NASSAU LIBRARY SYSTEM
SHARED ILS INTEGRITY POLICY
Adopted: 3/23/26

As part of its Plan of Service, Nassau Library System (NLS) provides materials cataloging services for a shared ILS, which is currently engaged by 51 of its member libraries. Participating libraries affirm their respect for the intellectual property of human authors and artists and support the development of public library collections that prioritize quality, accuracy, and authority.

Therefore, ILS-participating libraries are strongly discouraged from adding materials to the shared catalog:

- with content that has been fully generated or substantially generated by artificial intelligence (A.I.) such that the work contains strange formatting, nonsensical text, repetitive text, rephrasing of existing, copyrighted work, or other hallmarks of poor quality works;
- containing fake sources or citations, or by an author with low or no discernable credibility;
- that are deceptively similar to noteworthy titles (aka “knockoffs”), including summaries and workbooks of popular books;
- and that are unauthorized editions of published works (aka “bootlegs”)

When NLS suspects an item that has been submitted for cataloging meets the criteria above, NLS will use a rubric (*Appendix A*) to evaluate the work.

If it is determined that one or more of the above criteria has been met, NLS will not catalog the item and alert the owning library’s administrators and/or designee. The record will be suppressed in the catalog to prevent discovery and hold placement.

ILS participating libraries will have the opportunity to submit a waiver (*Appendix B*) via email to affirm their request for full cataloging of the item. The item will then be fully cataloged with a local note with the initials of the member library staff member(s) who requested the waiver and the date of such request in order to maintain a clear chain of the authorization to retain the item in the catalog. Additional information will be included in the record as follows:

A.I. generated content

- A disclaimer in the title field that will alert users that the item is suspected to be substantially generated by A.I.

Fake sourcing/low-credibility authorship

- A disclaimer in the title field that will alert users that the sources cited cannot be verified.

Knockoffs

- A note in the title field distinguishing the item from its more noteworthy analog.

Exceptions

Bootlegs

- There will be no waiver process for unauthorized editions of any materials due to copyright infringement concerns.

Local Authors and other exceptions

- If a library wishes to include an item that meets the criteria above for a local author collection, NLS will fully catalog the item without a disclaimer at the library's request. Libraries are encouraged to inquire about additional exceptions as the need for them arises. Such inquiries may result in updates to this policy.

All items declined for cataloging will be returned to the owning library and/or disposed of, at the owning library's instruction.

ILS participating libraries and NLS recognize that this is an evolving concern and that, due to the number of items in the shared ILS, not all items meeting the above criteria will be discovered. However, participating libraries and NLS believe that it is important to strive for an authentic and accurate collection of physical materials so that the public can be confident in the quality of information provided by their local library.

This policy shall become effective upon approval by a majority of ILS participating member library directors and the NLS Board of Trustees.

APPENDIX A: MATERIAL EVALUATION RUBRICS (viewable here or see below)

APPENDIX B: EMAIL WAIVER REQUEST TEMPLATE

Waiver requests to fully catalog A.I. generated materials, works with dubious sourcing, or that are deceptively similar to noteworthy titles (aka "knockoffs") shall include:

- An affirmation that the owning library is aware of the concerns that have been raised;
- A request to fully catalog the item despite such concerns; and
- The name of the library staff member accountable for this decision

Waiver requests may be sent to Grace Palmisano, Resources and Discovery Manager, gpalmisano@nassaulibrary.org.

APPENDIX A: RUBRIC FOR IDENTIFYING AI GENERATED CONTENT AND BOOTLEGS

Evaluation Rubric for AI Generated Content, Dubious Sourcing. and Knockoffs:

VISUAL EVALUATION:

- ☐ Material Covers
    - ☐ Are images and text grainy or low-resolution? Is there title and author information printed on the spines? Are there spelling and grammatical errors?
- ☐ Print quality
    - ☐ Is the font size larger than expected? Smaller?
    - ☐ Is spacing/layout more condensed or expanded than typical? Are page breaks and new chapter breaks typical? Does text use excessive word/definition or bulleted formatting?
    - ☐ Are images within the book grainy or low-resolution?
- ☐ Production Quality
    - ☐ Does the item show signs of shoddy production quality (poorly assembled binding, inferior page thickness, easily damaged)?
- ☐ Content
    - ☐ Does the internal content of the book match the title and description?
    - ☐ How are chapters numbered? Does it lay out chapters in by whole numbers, or does it use decimaled numbers as one would find via LMM (e.g. Chapter 1, or Chapter 1.2.2)
    - ☐ Does the item appear to be mimicking a popular title (i.e. similar title, play on the author's name, similar topic)?
- ☐ For Non-fiction: Citations and Sourcing
    - ☐ Does the book have a table of contents? Is there an index at the end of the book
    - ☐ Are there footnotes and/or citations?
        - ☐ Are citations referencing known/reputable sources? Are citations solely listing online sources?

PURCHASING/AUTHOR/PUBLISHING:

- ☐ Purchasing Information
    - ☐ Where was the item purchased from? Library ‘jobber’ such as Ingram, Brodart, Follett? Book sellers such as Barnes & Noble; Amazon/Walmart/Ebay/etc.?
        - ☐ Is the seller the company itself or a marketplace vendor?
- ☐ Author status
    - ☐ Is the author “traceable?” Publishing history, internet presence?

- ☐ Is the author's information coherent? Does the biographical information apply to a personage or another entity? If an author photo is provided, is it a stock image?
- ☐ Does the author have more than one title available? How often does the author publish?

☐ Publishing Details

- ☐ Is information about the publisher provided? Does the publisher have a web presence in addition to selling platforms?
- ☐ How close to the date of the order from the publishing platform is the print date of the item?
- ☐ Is the item's cover, title, and/or content strongly reminiscent of well-known titles or recent bestsellers?

☐ Text Checking

- ☐ When entered into an generative AI analysis tool, do the results come back positive?

Evaluation Rubric for Bootlegs:

AVAILABILITY:

☐ Availability (media)

- ☐ Has the title/season ever been released?

VISUAL EVALUATION:

☐ Cover Art & Text (media)

- ☐ Are there grammar/spelling errors or evidence of a poor, potentially unnecessary, translation (i.e. English to Spanish to English)?
- ☐ Are summaries poorly/oddly worded or exhibit evidence of a poor, or unnecessary, translation (i.e. English to Spanish to English)?
- ☐ Does text employ odd font styles/sizes or poor lettercasing?
- ☐ Are copyright and contributor information oddly formatted?
- ☐ Is the region code 0/All?

☐ Disc Art & Text (media)

- ☐ Does stylization/colorization match from disc to disc within a set?
- ☐ Are there spelling and/or punctuation errors?
- ☐ Does the disc have copyright notices printed along its outside circumference? Includes copyright date, studio, etc?

☐ Content (media)

- ☐ When played, does the disc include copyright/piracy warnings?

- ☐ Is there a main menu to navigate? Are there grammar/spelling errors or odd formatting?
- ☐ Are there ADA features, such as Closed Captions, available from the main menu?
- ☐ What is the quality of the video?

PURCHASING:

- ☐ Purchasing Information (media)
  - ☐ Where was the item purchased from? Library ‘jobber’ such as Midwest Tapes? Public marketplaces such as Amazon/Walmart/Ebay? Third party sellers through public marketplaces?
  - ☐ Is the studio information correct?