

## **PrairieCat Technical Services Users Group [DRAFT]**

### **Artificial Intelligence Use Policy**

#### **Purpose**

The purpose of this policy is to provide guidance to PrairieCat member library staff participating in the Technical Services Users Group on the responsible, ethical, and effective use of Artificial Intelligence (AI), including Generative Artificial Intelligence, in Technical Services workflows. This policy supports PrairieCat's mission to provide accurate, equitable, and transparent library services while safeguarding member data, staff accountability, and public trust.

#### **Scope**

This policy applies to PrairieCat member library staff who use, recommend, or evaluate AI tools as part of Technical Services activities, including but not limited to cataloging, metadata creation, authority control, acquisitions, database maintenance, documentation, and workflow analysis.

This policy applies only to AI use connected to PrairieCat systems, data, or Technical Services work and does not govern personal or non-PrairieCat-related use.

#### **Definition**

**Generative Artificial Intelligence (Generative AI)** refers to software or system functionality that uses large language models, machine learning, or deep learning to generate new content such as text, images, code, audio, or video, or to transform input into another format (e.g., text-to-code or text-to-metadata tools).

#### **Guiding Principles for Technical Services Use**

Technical Services staff using AI tools shall adhere to the following principles, consistent with PrairieCat's Ethical Artificial Intelligence Policy:

##### **1. Service-Centered Innovation**

AI tools may be explored and used to improve efficiency, consistency, and quality of Technical Services work. Experimentation should be responsible, documented, and focused on improving service to PrairieCat member libraries and patrons. AI outputs must not replace professional judgment or established standards.

##### **2. Human Oversight and Accountability**

AI-generated output must always be reviewed by qualified staff before being used in PrairieCat systems or shared externally. Technical Services staff remain fully responsible for the accuracy, appropriateness, and compliance of any AI-assisted work.

### **3. Transparency**

When AI tools are used in a substantive way in Technical Services workflows, this use should be disclosed to relevant stakeholders, including PrairieCat staff and users groups as appropriate. Documentation of workflows should clearly indicate where AI tools are used.

### **4. Bias, Harm Reduction, and Fairness**

AI tools must not be used in ways that introduce or perpetuate bias in cataloging, classification, subject analysis, or metadata creation. Staff should critically evaluate AI-generated content for bias, harmful language, or inequitable representations and correct issues prior to use.

AI tools must not be used to discriminate against individuals or groups based on race, ethnicity, gender, age, religion, disability, or other protected characteristics.

### **5. Privacy and Confidentiality**

PrairieCat values the confidentiality of library records and staff data. Technical Services staff shall not enter personally identifiable information, patron data, vendor financial details, or other sensitive or confidential information into AI systems unless explicitly approved and compliant with the Illinois Library Records Confidentiality Act and PrairieCat policies.

Public-facing AI tools should be assumed to retain or reuse input unless documented assurances state otherwise.

### **6. Security and System Integrity**

AI tools must not compromise the security, integrity, or availability of PrairieCat systems or data. Staff should not connect unauthorized AI tools directly to PrairieCat systems or upload PrairieCat data to external platforms without approval.

### **Acceptable Uses in Technical Services**

Examples of appropriate AI use include, but are not limited to:

- Drafting internal documentation or workflow descriptions
- Assisting with non-final metadata suggestions for staff review

- Generating training examples or practice records
- Analyzing patterns in non-confidential data sets
- Drafting code snippets or scripts for review and testing

### **Unacceptable Uses**

AI tools may not be used to:

- Enter or process patron records or confidential data
- Automatically create or modify production catalog records without human review
- Make authoritative decisions on classification, subject headings, or access points without staff validation
- Circumvent PrairieCat policies, vendor agreements, or professional standards

### **Attribution and Disclosure**

If AI-generated text, images, or code are used substantively in Technical Services documentation, training materials, software, or shared tools, attribution to the AI system used is required. Code generated by AI that supports important or critical functions must include attribution in comments and documentation.

### **Compliance**

Compliance with this policy is expected of all Technical Services Users Group participants. Concerns about AI use, data privacy, or policy violations should be reported to PrairieCat leadership. Failure to comply may result in restriction of access to PrairieCat systems or other actions consistent with PrairieCat policies.

### **Review and Updates**

This policy will be reviewed periodically by PrairieCat in coordination with the Technical Services Users Group to ensure alignment with evolving technology, professional standards, and legal requirements. Training and procedural guidance may be updated as needed.