

AI (Artificial Intelligence) Policy Naples Library

This policy outlines guidelines for our Library's responsible and ethical use of Artificial Intelligence (AI) technologies. The purpose is to protect the Library's confidential information, trade secrets, intellectual property, and sensitive information, including patron data and Personally Identifiable Information (PII), while leveraging AI for relevant business operations.

SCOPE

This policy applies to all employees, interns, whether paid or unpaid, anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace who has access to AI technologies or who utilizes AI in any capacity while working for Naples Library.

GUIDELINES FOR THE USE OF AI

Employees must utilize AI technologies in a manner that adheres to the following guidelines:

- **Appropriate Use:** Use of AI technologies must align with Naples Library's Code of Ethics, Equal Employment Opportunity, Harassment and Discrimination Prevention, Standards of Conduct, and Business Equipment and Information Systems policies.

Employees are prohibited from using AI:

- To make final decisions related to the terms and conditions of employment with Naples Library;
- To make disability-related inquiries;
- As a final work product or without properly citing or disclosing when AI has been used as a resource for a final work product;
- To surveil or gather information regarding employees and other individuals covered by this policy; or
- To submit Library or patron contact information or data in any AI chatbot or an AI search engine.

Employees must also refrain from using AI tools in a manner that may violate any copyright or intellectual property laws.

- **Data Privacy and Protection:** All employees must ensure that their utilization of AI technologies aligns with applicable federal, state, and local privacy laws including the collection, storage, and sharing of confidential information. Employees should refrain from entering private or personal information into any

Generative AI (GenAI) platform. Employees should make a good faith effort to engage the settings that prevent the AI platform from collecting personal information.

Employees are prohibited from entering any client data, sensitive information, or PII into AI systems or platforms unless the system or platform has been authorized for use by Naples Library for this purpose. Sensitive information and PII may include but are not limited to, passwords and other credentials, names, dates of birth, social security numbers, addresses, banking information, protected health information, or any other non-public Library information that might be of use to competitors or harmful to the Library if disclosed.

- **Access Control:** Access to AI systems containing sensitive information or PII will be restricted to the scope of the employee's job functions or as authorized by Naples Library, and appropriate access controls will be implemented to safeguard data integrity and confidentiality.
- **Confidentiality:** Employees and others covered by this policy must maintain the confidentiality of any data processed by AI systems and refrain from disclosing it to unauthorized individuals or third parties. Disclosure of Naples Library's confidential and other proprietary information is prohibited.
- **Data Minimization:** Only the minimum necessary amount of data required for AI processing shall be utilized, and unnecessary data collection or storage must be avoided.

Employees must also exercise caution when providing data inputs to ensure the responsible use of GenAI. Employees should avoid using any data the Library would not publicly disclose, as doing so could lead to public disclosure of confidential information and violate our obligations to patrons, employees, and third-party vendors to maintain the confidentiality and security of sensitive information.

- **Security Measures:** Employees must adhere to the Library's security protocols and guidelines to prevent unauthorized access, data breaches, or other security incidents related to AI systems.
- **Compliance:** Employees are expected to comply with this policy, as well as other relevant Library policies; procedures; federal, state, or local laws; and regulatory guidance related to data privacy and protection and acceptable AI usage.
- **Reporting Obligations:** Any concerns, incidents, or violations of the use of AI technologies under this policy must be reported immediately to the Director for investigation and resolution.

DISCLAIMER

In monitoring the acceptable use of AI, nothing in this policy is intended to interfere with employees' exercise of their rights under Section 7 of the National Labor Relations Act (NLRA).

POLICY REVIEW AND UPDATES

This policy may be reviewed periodically to ensure its effectiveness and relevance to the evolving landscape of AI technologies and data protection regulations. Updates may be made to reflect changes in technology, business practices, or regulatory requirements.

ADDITIONAL INFORMATION

In accordance with Library policies and applicable federal, state, or local laws, violation of this policy may result in disciplinary action, up to and including termination of employment.

Employees should contact the Director if they have questions about Naples Library's AI usage guidelines.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on March 19, 2025.