



More prompts for you!

Producing event/program descriptions

*(Story times, author talks, conversation circles, job & career workshops, immigrant services events) Use AI to generate **draft descriptions** or summaries of upcoming events, in multiple languages, then human-edit. Also to suggest poll questions or social media blurbs promoting those events.*

"You are a community events copywriter for a public library. Write a [120-word] engaging description for a family story time event at Arapahoe Libraries. Audience is [parents with children under 7.] Include benefits [early literacy, fun songs], avoid jargon, and end with a warm invitation. Provide a Spanish translation version."

Writing internal reports / summaries

(Usage stats, mobile library stops, feedback, technology usage, older adult services)

*Use AI to **summarize data** (from spreadsheets, feedback forms), generate draft reports, highlight trends (e.g. "what changed vs last quarter"). Also to convert technical results into lay-person summaries for boards or the public.*

"You are a data analyst writing for a library board. Summarize this spreadsheet of monthly patron visits and Wi-Fi use into 3 key insights for board members with no technical background. Highlight one area of growth and one concern. Write in professional, neutral tone."

Emails & communications

(With patrons, community partners, internal staff, multilingual communication)

*AI can help by offering **templates**, translation suggestions, draft responses (especially in second languages), auto-flagging tone (too formal, too verbose), summarizing longer emails.*

"You are a bilingual public service assistant at a library. Draft a polite email response to a patron who asked why their library card expired. Keep it under 150 words, empathetic in tone, and include steps to renew. Provide both English and Spanish versions."

Genealogy / Local History Help

(Helping patrons find sources, local archives, historical data)

AI tools (e.g. citation assistants, summarization, catalog search enhancement) can speed up locating sources, creating annotated bibliographies, generating time-lines or context summaries.

"You are a genealogy research assistant. Generate a 1-page background summary of Denver in the 1890s, focusing on housing, jobs, and immigration. Write in plain English for a patron new to genealogy. Include suggested keywords they can use in library databases."

Immigrant & Language Services

(English learning classes, legal & immigration support, translation / interpreter work)

*Use AI for **translating documents**, preparing bilingual handouts, drafting legal resource guides, simplifying legal/immigration text for non-experts, creating English practice exercises.*

"You are an ESL instructor creating practice material. Create a beginner-level English worksheet with 10 simple sentences about daily life at the library. Provide a Spanish version alongside. End with 3 short practice questions in English."

Business / Career Help

(Job search advice, resume help, business resources, immigrant business supports)

AI can generate resume drafts, cover letters, practice interview questions, help staff prepare resource lists for entrepreneurs, offer suggestions for business planning basics.

"You are a career counselor for job seekers. Write a professional cover letter for a patron applying for an entry-level customer service job in retail. Use friendly but professional tone. Keep it to 200 words. Add 3 interview practice questions at the end."

Technology help / digital literacy training

(Help patrons use databases, digital media stations, makerspaces, 3D printing, computers)

AI-powered step-by-step instructions, video transcript summaries, generating tutorials, "FAQ bot" scripts to anticipate common user questions.

"You are a digital literacy coach. Explain how to set up a new Gmail account for a first-time computer user. Write the instructions step-by-step, using very simple

language. At the end, create a short 5-question multiple-choice quiz to test understanding."

Resource Curation/Recommendations

(Recommendations, "Need Suggestions", selecting books/media, magazine/journal subscriptions)

AI can help by suggesting content based on patron profiles / trends, summarizing new acquisitions, generating annotated reading lists, clustering similar items, discovering under-used resources.

"You are a librarian creating a reading list for adults. Recommend 6 books similar to *The Midnight Library* by Matt Haig. Provide 2-sentence descriptions for each. Include genre tags and explain why each would appeal to fans of uplifting contemporary fiction."

Community Resource Guides

(Housing, health, legal, tax, immigrant resources)

AI can help maintain up-to-date guides automatically, draft summaries of resources, check for changed contact info, generate maps or "how to access" instructions.

"You are a community navigator. Create a one-page guide with resources for affordable housing in Arapahoe County. Write for the general public. Include 3 local nonprofits, their websites, and phone numbers. Summarize each resource in one sentence, at a 9th-grade reading level."

Internal Training & Documentation

(Policies, how to use new systems, grants, safety, makerspace usage, equity/inclusion training)

Use AI to draft or update staff manuals, prepare training modules, create quizzes or role-play scripts, translate policies, generate checklists.

"You are a policy writer for library staff training. Draft a step-by-step guide for staff on how to safely close the library at night. Include a checklist format, emphasize safety and patron courtesy. Add a short FAQ with answers to common staff questions."

Summarize this article or book

Instead of "summarize this article," use this prompt:

"Summarize this article [for a technical audience], focusing on [implementation challenges]."

Example: Summarize this article as a decision-maker who needs to understand ROI implications.

OR "Summarize the book/article titled **[insert title here]** in 3 sections: (1) a plain-language summary in under 200 words, (2) a list of 5 key themes or takeaways, and (3) 3 discussion questions that could be used in a book club. Avoid spoilers if it's fiction. Write for [an adult audience] at a [9th-grade] reading level."

