

AI in Library Licensed Platforms Rubric

Tool Being Assessed:	
Assessed by:	
Date:	
Date of Next Assessment:	

Decision:	
Summary Rationale:	

General		
Vendor's Stated Purpose	<i>What does the vendor promise this tool will do?</i>	
Audience / Area of study	<i>Who will use this tool? For whom is it designed?</i>	
Role of Library	<i>Is this an AI tool that belongs in the library? In partnership with another area?</i>	

	<i>No stake?</i>	
Interest / Desirability?	<i>Is this tool requested by VIU community? Is it desirable to have?</i>	
Can the tool be disabled?	<i>Can AI integrations be managed by the Library? By the provider?</i>	
Exportable outputs?	<i>Is it possible to export outputs of the tool? What formats?</i>	
Terms of use	<i>Discuss the terms of use (ie. Age restrictions; prohibiting interactions with other AI tools, relationships with other subscriptions.)</i>	
Cost Considerations		
Actual cost / Incremental cost over base / Commitment to complementary access	<i>Discuss the costing model and how the tool may be monetized by the vendor in the future</i>	
Cost benefit ratio	<i>How does the cost compare to other subscription or labour options?</i>	
Demonstrated need?	<i>Is there a demonstrated need for the service, based on the cost-benefit case?</i>	
Cost per use	<i>If this is a renewal, what is the current cost per use?</i>	
Quality		
Clarity of & fitness for	<i>Does the tool clearly explain its purpose?</i>	

stated purpose	<i>Is it appropriate for that purpose? Does purpose match experience? Does the AI actually create efficiencies?</i>	
Does the service augment or replace existing service?	<i>Does this tool support or build on a current service/product? Does it replace an existing service/product?</i>	
Are students aware that the service is not a VIU employee?	<i>Might students think that the service is a human VIU employee and not AI?</i>	
Content	<i>What is the quality of the content?</i>	
Corpus is known	<i>Is the vendor clear about what content is included?</i>	
Possible to scope to available sources?	<i>Is it possible to scope to available sources? May be default or supported.</i>	
Accessibility	<i>Is the tool barrier-free?</i>	
User experience	<i>How useable is the interface? Can users easily engage with features (e.g. filters, languages)? Does it default to be American-centric?</i>	
Reliable outputs	<i>Are the results consistent and accurate (i.e. not hallucinating) at the time of testing? Is there acknowledgement of limitations in cases of insufficient data?</i>	
Ability to provide feedback	<i>Can students provide feedback on the service/tool (e.g. thumbs up/down on results, feedback mechanisms)? Is feedback anonymous?</i>	

Vendor marketing claims	<i>Are the vendor's marketing claims evidence-based? What is the quality of such evidence (e.g. third-party validation, testing)?</i>	
Integrity		
Visibility	<i>Do users know that they're using AI?</i>	
Transparency	<i>How transparent is the company re: corpus, algorithms, training data?</i>	
Standards / Regulation	<i>Does the company adhere to any regulatory standards? In the absence of such standards, consider transparency above.</i>	
Sources	<i>Are sources accurate and visibly cited in an appropriate format?</i>	
Logic	<i>Does the AI show how it arrived at the answer? (ie. sources consulted, different steps taken, etc.)</i>	
Vendor contact	<i>Does vendor inappropriately make direct contact and/or gather data directly from our users?</i>	
Safety & Security of Research and Personal Data		
License terms - Privacy	<i>Does user data remain private? Consider user text inputs, document uploads, app permission to access other areas of devices, sale of info to 3rd party</i>	

License terms - Statements of ownership	<i>Who owns the intellectual property of inputs and outputs?</i>	
In-transaction safeguards	<i>Does the AI ask for identifiable info that links to searches? Does the AI retain data?</i>	
Data Exhaust	<i>Account creation required or suggested in platform? If social authentication is present is there a platform level opt-out? Is it possible to compartmentalize service (i.e. opt in / out of aspects)? Connection to other systems (i.e. SSO)? Use of cookies or other browser tracking tools?</i>	
Social and Environmental		
Representation and bias	<i>How does the tool / service represent marginalized groups? Controversial content? What part of the world does it center?</i>	
Indigenous representation	<i>How does the tool or service represent Indigenous peoples and cultures? Is it consistent with guidance in VIU Indigenous commitment, TRC recommendations, UNDRIP, other</i>	
Localization	<i>What is the training context? How is the place of implementation acknowledged and respected?</i>	
Working conditions	<i>Is a living wage paid? Are contracted workers offered appropriate protections? Is the vendor unionized or known to</i>	

	<i>union-bust?</i>	
Impact on VIU bargaining unit members	<i>Does the service or tool replace the work of VIUFA, BCGEU, or CUPE employees at VIU?</i>	
Sustainability	<i>Does this tool favour data, energy and resource-efficient AI methods? Is appropriate evidence available to show that an AI application will have the intended effect, or that safeguards accompanying an AI application can support the justification for its use? If this cannot be done, the precautionary principle must be favoured, and in instances where there are disproportionate negative impacts on the environment, AI should not be used. [Adapted from UNESCO Recommendation on the ethics of artificial intelligence]</i>	
Vendor commitment to sustainability	<i>Does the vendor address or participate in good practices or mitigating measures related to climate and other environmental impacts of AI GPU use?</i>	
References		
Sources used	<i>List any references you drew on for this assessment.</i>	