THE SCHOOL LIBRARIAN'S GUIDE TO PRACTICAL AI PROMPTS

Artificial Intelligence (AI) tools, like ChatGPT, MagicShool, etc., are becoming increasingly present in education. School librarians may encounter AI in student work, instructional planning, collection development, or communication with staff. This guide is not intended to promote or require the use of AI, but rather to offer practical examples of how school librarians *could* use AI tools if they choose to explore them. The goal is to help librarians save time, support student learning, and enhance library programs while still applying professional judgment and ethical decision-making.

AI Prompts for School Librarians

1. Instruction, Lessons & Teaching

Lesson Planning

- *"Create a 30-minute lesson plan for grade 4 on evaluating online sources, aligned with the SD School Library Standards."*
- *"Give me three examples of quick mini-lessons that teach students how to generate effective search keywords."*

Skill-Based Activities

- *"Create a 10-item digital citizenship exit ticket for middle school students."*
- *"Give me a hands-on activity for teaching K-2 students how to choose a good-fit book."*

Student-Friendly Explanations

- *"Explain plagiarism in kid-friendly language for grade 3, with two clear examples."*
- *"Summarize the research process for high school students in 5 steps."*

2. Collection Development & Reader Advisory

Book Recommendation Lists

- *"Create a list of 15 high-interest books for reluctant 5th-grade readers, including a mix of fiction and nonfiction."*
- *"Suggest titles that align with 8th-grade science standards on ecosystems."*

Weeding & Gaps

- *"What are common gaps in an elementary biography section, and what types of figures should I consider adding?"*

Book Talks

- *"Write a 2-minute book talk for New Kid aimed at 6th graders, focusing on themes of belonging."*

3. Library Program Management

Communication

- *"Draft a short newsletter blurb for families about the start of our Battle of the Books program."*
- *"Create a student-friendly poster message encouraging book returns before winter break."*

Policies & Procedures

- *"Help me create a clear, positive explanation of our flexible seating expectations for grades K-2."*

Data Use

- *"Rewrite this annual report paragraph in a more student-centered tone."*
- *"Suggest ways to visualize student check-out data for my principal."*

4. Supporting Teachers & Collaboration

Curriculum Support

- *"Recommend three library-based resources to support a 2nd-grade poetry unit."*
- *"Give me a list of primary source sets for teaching westward expansion in grade 5."*

Instructional Design

- *"Draft a co-teaching outline for a research project about animal adaptations for 3rd grade."*

Professional Development

- *"Create a 10-minute PD mini-session for teachers on using databases more effectively."*

5. Student-Facing AI Activities (Ethical & Guided Use)

(Only if librarians choose to integrate AI into instruction)

Prompting Practice

- *"Generate three prompts students can use to practice giving clear instructions to an AI tool."*

Critical Thinking

- *"Give me examples of flawed or biased AI responses that students can analyze for accuracy."*

Digital Citizenship

- *"Write discussion questions about using AI responsibly in school."*

6. Administrative & Behind-the-Scenes Time Savers

Email and Communication

- *"Rewrite this email to teachers in a friendly and concise tone."*
- *"Give me three ways to remind staff about overdue items without sounding punitive."*

Scheduling and Planning

- *"Help me create a one-page outline for my fall book fair preparations."*

Creative Extras

- *"Generate five bulletin board slogans for March celebrating reading and library joy."*
- *"Brainstorm theme ideas for my library's spring reading challenge."*