

DIGITAL PRESERVATION FOR COMMUNITY ARCHIVES



THINKING ABOUT USING AI?

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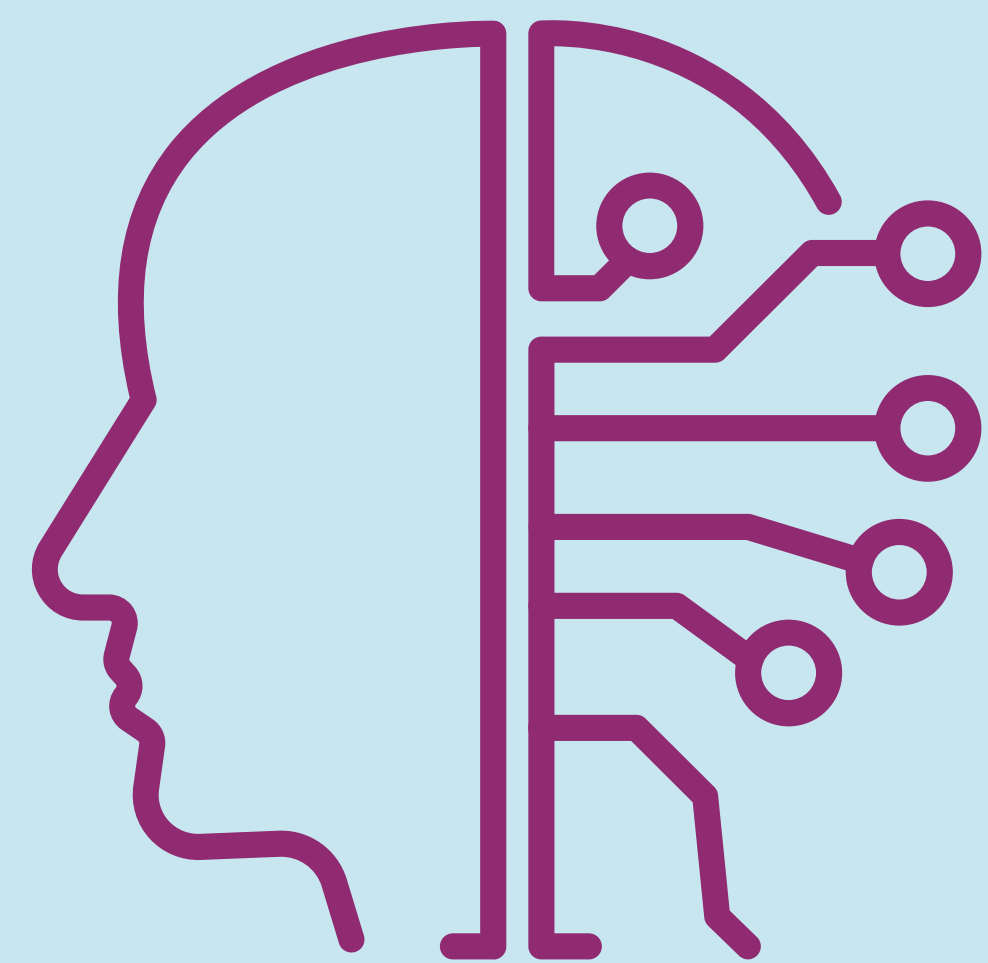
WHAT AI IS AND HOW IT CAN HELP

AI (Artificial Intelligence) refers to computer systems that can carry out tasks that usually require human thinking such as writing text, sorting information, or analysing patterns.

Community groups can use AI to:

- Write or edit content (newsletters, social posts, funding applications)
- Organise information (summaries, tagging, sorting documents)
- Support planning (drafting policies, creating checklists, generating ideas)
- Improve access (transcribing audio, translating text, creating plain-language versions)

AI can save time, reduce workload, and help small teams do more with limited resources.

