

MEMO

TO: PDL Board & Director Anderson

FROM: J Yaser

DATE: 6/16/26

SUBJECT: PDL AI Policy

Below are some suggestions that could be incorporated into Plymouth District Library's future AI Policy, as well as some questions I would like to see addressed in the final policy. Thank you for your consideration.

- Mandatory AI literacy training for staff
 - Ideally on a regular/ongoing basis as part of professional development
 - Who or what does this? What resource to use?
- Current internal use inventory
 - Surely some staff are already using commercial products — which ones and how? Should we keep track of this?
- Security considerations
 - Importance of in-house, self-hosted AI
 - Library board members should be made aware of which base model is being used
 - Future question: Should there be a mechanism to prevent recursive self-improvement?
 - If staff are using their Google-hosted email accounts, what library information does Google Gemini have access to? Could there be any stray patron information within the Google suite, and if so, is this a security risk?
- Internal use cases
 - Encourage use for admin tasks/"grunt" work
 - Discourage use of genAI for brainstorming and writing to prevent de-skilling of staff. I want professionally-trained staff to continue to come up with their own programming ideas for the community, rather than outsourcing this task to AI.
 - What happens if our ILS integrates AI in ways we don't approve of? What options do we have?
- Patron AI use
 - What happens if a patron uses AI "irresponsibly" on our hardware? Does this fall under existing internet usage policy, or is this different?