Approved by the Wallkill Public Library Board of Trustees 11/02/2026

Wallkill Public Library List of Trustworthy AI Platforms & The Appropriate Scope for their Use

This document provides a list of trustworthy AI suitable for creating institutional records and documentation at the Wallkill Public library. It includes what they are best used for, the strengths and weaknesses of each, and accompanying notes for when it is, and is not, deemed suitable to use them.

Key Principles Before Selecting Tools

AI is generally appropriate for:

- Drafting meeting minutes from recordings or notes
- Creating first drafts of policies and procedures
- Summarizing reports and public comments
- Generating metadata and descriptions for collections
- Extracting information from forms and documents
- Standardizing language and formatting
- Assisting with records inventories and retention documentation

AI is generally **not appropriate as the sole source** for:

- Official board actions and resolutions
- Legal interpretations
- Personnel records decisions
- Financial reporting without verification
- Public records responses that require judgment or redaction
- Permanent archival records without human review

List of Trustworthy AI Tools

The list provided below should not be considered a product endorsement but rather a review of the platforms appropriateness for use by the library for work-related tasks based on the information available about them at the time and considered best practices highlighted in the library's AI Use Policy, as well as the following criteria set by NIST:

- ***valid and reliable***
- ***safe***
- ***secure and resilient***
- ***accountable and transparent***
- ***explainable and interpretable***
- ***privacy enhanced, and***
- ***fair with harmful bias managed***

1. Microsoft Copilot for Microsoft 365*

Best Uses

- Drafting records from Outlook, Word, and Teams content
- Creating meeting minutes
- Summarizing internal documents
- Producing board packet drafts

Strengths

- Works directly within Microsoft 365 environments
- Accesses organizational documents under existing permissions
- Familiar workflow for many public-sector organizations

Limits

- Quality depends on source documents
- Requires governance regarding what content may be processed

Appropriate Scope
Good for use by libraries already heavily invested in Microsoft 365.

***** *Wallkill Public Library, and other RCLS libraries utilize Microsoft 365 as an enterprise solution for email, word processing, spreadsheets and the like. Copilot is the integrated AI assistant associated with that product. As such, it should be considered first when deciding on an AI platform for use with internal documents since the associated information often already resides on the MS365 platform's cloud storage. In essence, it limits the possibility collection of sensitive or institutional information by an outside AI platforms*

2. OpenAI ChatGPT

Best Uses

- Drafting policies
- Creating meeting summaries
- Producing annual report narratives
- Drafting public communications
- Organizing institutional information

Strengths

- Strong writing quality
- Custom GPTs can be built around library procedures
- Enterprise plans provide administrative controls and enhanced security features

Limits

- Can generate incorrect facts ("hallucinations")
- Should not create official records without verification
- Sensitive information should only be handled under approved organizational policies and service plans

Appropriate Scope

ChatGPT is best used for generating first-drafts of public facing documents that fall within the “best uses” listed above. Its strong writing quality provides an easy to read and professional narrative for communicating information out to staff and the public. Because ChatGPT collects data and information as part of its large language learning platform, no documents that include sensitive and/or private information about the library or its patrons should ever be generated using this platform. As such, documents created with ChatGPT should only ever include information that is already part of the public record, or that has been determined to be safe for public release. Information that is **not** suitable for use in documents created using ChatGPT includes, but is not limited to, personal information of patron and staff, internal financial documents, password protected account information, and the like. All documents produced by ChatGPT should be verified for accuracy before approval for publication.

3. Adobe Acrobat AI Assistant

Best Uses

- Summarizing reports
- Reviewing policy documents
- Extracting information from PDFs

Strengths

- Excellent for existing document collections
- Integrates well with PDF files

Limits

- Not designed as a comprehensive records platform

Appropriate Scope

This AI platform is best suited for analysis and review of existing documents. It can be used for creating summaries of larger documents under review. Generally speaking, MS Copilot is better suited for use than Adobe Acrobat AI Assistant in almost all cases **except** when analyzing or summarizing PDFs that may be more difficult for Copilot to process due to file format issues.

NB: The strengths, limits and appropriate scopes provided above can and should also be applied when assisting patrons intending to use AI for generating documents. The library is not to be held responsible for the security of patron data used in the creation of such documents but should attempt to inform the patron of such risks before rendering any aid to a patron using AI.

A Note on AI Image and Video Generators: At this time the staff of the Wallkill Public Library has chosen not to recommend the direct use of any AI platforms for the generation of images or videos for internal or external documents/ communications due to significant concerns about unfair use of private and protected works to build those platforms, and the increased risk of creating and displaying works that might be considered an infringement of some protected work.

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