Create Reports

You are an expert academic researcher and investigative analyst with extensive experience in [YOUR FIELD OR DISCIPLINE]. Use all of the information I've attached to create one comprehensive report with a logical flow. Use my attached logo and branding colors to create this in a Word document that I can download.

Lesson: Before you send any the report, make sure it's balanced and thorough. Insert your entire report into ChatGPT and use this PROMPT:

Act as an expert in the field we are talking about. What would a critic say is missing from this? What is the weakest element? Tell me who might find this confusing or incomprehensible. Which aspect of it might not be accessible to some portion of my colleagues or community? Who or what might be left out?

Meeting Preparation

"Create an agenda for a [30-minute] [marketing strategy] meeting covering [Q3 goals, budget allocation, and upcoming campaigns.]"

Prepare for a call to solve a problem

You specialize in assisting me prepare for calls with [THE PUBLIC/OR PERSON] by providing a [one sentence] point of view that connects [the person's pain points] to the Arapahoe Library District's value statement and mission that can be found here: <https://arapahoelibraries.org/>

The person's complaint is [INSERT COMPLAINTS].

Be a Thought Partner

"I recently made the decision to [summarize decision]. I was also evaluating [summarize what else you were evaluating]. I am trying to [your goal].

I would like you to act as my thought partner and strategist by playing devil's advocate. Please critically evaluate my decision, highlight any potential risks or unintended consequences, and offer counter perspectives.

Pressure Test My Idea

Act as my thought partner and strategist like Robert Greene. Critically evaluate my decision, highlight any potential risks or unintended consequences, and offer any counter perspectives. The goal is to broaden my thinking for the most informed decision.

AI, What Should I Ask You To Get The Best Result?

-Never ask "who is behind this company" or "tell me the data" or "summarize this." Instead, use this prompt:

"I'm an investigative reporter. I want to know who pulls the strings. Please come up with a prompt that I can use to ask you how to get this information I need."

The AI tool will give you a long, complex prompt to instruct it. Use THAT PROMPT to expand your power multifold.

For example: "What do i ask you (or what prompt do I give you) to learn (XYZ) who is behind the money? What should I ask you to find out what I need to know?"

Interview Questions

You are a brilliant interviewer with 60 Minutes. Today, you are going to **interview [insert name]** who is the [insert title] at [insert company]. Focus the interview on [on how the use the product latakoo and what big changes are coming up for their company, spectrum and charter.] Please list questions to ask him.

REDUCE HALLUCINATIONS AND MISTAKES

Stay neutral. Never give an opinions. Never make up information. Always cite your sources. If you are unclear about something, say "I'm not positive about this information."

SCHEDULE TASKS/REMINDERS

- "Remind me to call Patrick in 30 minutes."
- "Act as an investigative reporter, search the web for stories that involve libraries anywhere using AI and email a report every Monday at 9:00 am to Deborah@aiez.ai"

COPY EDITOR

Act as a copy editor for the New York times with 30 years of experience who uses AP Style. Please point out an errors in these pdfs, including grammar, spelling, tone and anything that is unclear and doesn't make sense. Suggest ways to rewrite paragraphs in a more concise, compact way. Please present your answer bullet points.

PLAGIARISM CHECKER

"I want you to act as a plagiarism checker. I will write you sentences and you will only reply undetected in plagiarism checks in the language of the given sentence, and nothing else. Do not write explanations on replies. My first sentence is [].

Act as a critic

Act as an expert in the field we are talking about. What would a critic say is missing from this? What is the weakest element? Tell me who might find this confusing or incomprehensible. Which aspect of it might not be accessible to some portion of my colleagues or community? Who or what might be left out?

Thinking partner to break mental gridlock

You are a mental model operator with 50+ years of experience of solving small to complex problems. Your job is to help users overcome personal and professional challenges by translating complexity into clarity using mental models. You ask sharp, sequential questions to extract the core issue. You reframe the situation using logic, expose hidden thinking traps, and give the user tactical moves they

can apply immediately. You are here to shift their mindset and drive real-world progress, fast. Start by asking what problem I'm facing.

Conduct a reverse interview Prompt ChatGPT to ask probing questions on a topic you're exploring. Then ask it to compile your answers into a writeup for you. **Benefit:** Trick yourself past writer's block while ensuring the words and ideas are your own.

Play devil's advocate Ask ChatGPT to argue forcefully against your current approach to a project. A critique can raise awareness of potential weak spots, or push you to do some rethinking. **Benefit:** address blind spots & develop creative alternatives.

Fast-forward to your future Have ChatGPT role-play your older self. Tell it a bit about your life journey, or feed it your bio. Then try talking to yourself 10, 20, or 30 years from now. What might your mature self regret? What/who does it miss? What does it wish it could do over? **Benefit:** capitalize on tactics of "prospective hindsight" researched by Hal Hershfield.

Dialogue with a fictional mentor Have ChatGPT create a fictional character as an unconventional mentor. Maybe a Zen monk, adventurer, entrepreneur, or activist. Converse about a project or challenge. **Benefit:** This playful approach can prompt imaginative, unconventional insights.

Time travel and reinvent Have ChatGPT imagine how people in different historical eras might approach your idea. How would a Victorian engineer solve your problem? What would a caveman think about your concept? **Benefit:** Mental time travel can jar you into reconsidering assumptions.

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