**AI Usage Policy for Law Firm Library**

**1. Purpose**
This policy provides guidance on the ethical, secure, and compliant use of AI tools in the law firm library to protect client confidentiality, ensure data integrity, and maintain professional standards.

**2. Scope**
This policy applies to all library staff, law firm employees, and authorized users who interact with AI tools integrated into the library’s systems.

**3. Key Principles**

* **Ethical Use:** AI tools must complement, not replace, human judgment in legal research.
* **Data Privacy:** Protect client and firm data by adhering to confidentiality and regulatory standards.
* **Accuracy:** Verify AI outputs before relying on them for case research or client work.
* **Transparency:** Use AI systems with explainable outputs and known limitations.

**4. Guidelines**

* **4.1 Selection of AI Tools:**
	+ AI tools must be vetted for compliance with legal and ethical standards.
	+ Vendors must demonstrate transparency in data usage and algorithm biases.
	+ AI tools should provide audit trails for validation of outputs.
* **4.2 Data Management:**
	+ Avoid uploading confidential client or case-sensitive data to AI tools without anonymization.
	+ Enforce encryption and restricted access protocols for AI tool outputs.
* **4.3 Ethical Oversight:**
	+ Staff must disclose the use of AI-generated research or data when assisting attorneys.
	+ Ensure AI tools do not replace due diligence or professional judgment.
* **4.4 Monitoring AI Outputs:**
	+ Staff must cross-verify AI-generated results for bias, errors, or omissions.
	+ High-stakes results should undergo manual validation.
* **4.5 Training and Education:**
	+ Staff will receive regular training on AI tool capabilities, risks, and ethical considerations.

**5. Violations**
Non-compliance with this policy may result in disciplinary action or restricted access to AI systems.