



Policy on the Provision of Generative AI-Produced Documents for Members **Adopted September 16, 2025**

Purpose

The Cleveland Law Library recognizes that generative artificial intelligence (AI) tools can support and enhance the process of legal research. The Cleveland Law Library is also committed to using generative AI tools in a responsible and ethical manner. As a result, the purpose of this policy is to establish guidelines for the provision of generative AI-produced documents to members of the Cleveland Law Library Association (CLLA) and officials, judges, and employees of Cuyahoga County. All of these types of individuals are collectively referred to as members.

Scope

This policy applies to all staff of the (CLLA) and the Cuyahoga County Law Library Resources Board (CLLRB) who are involved in the creation, distribution, and management of generative AI-produced documents. It also applies to all members who request and receive generative AI-produced documents from the Cleveland Law Library.

Definitions

1. **Artificial Intelligence:** Artificial intelligence generally refers to computer systems that complete tasks which usually require human intelligence.
2. **Machine Learning:** Machine learning is a type of AI that uses algorithms to analyze data, identify patterns, and make predictions.
3. **Generative AI:** Generative AI is a subcategory of AI that uses machine learning to create entirely new data. Generative AI systems are trained on massive datasets and learn to identify the underlying patterns within that data to generate new content.
4. **Generative AI-produced documents:** The types of documents that the Cleveland Law Library can create using Generative AI tools contained within legal research databases include:
 - a. A legal research memorandum citing to resources supporting the conclusions contained therein;

Responsibilities

CLLA and CLLRB Library Staff:

1. **Training:** Before providing any generative AI-produced documents to members, Cleveland Law Library staff must be trained on how to use generative AI tools effectively and ethically.
2. **Disclose:** Cleveland Law Library staff will disclose the legal research AI tool or tools that are available to be used to create generative AI-produced documents.
3. **Approval:** Cleveland Law Library staff must obtain prior approval from members to use a particular AI tool to create generative AI-produced documents.

Members:

1. **Review:** It is the responsibility of members to thoroughly review generative AI-produced documents for accuracy and relevance to their specific legal needs.
2. **Confidentiality:** Members must ensure that no confidential, client, or personal information is provided to the Cleveland Law Library.
3. **Acknowledgement:** Members must acknowledge receipt and understanding of this Policy in writing each time they request Cleveland Law Library staff to use AI tools to create generative AI-produced documents.

Procedures

1. **Request Submission:** A member must submit a formal written request for generative AI-produced documents, including the exact request, prompt, or query and specifying the database(s) to be used and the relevant jurisdiction(s). Upon receipt of an initial generative AI-produced document, a member may request modifications, which must include the exact prompt or query and specify the database(s) to be used and the relevant jurisdiction(s).
2. **Document Creation:** Upon receiving a request from a member, Cleveland Law Library staff will utilize only authorized generative AI tools from Lexis and/or Westlaw to produce requested documents.
3. **Distribution:** Generative AI-produced documents will be securely distributed to the requesting member.
4. **Costs:**
 - a. Each initial request for a generative AI-produced document will cost \$50.00.
 - b. Each modification of an initial request will cost \$25.00.
 - c. Members may request the full text of documents cited in legal research memoranda, but the Cleveland Law Library's document delivery fees will apply.

Disclaimers

1. The Cleveland Law Library disclaims any liability for the content, accuracy, and relevancy of generative AI-produced documents.
2. The Cleveland Law Library and its staff are not engaged in the practice of law by providing generative AI-produced documents for members or otherwise.
3. Due to changes in AI databases, responses to prompts can change over time even when a prompt remains the same.