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# PUBLIC LIBRARIAN'S GUIDE TO PRACTICAL AI PROMPTS

Artificial intelligence tools are becoming more visible in public library work, from supporting staff workflows to assisting with program planning and community engagement. While AI should never replace professional expertise or the human-centered approach that defines public librarianship, it can serve as an optional tool to streamline tasks, spark ideas, or enhance services that librarians already provide.

## **A Note About AI Use in Public Libraries**

This guide is not intended to promote or require the use of artificial intelligence tools in public library work. Every library has its own values, policies, and comfort levels regarding emerging technologies. However, if your library chooses to explore or implement AI, the prompts and examples in this guide illustrate ways these tools *could* be used to support workflows, enhance patron services, and streamline internal processes, always with professional judgment, ethical considerations, and community needs at the forefront.

## **Practical AI Prompts for Public Librarians**

Below are sample prompts grouped by common public library tasks. These can be used as written or adapted based on your workflow, library policies, and community context.

### **Youth Services & Programming**

- *“Create three theme ideas for a preschool storytime based on [topic], including book suggestions and simple activities.”*
- *“Generate a list of passive programming ideas suitable for ages 8-12 that require minimal staff supervision.”*
- *“Write a short description of our upcoming teen event: [details]. Make it friendly and inviting.”*

## **Adult Services & Community Engagement**

- *“Draft a program outline for a community workshop on [topic], including learning objectives and activity ideas.”*
- *“Suggest five ideas for intergenerational programs that support lifelong learning.”*
- *“Rewrite this program description to be more accessible and plain-language: [paste text].”*

## **Readers' Advisory**

- *“Provide read-alike titles for patrons who enjoy authors like [author] or books similar to [title].”*
- *“Create a genre quick guide for new librarians explaining the key elements of cozy mysteries.”*
- *“Offer reading list ideas for a themed book display about [topic/season].”*

## **Collection Development**

- *“Summarize recent trends in [genre or age group] publishing to inform selection decisions.”*
- *“Provide a list of recommended titles published in the last two years on [topic], suitable for public libraries.”*
- *“Create a short justification statement for purchasing [title], focusing on community need and collection balance.”*

## **Marketing & Outreach**

- *“Write a short social media caption for this event: [details]. Keep it upbeat and concise.”*
- *“Draft three variations of newsletter blurbs promoting our new service: [description].”*
- *“Suggest phrasing for a friendly reminder sign about library card registration requirements.”*

## **Operations, Planning & Internal Workflows**

- *“Help organize these attendance numbers into a short monthly summary: [paste data].”*
- *“Draft a simple project timeline for launching a new library service in [month].”*
- *“Suggest ways to reword this policy section to make it more clear and user-friendly: [paste policy text].”*