

AI Tool Evaluation Checklist

Criteria	Description	Rating Scale (1-5)
Dataset Quality	Evaluate the quality of the dataset used to train the AI, including its size, relevance, variety, and presence of bias.	1=Poor, 5=Excellent
Features	Assess the range and usefulness of the AI tool's features, their ease of use, and applicability to library tasks.	
- Data Analysis	Evaluate the AI's capabilities in analyzing data, identifying patterns, and generating insights.	1=Poor, 5=Excellent
- Decision Making	Assess the AI's ability to support decision-making processes, such as recommending materials or optimizing workflows.	1=Poor, 5=Excellent
- Data Retrieval	Determine the AI's effectiveness in retrieving relevant data, such as searching for materials or answering user queries.	1=Poor, 5=Excellent
Platform Compatibility	Determine if the AI tool is compatible with Mac, Windows, and Linux operating systems, as well as mobile devices.	1=Poor, 5=Excellent
Integrations	Check for integration with common productivity tools like Office365, Google Sheets, etc.	1=Poor, 5=Excellent
Documentation	Evaluate the quality, clarity, and accessibility of documentation, such as Privacy Policy, Terms of Use, and user guides.	1=Poor, 5=Excellent
Training Support/Tutorials	Assess the availability, quality, and variety of training materials and tutorials for different user expertise levels.	1=Poor, 5=Excellent
Security Features	Determine the security features offered, such as institutional login, single-sign-on (SSO), and data encryption. Evaluation by a third-party security auditor and whether it is SOC 2 Type 2 compliant.	1=Poor, 5=Excellent
Account Recovery Options	Assess the ease, options, and efficiency of account recovery processes, such as email transfer or two-factor authentication.	1=Poor, 5=Excellent
Customer Support	Evaluate the availability, responsiveness, and quality of customer support provided by the vendor or developers.	1=Poor, 5=Excellent
Cost-effectiveness	Assess the tool's pricing and compare it to the value provided in terms of features and services.	1=Poor, 5=Excellent
Privacy/Data Reuse	Evaluate the AI tool's adherence to privacy standards and its policies regarding data reuse, anonymization, and data retention, ensuring compliance with relevant laws and ethical considerations, e.g., GDPR and CCPA.	1=Poor, 5=Excellent