports responsible use of generative AI. The library does not require staff to maintain AI usage logs. Library materials that are primarily AI-generated must disclose the nature of AI's contribution. Disclosure is not required when AI serves a supporting role in staff-authored materials. Any permitted use of generative AI in preparing official library documents or supporting decisions affecting library members requires expert human review and approval. Human review, approval, or disclosure does not authorize uses of AI otherwise prohibited by this policy.

VI. ORIGINAL CONTENT & CREATIVE EXPRESSION

The Bailey Library is committed to hiring and supporting creative, talented individuals, including those with backgrounds in writing and artistic expression. Staff are expected to draw on their own skills, ideas, and professional judgment to create unique, original promotional materials, letters to the community, and other public communications.

AI may be used to create elements incorporated into these materials, but the finished work must reflect substantive staff authorship, creative direction, and review. Generic or formulaic AI-generated content does not reflect the library's standards for originality, quality, and authentic connection with the community. AI is a support tool, not a substitute for the writing, creativity, and personal connection that library staff bring to their work.

VII. GENERAL STATEMENT

The Library Director will establish guidelines and procedures to support the responsible implementation of this policy and recommend updates to the Board of Trustees as needed to ensure continued alignment with professional standards and community expectations. The Library Director will coordinate with the Town Manager on applicable Town compliance requirements, including employee acknowledgments, annual compliance reviews, risk assessment, training, and reporting of approved and active AI tools. Such coordination will be consistent with the library's distinct governance and the requirements of this policy. The library's AI policy and practices will be reviewed at least annually.

