

AI GUIDELINES

SUMMARY

Introduction

Generative artificial intelligence (AI) tools provide powerful capabilities that can enhance creativity, productivity, and decision-making. Used thoughtfully, they can streamline flows, support brainstorming, and reduce repetitive tasks. However, these tools can carry risks related to accuracy, bias, privacy and misuse. This document **draft** outlines CVPRD best-practice guidelines to ensure safe, ethical, and effective use of generative AI. CVPRD permits **only the use of Copilot**.

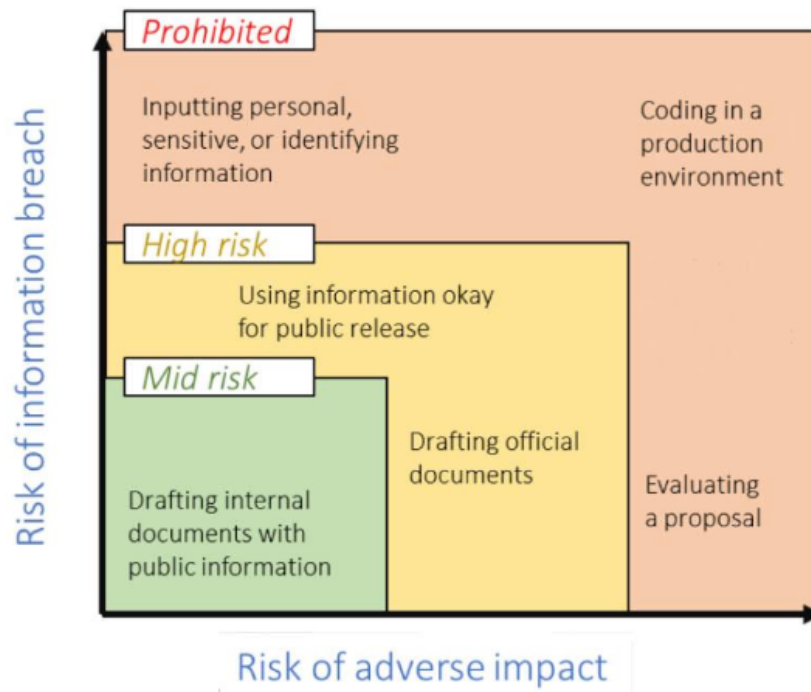
Do's

- Check the content created by AI for misinformation and bias – ask for citations
- Use AI for drafting, summarizing, and brainstorming ideas
- Try AI for speeding up otherwise manual tasks
- Weigh the risks before entering data
- Treat AI like an intern!
- Use AI for **drafts, not final products**

Don'ts

- Enter CVPRD information in any AI generator other than Copilot
- Enter any sensitive, confidential, or personally identifiable information (PII)
- Enter patron photos
- Share AI generated content before reviewing
- Over rely on the use of AI

Summary risk matrix of Generative AI



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Tips, Tricks, and Best Practices (Improve Quality of Outputs)

- Craft clear, detailed prompts- The more specific the prompt, the better the output
 - “Write a report” vs “Write a one-page executive summary explaining the impact of cloud migration on operational efficiency, using a professional tone for a non-technical audience”
- Provide context and structure- Purpose – Audience – Tone – Format
- Treat AI like an intern
- Ask for sources and citations carefully - Don’t believe the first thing presented, AI may generate fictional citations - Request verifiable links
- Use role-playing prompts – tell AI *who* it is
- Provide examples – AI models learn from your patterns
- Ask for multiple options
- Use refinement prompts – make it more clear, make it more persuasive, reduce redundancy
- For images define the style, medium and composition
 - **DO NOT USE ANY PATRON PHOTOS IN ANY AI GENERATIVE SYSTEMS – CVPRD HAS PERMISSIONS TO USE ORIGINAL PHOTOS – AI SYSTEMS STORE MORE THAN YOU THINK**

Risks & How to Mitigate Them

While AI systems provide benefits, it’s essential to understand the limitations and risks.

- Accuracy and hallucination - AI can produce incorrect or fabricated information
- Bias - Models can unintentionally generate biased or stereotypical content due to training data limitations
- Privacy and confidentiality AI tools may store or use input data to improve future models, depending on platform and corporate configuration - Don’t input confidential, regulated, or personal data
- Intellectual property concerns - AI-generated content may resemble copyrighted work or be difficult to protect legally
- Overreliance - Replacing human judgement with AI can reduce critical thinking or introduce errors

Ethical and Responsible Use

To ensure responsible AI usage use transparency (This draft was AI-assisted). Avoid generating harmful, misleading, or deceptive content. Uphold your organization’s values and compliance requirements. Maintain human accountability at all times.

CONCLUSION

Generative AI is an invaluable tool that, when used responsibly, can dramatically improve productivity, creativity, and efficiency. By following these guidelines – leveraging strong prompts, ensuring human review, protecting privacy, and understanding risks – you can maximize the benefits of AI while minimizing potential downsides.