# AI Tool Evaluation Checklist

*Save all prompts used for testing and share them at the end of this document.*

Target tool:

Intended use(s) for tool:

Documentation consulted (provide links if possible):

Overall thoughts and comments on this tool:

## Usability

### Ease of use

The purpose of the tool is clear.

The user interface is intuitive.

There are instructions for using the tool.

The tools features and settings are findable and understandable.

### Efficiency

The tool provides answers in a reasonable time frame.

The tool performs well when receiving a high volume of requests.

### Limitations

The tool has hard limitations on use, such as the number of prompts (tokens) allowed within a given period or throttling of response times after a certain number of uses.

Limitations (or lack thereof) are clearly communicated to users before they are encountered.

### Model Parameter Customization

Temperature can be adjusted.

Top-p can be adjusted.

Top-k can be adjusted.

Presence penalty can be adjusted.

### User Satisfaction

I am satisfied with the responses provided by this tool.

I am satisfied by the experience of using this tool.

The tool reliably assists with library-related tasks.

### Comments on Usability

## Accuracy and Reliability

### Accuracy of Responses

The tool understands queries.

It consistently provides accurate and relevant information.

The tool catches misunderstandings and errors and offers helpful suggestions.

It provides sources or citations for its answers that are accurate and reliable.

The information provided is current.

Reponses to similar prompts are consistent.

The tool provides explanations for its reasoning and decision-making when requested.

### Contextual Awareness

The tool maintains context across multiple prompts (for example, if the user asks follow-up questions the tool remembers the previous answers)

The tool seems able to interpret user intent.

The tool provides information that aligns with my specific needs.

### Accuracy and Reliability Comments

## Accessibility and Inclusivity

### WCAG 2.1 AA Compliance

The user interface adheres to WCAG 2.1 AA guidelines according to an evaluation tool such as the WAVE browser plugin.

The user interface can be navigated by keyboard effectively.

### Multilingual Support

The tool understand queries in languages commonly spoken by our user base.

Translations provided by the tool are accurate.

Translations provided by the tool sound natural and authentic.

### Accessibility and Inclusivity Comments

## Privacy, Consent, and Security

### Data Protection

The tool provides clear information on its privacy practices.

The tool provides information on its data retention practices.

The tool uses data encryption.

The tool is FERPA compliant.

The tool is HIPAA compliant.

### Data Usage Transparency

The tool provides clear information on its data collection and usage practices.

The tool uses data collected to train the model.

### Privacy, Consent, and Security Comments

## Ethical and Environmental Considerations

### Cultural Sensitivity and Bias

The tool avoids biases and stereotypes.

The tool handles sensitive topics responsibly.

The tool provides responses that are inclusive for users from diverse cultural backgrounds.

### Accountability

There is a clear procedure for addressing errors, biases, or inappropriate content generated.

The provider has a public statement or report addressing the tool’s environmental impact.

The provider has a public statement or report addressing their sustainability efforts.

The tool offers a dashboard for assessing the tool’s environmental impact.

### Model Transparency

There is clear access to a model card, which provides detailed information about the model.

The model card provides details about the data it was trained on.

The model card describes the tool’s intended uses and potential limitations.

The model card includes a section detailing the energy consumption and/or estimated carbon emissions associated with training the model.

### Ethical and Environmental Considerations Comments

## Integration and Customization

### Integration with Existing Library Systems

The tool can be easily embedded in library websites using embed code or a plugin.

The tool provides API access to submit queries.

The tool provides API access to retrieve responses.

Any API rate limits are clearly communicated.

### Authentication and Authorization

The tool integrates with the library’s existing authentication system.

### Interface Customization

The tool’s UI can be customized to match the library’s branding.

The layout or presentation of information can be adjusted.

### Functionality Customization

The tool’s core functionality can be modified or extended through configuration options, plugins, or custom scripts.

The tool can be configured to prioritize certain data sources or types of information.

### Integration and Customization Comments

## Documentation of Testing Prompts & Responses

*Copy & paste text or screenshots of all exchanges used in testing.*