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## Artificial Intelligence & Machine Learning Usage Policy

Reference: Adopted by the Library Board: January 27, 2026

### Introduction and Objective

The Cloquet Public Library recognizes the potential of Generative Artificial Intelligence (GenAI, often referred to as AI) and Machine Learning (ML) to enhance workflows and productivity. However, the Library also acknowledges that irresponsible use of AI and ML can lead to significant issues. Therefore, the Cloquet Public Library is committed to using AI in a responsible and ethical manner. This policy establishes best practices for utilizing AI tools within the Library, with a particular focus on safeguarding sensitive data and patron information.

### Definitions

#### Artificial Intelligence (AI)

AI refers to a broad field of computer science focused on creating intelligent systems that can perform tasks typically requiring human intelligence. AI is not a single technology, but rather a collection of methods and approaches aimed at achieving intelligent behavior in machines.<sup>1</sup>

#### Machine Learning (ML)

ML is a subfield of AI that focuses on creating algorithms that can learn from data without being explicitly programmed. These algorithms can analyze large amounts of data to identify patterns and trends, and then use that knowledge to make predictions or decisions on new data.<sup>1</sup>

#### Generative AI (GenAI)

GenAI is a type of AI that uses machine learning to create entirely new data, such as images, text, or audio. GenAI systems are trained on massive datasets and learn to identify the underlying patterns within that data to generate new content.<sup>1</sup>

#### AI Systems and Tools

An AI system, or tool, is a computer program designed to intelligently perform tasks. They receive various inputs, like data or user requests, and analyze them to achieve a specific goal, set by humans either directly or indirectly. AI systems can operate independently to varying degrees, and some may even improve their performance over time without needing reprogramming.<sup>1</sup>

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<sup>1</sup> Harris 2023

### AI Hallucinations

GenAI systems are susceptible to producing outputs that deviate from intended results. These deviations, known as AI Hallucinations, can manifest as inaccurate, misleading, or entirely fabricated content.<sup>2</sup> Due to the potential for realistic and convincing hallucinations, critical evaluation of all GenAI outputs is essential.

### **Data Protection**

The Library prioritizes data security and patron privacy by strictly prohibiting the upload of confidential data (patron information, employee records, etc.) to unvetted AI systems. Uploading confidential or sensitive data is only permitted on vetted AI systems when the data is necessary for the system's functionality and falls within the scope of its intended use. Library staff may request the acquisition of an AI system for assisting their work within a specific scope.

Sharing login credentials, confidential or sensitive data in such a way that third-party AI providers can view, use, sell, access, manipulate, train AI or related systems, or permanently store data violates state law<sup>3</sup>, Cloquet Public Library's Data Privacy Policy, and Library Bill of Rights Article VII. To protect patron privacy, CPL will do all within its power to disable desktop AI tools that passively monitor patron or staff behavior.

### **Transparency**

Employees are expected to utilize AI and ML tools with integrity, honesty, and respect for individual rights and privacy. This includes proper attribution of AI-generated work.

### Original Works

When AI is used to assist in the creation of original works such as blogs, social media posts, reports, summaries, or marketing materials, acknowledgement of the role AI plays in the creation process is required. All original work in which AI plays a significant role in its creation will link to a statement (see Appendix B) indicating the use of AI. While AI may be used for various tasks, the Library will not employ text-to-image AI tools for the generation of original images or the generation of elements of the image.

### **Responsible Use**

AI and ML tools are for authorized business purposes only and must comply with all applicable laws, regulations, and Library policies. AI will not be used to deceive, manipulate, mislead, misrepresent or otherwise falsify information in any conceivable manner.

### Mitigating Bias

Due to the potential for integrated bias, AI tools will not be used for selecting or narrowing down potential hiring candidates, or for disciplinary actions. The Library will prioritize human-centered approaches that ensure fairness and inclusivity.

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<sup>2</sup>European Union 2024

<sup>3</sup>Minnesota State Legislature 1980

## Appendix A: Information Sources

European Union. 2024. "EU Artificial Intelligence Act." The AI Act Explorer.  
<https://artificialintelligenceact.eu/ai-act-explorer/>.

Harris, Laurie. 2023. "Congressional Research Service." Generative Artificial Intelligence: Overview, Issues, And... <https://crsreports.congress.gov/product/pdf/IF/IF12426/1>.

Minnesota State Legislature. 1980. "Library and Historical Data." Minnesota Legislature: 13.40.  
<https://www.revisor.mn.gov/statutes/cite/13.40>

## **Appendix B: Statement on AI Usage**

Cloquet Public Library is committed to embracing innovation. This includes using Artificial Intelligence (AI) to enhance patron experiences while doing diligent work to protect patron privacy.

In order to maintain transparency, Cloquet Public Library will link to this statement whenever AI plays a significant role in content creation.