ARTIFICIAL INTELLIGENCE APPROACH POLICY	
Purpose	This policy aims to provide guidance to Western Manitoba Regional Library staff and Board on the safe, ethical and effective use of AI tools; it defines the necessary steps staff must follow when using AI tools in the workplace.
Scope	All WMRL Staff and Board Members when using AI for WMRL related work: creating content including writing or developing statistics or reports, graphic designs and communications. It also applies when assisting the public by answering information requests and assistance in their own use of AI.
Definitions	**Artificial Intelligence (AI)** refers to the development of computer systems capable of performing tasks that typically require human intelligence, such as reasoning, learning, decision-making, and perception. AI encompasses a wide range of technologies, including machine learning, deep learning, and natural language processing.
Policy Guidelines	The Western Manitoba Regional Library recognizes the potential for Artificial Intelligence to enhance our operations and services – through access to information, efficiency and innovation. Untethered access to information that has not been vetted poses challenges to the security and authenticity of information and WMRL will make every effort to ensure our approach to AI is thoughtfully done.
	The WMRL and its staff will prioritize ethical conduct over creativity – staff, patron and confidential organizational information will not be input into any open-source AI platforms. WMRL will work with our Technical Support contractors to ensure access control and data protection configurations are set up appropriately within internal AI Systems to ensure data reports can be developed within that framework.
	Open-Source AI Tools (ex. ChatGPT or AI that is built into platforms like Canva) can be used for creative purposes, such as: readers' advisory, graphic content creation and other projects that do not include staff, patron or organizational information.
	WMRL Staff will only use AI tools that have been reviewed and advised as safe and reliable for their purpose – assessments will be completed by Technical Support to ensure qualified assessments will be done to determine how the tool stores, transmits and uses inputted information. Personal Information will not be uploaded into any AI Tool unless that tool has been approved for a particular purpose and deemed safe for use.
	The WMRL is committed to continued review of and transparency in use of AI. The staff will be provided training to help them recognize the limits and biases of AI so they are able to evaluate information retrieved through AI tools. Professional judgment is still required and any output created through AI should still be reviewed critically. WMRL staff are responsible for the accuracy and appropriateness of any AI generated content they develop and will be required to review for accuracy and to ensure they align with the values and mission of the WMRL.
	The WMRL recognizes the significant negative impact AI poses on sustainability and will strive to use these tools mindfully and only when necessary. WMRL will

	seek to promote responsible use of AI and choose models that use lower energy consumption.

The WMRL will provide appropriate training for staff on AI use at work, as technology and regulations change training will need to be updated and adapted to ensure staff are able to use these tools themselves and engage with patrons.

The WMRL will continue to monitor AI's impact on the library and how the library serves our community and shift our approaches as necessary. |
| Date of Approval | Approved by the Library Board on March 19, 2025, in effect immediately. |