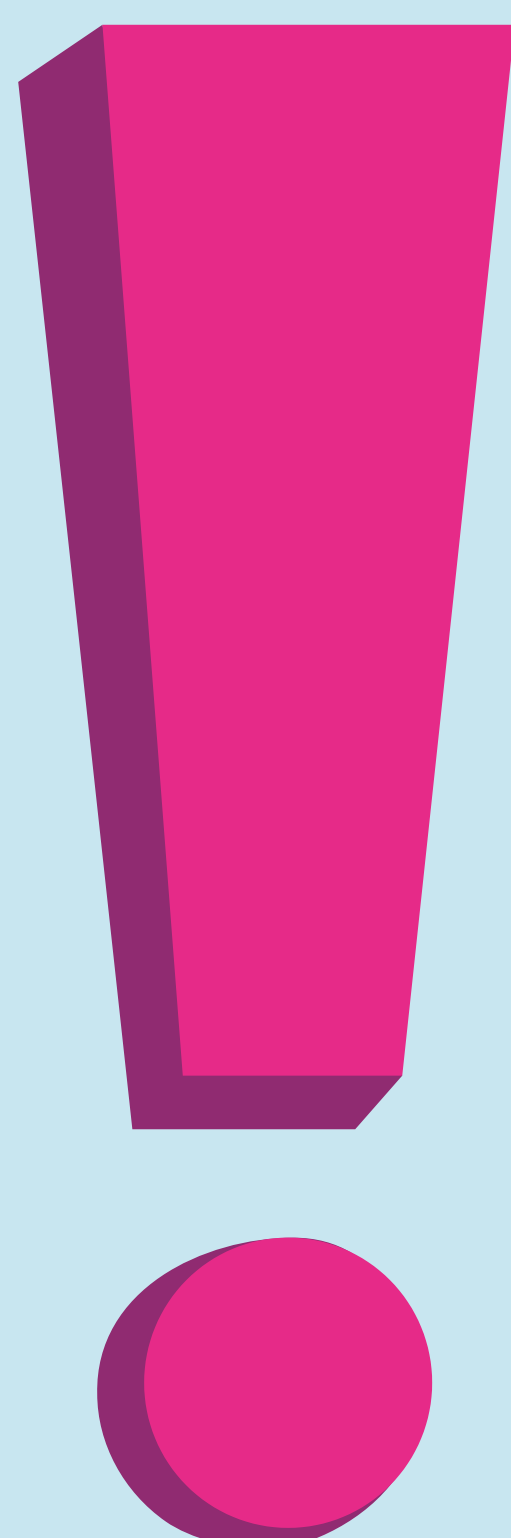


WHAT HAPPENS WHEN YOU PUT INFORMATION INTO AI

When you type or upload information into an AI tool, it is processed by the system to generate an answer. Different tools handle your data differently, but you should always assume:

- Your data may be stored temporarily. If you don't have permission to share the data, or if it has legal restrictions attached, don't put it into AI tools.
- Your data may be used to improve the tool unless the provider states otherwise. This means your data could be used in answers AI gives to other people using the same tool as you.

Sensitive or personal information should not be shared unless you have permission and accept the risks described above.



Key point:

AI tools are not private by default. Treat them like any other online service and check the terms and conditions in place before you hand over your data.

RISKS AND THINGS TO WATCH OUT FOR

Using AI can be helpful, but it also comes with risks:

- Privacy risks: Personal data, confidential records, or community stories may be exposed if shared with AI tools.
- Accuracy issues: AI can produce incorrect or misleading information. Always check important outputs are correct
- Bias: AI systems can reflect unfair or harmful assumptions found in the data they were trained on.
- Copyright concerns: AI may generate text or images similar to existing copyrighted material.
- Over-reliance: AI should support your work, not replace community knowledge or decision-making.

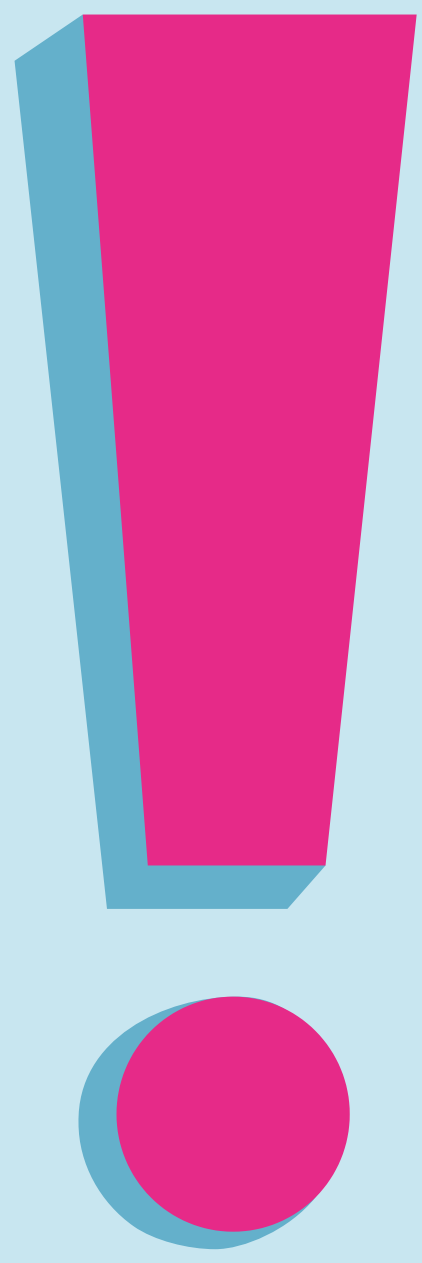
Think carefully before entering anything sensitive, personal, or culturally important into an AI engine.



TYPES OF AI TOOLS AND WHAT THEY'RE GOOD FOR

Different AI tools do different jobs:

- Chatbots / Writing Assistants Examples: ChatGPT, Copilot
Use for: drafting text, summarising documents, generating ideas, answering questions.
- Image Generators Examples: DALL·E, Midjourney
Use for: creating illustrations, posters, or visual concepts.
- Audio & Video Tools Examples: Whisper, Descript
Use for: transcription, captioning, editing audio/video.
- Organisation & Search Tools Examples: AI-powered search engines, document tagging tools
Use for: sorting archives, finding patterns, improving access.
- Translation Tools Examples: Google Translate, DeepL
Use for: making content accessible in multiple languages.



Key Point

Choose tools based on your group's needs, skills, and comfort level. Taking time to research available tools will benefit your process for the long term

GOOD PRACTICE WHEN USING AI

To use AI safely and effectively, keep these points in mind:

- Decide what information is safe to share Avoid personal data, sensitive community stories, unpublished materials, copyright published materials, or any material you don't have permission to share.
- Check the output AI can make mistakes. Review everything before using it publicly.
- Keep human oversight AI should support, not replace, community decision-making.
- Be transparent If AI helped create something, this should be noted in your documentation.
- Think about long-term preservation Save original versions of documents before AI editing. Keep records of how AI was used in your workflows.

Start small Try AI for simple tasks first, then expand as your confidence grows.



FINAL THOUGHTS

AI can be a powerful tool for community groups, helping with writing, organising, and improving access to information. But it must be used thoughtfully, with care for privacy, accuracy, and the values of your community. Start slowly, stay curious, and keep people at the centre of your decisions.