Australian Library and Information Association

Artificial Intelligence Policy

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1. Purpose

This policy sets out how the Australian Library and Information Association (ALIA) will responsibly, safely and ethically use artificial intelligence (AI) technologies in its operations.

It is intended to:

- Support the responsible use of AI to enhance services to members and advance ALIA's strategic objectives; and
- Provide a clear framework for identifying, assessing and managing risks associated with AI systems

In adopting this policy, ALIA aims to:

- Support innovation and productivity through appropriate AI use
- Protect the rights, privacy and interests of members, staff and stakeholders
- Ensure compliance with legal and regulatory obligations
- Promote trustworthy, transparent and human-centred AI practices

This policy applies to all ALIA staff, contractors and volunteers, as well as Board members when working in their official capacity.

2. Artificial Intelligence Definition

For the purpose of this policy, AI is defined as any technology that uses data to make inferences and generate outputs such as predictions, recommendations or decisions with a degree of autonomy. This includes stand-alone AI tools and AI-enabled features embedded in other software. It includes but is not limited to:

- Machine learning models
- Generative AI toolsAgentic AI tools
- Predictive analytics systems
- Chatbots that generate their own responses

3. Scope

This policy covers:

- Publicly available AI tools (e.g. ChatGPT, Claude, Gemini, image generation tools)

- Enterprise AI tools embedded in licensed software (e.g. Microsoft Copilot)
- Any future private, bespoke or in-house AI systems developed, procured or promoted by ALIA

It does not replace existing policies on privacy, security, records management, copyright, or acceptable ICT use, but should be read alongside them.

4. Key Risks and Considerations

Before using AI, ALIA representatives should be aware that:

- AI systems may produce inaccurate, misleading or fabricated information ("hallucinations")
- AI outputs may reflect or emphasise bias present in training data
- Information entered into public AI systems may be stored, used or shared by the provider
- AI inputs and outputs may raise copyright or intellectual property risks
- AI systems must not be used to access, analyse, generate or otherwise utilise Indigenous Cultural and Intellectual Property (ICIP) without prior and informed consent of the relevant community
- Over-reliance on AI can reduce human oversight and professional judgement
- Use of AI consumes significant resources and the increase in AI use is having a significant environmental impact globally

AI should be treated as a support tool, not a substitute for human expertise or accountability, and should only be used for appropriate work purposes.

5. Principles

ALIA's use of AI is guided by the following principles:

❖ Ethical

AI must be used in ways that are lawful, fair, inclusive and consistent with ALIA's values and professional ethics, including the:

- ALIA Code of Ethics for the Australian Library and Information Services Workforce
- ALIA Core Values Statement
- ALIA Core Values Policy
- ALIA Constitution

❖ Transparent

ALIA will be open about its use of AI and ensure staff, members and stakeholders understand when and how AI is being used by the organisation.

❖ Accountable

Humans remain responsible for decisions, outputs and impacts. ALIA will ensure that clear human responsibility applies to all AI governance, approval and use.

❖ Human-centred

AI should augment human capabilities, not replace professional judgement. AI must always remain subject to the principles of human rights, equality, diversity & identity.

6. Compliance

ALIA is required to comply with applicable laws and regulations, including but not limited to:

- Privacy Act 1988 (Cth) and Information Privacy Act 2014 (ACT)
- Copyright Act 1968 (Cth)
- Australian Consumer Law

In addition, ALIA seeks to align its practices with Australia's AI Ethics Principles and relevant Australian Government guidance on AI adoption and use.

7. Commitments

To meet the above principles and compliance obligations, ALIA commits to the following:

- **Privacy and data protection:** Personal information collected by the organisation will not be entered into AI without appropriate assessment and data controls. Any AI system handling personal data must comply with ALIA's privacy obligations.
- **Copyright and Intellectual Property:** Third party material will not be used in conjunction with AI in a way that breaches copyright or other intellectual property rights. All AI outputs will be assessed for copyright infringement.
- **Indigenous Cultural and Intellectual Property:** Material that contains ICIP will not be used in conjunction with AI unless appropriate permissions have been obtained and protocols have been followed.

- **Transparency and disclosure:** Any significant use of AI in relation to public-facing content, research outputs, decision making processes and policy development processes will be publicly disclosed.
- **Environmental sustainability:** Acknowledging the significant environmental impacts of AI use, AI will only be used where a clear professional or business benefit has been identified.
- **Misinformation and deepfakes:** ALIA will not create misinformation or deepfakes, and will seek to assess and verify material it uses or shares to avoid perpetuating inaccurate or harmful material.

Procedures for implementing these commitments are outlined in the ALIA AI Use Procedures.

8. Governance and Accountability

- The Chief Executive Officer (CEO) has overall accountability for AI governance within ALIA.
- The CEO may escalate decisions to the Board where it is necessary, and will always do so for uses that are assessed as being unusually high risk.
- The Director responsible for Policy, Education, Research and Training (or equivalent) is responsible for overseeing policy implementation and alignment with sector expectations.
- The Chief Operating Officer (or IT Manager, where applicable) is responsible for any AI systems utilised or deployed by ALIA.
- Individual staff members are responsible for:
  - Assessing the risk and appropriateness of their AI use
  - Ensuring data and information handling is appropriate to the use and tool
  - Checking outputs for accuracy, bias and legality
  - Tool evaluation, where appropriate
  - Complying with this policy

9. Review and Continuous Improvement

This policy will be reviewed at least every two years, or earlier if:

- There are significant legal or regulatory changes
- ALIA adopts new AI technologies

10. Related Resources

- Australia's AI Ethics Principles
- Guidance for AI Adoption: Foundations
- Australian Government agency guidance on public generative AI
- Developing your organisation's AI policy – key considerations
- Trend Report – IFLA

11. Revision History

Revision	Date	Record of Changes	Approved By	Next Review Date
1.0	February 2026	Initial issue	Jessica Coates	
2.0	April 2026	Board and staff comments incorporated	Jessica Coates	
3.0	July 2026	Reviewed against industry documents	Cathie Warburton	
4.0	Aug 2026	Finalised and Board approved	Board	Aug 2027

12. Hardcopy versions

The digital version of this document is the most recent version. It is the responsibility of the individual to ensure that any printed version is the most recent version. The printed version of this manual is uncontrolled, and cannot be relied upon, except when formally issued by the Chief Operating Officer (COO) and provided with a document reference number and revision in the fields below:

AI Transparency Notice

AI was used to assist with the research and drafting of this document, based on principles and resources determined by a human author.

Resources directly referenced include:

- Australia's AI Ethics Principles
- Guidance for AI Adoption: Foundations
- Australian Government agency guidance on public generative AI
- Developing your organisation's AI policy – key considerations
- Trend Report – IFLA