

If it gives you a book, article, or case, verify it's real before you rely on it.

These tools change fast. What was true of them last year may not be now.

Still curious? The library is exactly the right place to ask.

AI tools predict likely words. They don't look things up.

Confident and wrong can happen at the same time.

Check facts that matter.

Don't share anything you wouldn't put on a postcard.

You decide what to use, keep, or share. AI suggests.

You choose.

Good things to remember about AI



Working effectively with AI

Use your organization's approved tool, signed in with your work email. It keeps work and personal separate and builds useful context over time.

End your prompt with: "Ask me clarifying questions, one at a time." Answers get dramatically better.

A chatbot doesn't have to be perfect to be useful. Treat it as a capable first-draft partner.

Review every output for sneaky errors before it goes public. Not your strength? Pair up with a colleague.

Stay the curator. Reject most, refine the rest. Your expertise is the value.

Never paste in patron records, personnel details, or anything confidential.

Don't let AI steal your joy. Hand off the busywork. Keep the parts that are most yours.