

The Edge - Production PC User Guidelines for A.I Projects

1. Introduction

The State Library of Queensland provides a Production PC located at The Edge for patrons to conduct AI projects as well as research and development. This resource is publicly bookable through the Specialised Computing User Registration. These guidelines outline the terms of use, responsibilities, and procedures to ensure that the use of the Production PC aligns with the State Library's policies, legal obligations, and strategic objectives.

2. Booking and Application Process

- **Specialised Computing User Registration:** Patrons must complete an online application outlining the use case for their AI project, including the project's objectives, software requirements, and any data to be used. Apply through the [Specialised Computing User Registration](#).
- **Approval:** Applications will be reviewed by State Library staff to ensure compliance with these guidelines and relevant policies. Approval is contingent upon adherence to all conditions outlined here. Registrations will be processed within 4 business days. After which, approved applicants will be given access to a booking page.
- **Booking Duration:** Users may book the Production PC for up to **8 hours each week**. Extensions of this time can be applied for and will be considered based on availability and project requirements.

3. User Responsibilities

- **Accountability:** Users are responsible for all activities conducted on the Production PC during their booking. Projects must be lawful and comply with these guidelines.
- **Ethical Use of AI:** Users must adhere to the [Use of Generative AI Principles](#) and the [Use of Generative AI in Queensland Government](#), ensuring responsible and ethical use of AI technologies.
- **Privacy and Confidentiality:** Protect the privacy of individuals by not inputting personal or sensitive information into AI tools, in line with the [Public Access ICT Services Policy](#) and the [Use of Generative AI in Queensland Government](#).

4. Acceptable Use

- **Prohibited Activities:** Users must not engage in activities that are illegal, unethical, or violate State Library policies. This includes:
 - Generating or distributing explicit, offensive, or inappropriate content, including sexually explicit, violent, discriminatory, or harassing material.
 - Unauthorised access or hacking activities.
 - Violating intellectual property rights.
 - Inputting personal, confidential, or sensitive data into AI tools.
- **Compliance with Policies:** Users must comply with all relevant policies:
 - [Public Access ICT Services Policy](#)
 - [Use of Generative AI Principles](#)
 - [Intellectual Property Management Policy](#)
 - [Intellectual Freedom Policy](#)
 - [Use of Generative AI in Queensland Government](#)

5. Ethical Use of Generative AI

- **Cultural Sensitivity:** Respect data sovereignty and governance when using collection data related to First Nations communities. Adhere to the State Library's [Aboriginal and Torres Strait Islander Collections Commitments](#) and the [NSLA Indigenous Cultural Intellectual Property Protocol](#). This includes:
 - **Respecting Cultural Protocols:** Recognise and respect the cultural significance and sensitivities associated with First Nations materials.
 - **Obtaining Appropriate Permissions:** Ensure that you have the necessary permissions to access and use Indigenous cultural materials, especially when they are subject to specific cultural restrictions or community permissions.
- **Intellectual Property and Data Usage:** Ensure you have the necessary permissions to use any data or software in your projects, in line with the [Intellectual Property Management Policy](#). This includes:
 - **Copyright Compliance:** Do not use copyrighted materials without proper authorisation. This applies to datasets, software, images, audio, text, and any other protected content.
 - **License Agreements:** Adhere to the terms of any license agreements associated with the data or software you are using.
 - **Open Data and Resources:** Utilise open data sources and resources where appropriate, ensuring compliance with their usage terms, as outlined in the State Library's [Open Data Strategy 2022-24](#).
 - **Attribution:** Provide proper attribution to original creators or sources of data and software used in your projects.
 - **Data Protection:** Handle all data responsibly, ensuring that you do not misuse or mishandle data, particularly any that is sensitive or confidential.

6. Data and Information Security

- **Data Handling:** Do not input personal, confidential, or sensitive data into the Production PC or AI tools, in compliance with the [Public Access ICT Services Policy](#) and the [Use of Generative AI in Queensland Government](#).
- **Data Storage and Removal:** Securely store your project data. Ensure no data is left on the Production PC after your session ends.
- **Cybersecurity:** Users must not engage in any activities that compromise the security or integrity of the Production PC or the State Library's network.

7. Software and Tools

- **Approved Software:** Use only software that is installed on the Production PC and is approved by the State Library.
- **Software Requests Review:** Software requests will be collated and reviewed each month to assess their viability for installation.
- **System Integrity:** Do not install unauthorised software or alter system configurations.

8. Open Data and Sharing

- **Open Data Strategy:** You are encouraged to share project outcomes in line with the [Open Data Strategy 2022-24](#), contributing to the broader knowledge community.

9. Support and Assistance

- **Technical Support:** Limited support is available. Users should have the necessary skills to conduct their projects independently.
- **Training Resources:** The State Library may provide resources or training on responsible AI use upon request.

10. Reporting and Feedback

- **Issue Reporting:** Promptly report any technical issues, security concerns, or policy violations to State Library staff.
- **Feedback:** Share your experience to help improve services.

11. Enforcement and Compliance

- **Policy Violation:** Non-compliance may result in termination of access and possible legal action.
- **Monitoring:** The State Library reserves the right to monitor use to ensure compliance.
- **Review Cycle:** Guidelines will be reviewed periodically to stay current.

12. References

- [Public Access ICT Services Policy](#)
- [Use of Generative AI Principles](#)
- [Intellectual Property Management Policy](#)
- [Intellectual Freedom Policy](#)
- [Aboriginal and Torres Strait Islander Collections Commitments](#)
- [NSLA Indigenous Cultural Intellectual Property Protocol](#)
- [Open Data Strategy 2022-24](#)
- [Use of Generative AI in Queensland Government](#)
- [Libraries Act 1988](#)

13. Contact Information

For questions or clarifications regarding these guidelines, please contact:

Email: appliedcreativity@slq.qld.gov.au