



## Holderness Free Library

866 Route 3 P.O. Box L  
Holderness, NH 03245  
603-968-7066

[www.holdernessfreelibrary.org](http://www.holdernessfreelibrary.org)

# Artificial Intelligence (AI) Policy

## Purpose

The purpose of this policy is to establish a framework for the ethical, effective, and adaptable integration of Artificial Intelligence (AI) technologies within the Holderness Free Library. By defining clear guidelines and principles, we aim to enhance library services, improve user experiences, and optimize library operations while upholding our enduring commitment to privacy, fairness, intellectual freedom, and community engagement.

This policy is a living document, subject to regular review and revision to reflect the rapidly evolving nature of AI and to ensure our library remains responsive to technological advancements and the needs of our patrons.

## Ethical Use of AI

- **Privacy and Data Protection:** AI systems will comply with the latest data privacy regulations (state, federal, and international where applicable), and data minimization principles will be applied to protect patron information.
- **Bias and Fairness:** AI tools will be evaluated regularly for algorithmic bias. We will prioritize the use of AI systems that demonstrate fairness, transparency, and inclusivity.
- **Transparency and Explainability:** Strive for AI tools that can provide understandable explanations of their processes and outputs, fostering trust with staff and patrons.
- **Alignment with Library Policies and Values:** AI applications will align with Holderness Free Library's mission, policies, and ethical commitments, including intellectual freedom, equity of access, and patron confidentiality.
- **Human Oversight:** AI will support — not replace — human judgment in decision-making processes.

## Staff Training and Support

- **Skill Development:** Provide ongoing, role-specific training for staff on AI technologies, with a focus on both operational knowledge and ethical considerations.
- **Support Structure:** Establish an internal support system and external resource network for addressing AI-related questions and challenges.

- **Awareness of AI Limitations:** Equip staff with understanding of AI limitations, helping them guide patrons accurately and responsibly.

## **Legal and Compliance**

- **Regulatory Adherence:** Ensure all AI applications meet applicable laws, including data protection, intellectual property, and accessibility standards.
- **Contractual Due Diligence:** When engaging third-party AI vendors, ensure contracts reflect our privacy, security, and ethical standards.

## **Evaluation and Accountability**

- **Performance Review:** Regularly assess AI tools for effectiveness, accuracy, and ethical alignment.
- **Risk Assessment:** Conduct periodic risk assessments of AI systems, especially as new features or tools are implemented.
- **Policy Audit and Revision:** Review and update this policy at least annually, or more frequently as significant technological or legal changes arise.

## **Public Communication and Feedback**

- **Engagement and Education:** Proactively communicate about AI initiatives and their purposes to foster community understanding and trust.
- **Feedback Channels:** Maintain clear, accessible ways for patrons to offer feedback on AI tools and services.
- **Transparency in AI Use:** Clearly label AI-generated or AI-assisted content, including images, text, and recommendations, in both physical and digital spaces.

## **Practical Uses of AI in Library Services**

- **Workflow Management:** Automate routine and repetitive tasks, allowing staff to focus on high-value services and community engagement.
- **Information Retrieval and Management:** Use AI-enhanced search tools to assist patrons and staff in locating and accessing resources efficiently.
- **Cataloging and Classification:** Apply AI to improve cataloging accuracy and efficiency, while maintaining human oversight for quality control.
- **Digital Archiving:** Utilize AI to digitize, transcribe, and enhance access to historical documents and collections.
- **Personalized Learning and Discovery:** Leverage AI to develop personalized learning pathways and resource recommendations for patrons, tailored to their interests and needs.

## **AI Literacy and Public Education**

- **Educational Programs:** Offer regular workshops and resources on AI topics, including ethical considerations, risks, and opportunities.
- **Critical AI Literacy:** Empower patrons to critically understand and assess AI tools they encounter in everyday life.
- **Intergenerational Learning:** Design programs that make AI literacy accessible to all ages and technological comfort levels.

### **Collaboration and Partnerships**

- **Community and Professional Collaboration:** Work with other libraries, educational institutions, and trusted organizations to share AI knowledge, resources, and best practices.
- **Vendor and Developer Partnerships:** Engage with ethical AI developers and providers, advocating for responsible library-specific AI solutions.

### **Continuous Improvement**

- **Feedback Integration:** Regularly incorporate feedback from staff and patrons to refine AI applications and services.
- **Monitoring Emerging Trends:** Stay informed about emerging AI developments, evaluating potential applications and risks in the library context.
- **Scalable Implementation:** Begin with pilot projects to assess new AI tools before scaling to wider adoption.

### **Closing Note**

Holderness Free Library recognizes that AI technology is not static. By embedding flexibility and community-centered values into this policy, we aim to responsibly navigate the evolving AI landscape. Our priority remains ensuring that technology serves our mission: to enrich, inform, and empower our community.

Approved by the Holderness Free Library Board of Trustees on December 11, 2023

Reviewed and updated by the Holderness Free Library Board of Trustees on February 10, 2025