



NYLA Artificial Intelligence (AI) Policy

Approved by NYLA Council on 6/18/26

This Artificial Intelligence (AI) Policy outlines the principles and guidelines for the ethical, secure, and responsible use of AI technologies by the New York Library Association (NYLA). This policy is intended to support innovation while maintaining the trust, integrity, and values of the library community.

Definitions

Artificial Intelligence (AI): Computer systems or tools capable of performing tasks that typically require human intelligence, such as generating text, summarizing information, analyzing data, or producing media.

Generative AI: AI systems that create new content (e.g., text, images, audio, or video) based on user prompts. Examples include large language models (LLMs), AI writing assistants, and AI transcription or note-taking tools.

AI Output: Any content generated, summarized, or modified by an AI system.

Scope

This policy applies to all individuals engaged in NYLA-related work, including but not limited to:

- Employees
- Members
- Volunteers
- Contractors and partners acting on behalf of the organization

This policy applies to any use of AI that:

- Represents or could reasonably be associated with NYLA, including use of its name, logo, or branding; or
- Is conducted in connection with any NYLA unit, committee, work group, or official activity.

Acceptable Use

AI tools may be used to support NYLA work, including but not limited to:

- Drafting or editing written content
- Summarizing information
- Generating ideas or brainstorming
- Supporting administrative or organizational tasks

All AI use must comply with applicable federal, state, and local laws, as well as existing NYLA policies and the NYLA Code of Conduct.

Ethical Use Requirements

Human Review and Accountability

- All AI-generated content must be reviewed by a human prior to use, distribution, or publication.
- Users are responsible for verifying accuracy, appropriateness, and alignment with organizational standards.
- Users must critically evaluate AI outputs for potential bias, inaccuracies, or harmful assumptions.
- AI outputs may not be used as the sole basis for organizational decisions.

Participation and Engagement

- AI tools, including but not limited to AI note-takers and automated participation tools, do not constitute attendance or active participation in meetings or organizational work.
- Meeting minutes are the official record
- Active human engagement is expected in all collaborative and decision-making processes.

Use of AI in Meetings and Note-Taking

- The use of AI note-taking or recording tools in meetings must be disclosed to all participants in advance.
- Use of such tools should respect participant privacy and comply with applicable laws.
- The use of AI in meetings should be evaluated on a case-by-case basis, considering factors such as the nature of the meeting, the sensitivity of the information discussed, accessibility related issues, and the potential benefits of using AI tools.

Data Privacy and Confidentiality

- Confidential, proprietary, or personally identifiable information must not be entered into AI tools unless the tool is explicitly approved for secure use by NYLA.
- Users must exercise caution when handling sensitive information and adhere to all applicable privacy policies.
- When in doubt, users should assume that information entered into AI tools is not secure.

Transparency and Attribution

NYLA prioritizes human accountability over disclosure of tools. AI may be used to assist in content creation without formal attribution, provided that:

- A human has meaningfully reviewed and taken responsibility for the content; and
- The content meets organizational standards for accuracy and integrity.

In cases where AI plays a substantial role in producing content or where transparency is necessary to maintain trust, disclosure may be appropriate.

Non-Compliance and Corrective Action

This policy is intended to promote responsible use through education and shared accountability.

- Instances of misuse will be addressed through guidance, clarification, and education whenever possible.

- Repeated or serious violations may result in review and appropriate action by the NYLA Executive Committee.
- Given the collaborative and volunteer-driven nature of the organization, emphasis will be placed on support and improvement rather than punitive measures.

This policy will be reviewed periodically and updated as needed to reflect evolving technologies, legal requirements, and organizational practices.

NYLA is committed to operating in compliance with all applicable laws, rules and regulations. Employees, volunteers, and designated representatives of the Association are expected to act responsibly and report any suspected misconduct. Reportable misconduct includes but is not limited to:

- theft or misuse of Association funds, property, or resources;
- fraud;
- actions that pose a substantial or specific threat to public health or safety;
- violations of applicable federal or New York State laws and regulations;
- violations of Association policies, procedures, or regulations

This policy provides an avenue to report any known or suspected misconduct without fear of intimidation, harassment, discrimination, or retaliation.

To report suspected misconduct, a written notice should be submitted to the Executive Director who will then inform the NYLA Executive Committee . If it would be inappropriate to submit the report to the Executive Director, a written report may instead be submitted directly to any member of the Executive Committee.

The Executive Committee will promptly acknowledge receipt of any whistleblower report. An initial review will be conducted within ten (10) business days to determine whether a formal investigation is warranted. A formal investigation may not move forward if the report is outside the scope of this policy, lacks credible information, is knowingly false or made in bad faith, or is already being addressed through another process or authority.

Formal investigations will commence immediately when determined necessary and will be completed within thirty (30) days, unless extended by the Executive Committee for good cause, and may include referral to law enforcement or other appropriate authorities if potential criminal conduct or legal violations are identified. All investigations will be conducted impartially, with due regard for confidentiality, and documented in a written report of findings and recommendations. The whistleblower will be notified when the investigation is concluded, and any disclosure of results will be made in accordance with applicable laws and the organization's confidentiality obligations.

If no wrongdoing is found, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems, including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.