

Generative AI Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: OP-18

Policy Type: Operational

Effective Date: November 20, 2025

1. Purpose

The purpose of this policy is to guide the responsible, ethical, and transparent use of generative artificial intelligence (AI) tools at the SDG Library. Generative AI has the potential to enhance creativity, efficiency, and access to information, but it must be used in a manner consistent with the SDG Library's values of intellectual freedom, privacy, accuracy, inclusivity, and public trust.

2. Definition

"Generative AI" is technology that can create new content (e.g., text, images, code, music, or video) based on prompts or data inputs. Examples include, but are not limited to ChatGPT, DALL·E, Microsoft Copilot, and similar tools.

"AI Output" is any text, image, or other content created with or influenced by a generative AI tool.

3. Ethical Use of AI

3.1. When Generative AI is used to assist in creating original content (e.g., blogs, reports, social media posts, or marketing materials), the use of AI must be acknowledged through a linked attribution statement.

3.1.1. No attribution is required when generative AI is used for minor editing (such as spelling or grammar corrections) or for idea generation and inspiration in the creative process.

3.2. SDG Library staff remain responsible for all AI-assisted work. AI tools may support, but not replace, professional judgment and human oversight.

3.3. The SDG Library will not input confidential, identifiable, or sensitive personal information into AI systems. This includes, but is not limited to, personally identifiable information, financial information, and any other data that could compromise privacy or confidentiality of the organization or its users.

3.4. AI-generated content may contain errors or bias. SDG Library staff must verify and fact-check AI output before use or dissemination.

4. Acceptable Use by SDG Library Staff

4.1. Staff may use generative AI tools to:

Generative AI Policy

- 4.1.1. Draft or edit documents, reports, or communications.
- 4.1.2. Generate ideas for programs, displays, or outreach.
- 4.1.3. Summarize, format, or compare public information.
- 4.1.4. Support research, project planning, and administrative work.

5. Acceptable Use for Patrons

- 5.1. Patrons may access generative AI tools offered by the SDG Library, where available, provided that:
 - 5.1.1. Use complies with the SDG Library's Internet Use Policy.
 - 5.1.2. Content generated does not violate copyright, privacy, or community standards.

6. Related Policies

SDG Library Internet Use Policy
SDG Library Communications Policy
SDG Library Code of Conduct Policy
SDG Library Collection Development Policy

7. Related Documents

Canadian Federation of Library Associations (CFLA) – *Statement on Artificial Intelligence and Libraries*
Canadian Privacy Commissioner – *Guidance on AI and Privacy*
Federation of Ontario Public Libraries – *AI Use in Public Libraries (Draft Guidelines)*