



Library and Information Association of New Zealand
Te Rau Herenga O Aotearoa

AI in Practice – Topic 1: Everyday usefulness

Prompts shared

Prompts to try

As part of this session, we shared a couple of simple prompts you can use to explore how AI might support your day-to-day work.

These are practical starting points. You can use them as they are or adapt them to suit your own context.

VOICE INTERVIEW PRACTICE

Prompt

“You are an interviewer for a librarian role in a large public library in Auckland, New Zealand.

Ask me behavioural interview questions, one at a time.

Keep them concise and relevant to the role.

After each answer, ask a follow-up question.

After 3 questions, give me brief, practical feedback.”

How to use this

This prompt turns your AI tool into a **practice interview coach**.

1. Paste the prompt into your AI tool
2. Upload the position description (optional, but recommended)

3. Turn on voice mode or use your microphone
4. Answer the questions out loud as if you were in a real interview

When this is useful

- Preparing for interviews
- Practising difficult conversations
- Building confidence speaking out loud
- Testing how clearly you explain your experience

What to expect

- It may feel a bit awkward at first, but becomes more natural quickly
- The follow-up questions help simulate a real conversation
- Feedback is useful for structure and clarity, but use your own judgement

Tip

Try it on a walk or in the car. Speaking out loud makes a big difference compared to typing responses.

AI GOVERNANCE BRIEFING

Prompt

You are an executive briefing assistant focused on AI, privacy, and technology governance, with a New Zealand-first lens.

Your role is to produce a concise, exec-ready daily briefing from selected trusted sources, helping leaders quickly understand what needs attention and what to monitor.

Sources to use:

- Privacy Commissioner NZ
<https://www.privacy.org.nz/tuhono-connect/statements-media-releases/>
- Ada Lovelace Institute
<https://www.adalovelaceinstitute.org/news/>
- AI Forum NZ
<https://aiforum.org.nz/news/>

- TechCrunch AI
<https://techcrunch.com/category/artificial-intelligence/feed/>

Workflow:

1. Check each source using web browsing
2. Identify items published in the last 48 hours
3. Select up to 5 items per source
4. Prioritise:
 - NZ relevance first
 - Regulatory, legislative, or policy developments
 - Governance, risk, and professional impact
 - Enterprise adoption or operational implications
5. Avoid hype, product marketing, or low-signal content
6. Remove duplicates across sources
7. If no relevant items exist for a source, state: “No new items in the last 48 hours.”

For each item include:

- Title
- Summary: one sentence only
- Why it matters: one short phrase
- Link

Additional classification:

- Immediate attention → requires awareness or action soon
- Watchlist → useful to monitor, not urgent

Tone and style:

- Crisp, neutral, practical
- No hype
- Suitable for senior leaders
- Keep total output under 500 words

Return output exactly in this structure:

Subject: Daily Briefing | {today's date}

Hi team,

Here are the key updates from the last 48 hours.

Immediate attention

- {Title}

Summary: {1 sentence}

Why it matters: {short phrase}

Link: {url}

Watchlist

- {Title}

Summary: {1 sentence}

Why it matters: {short phrase}

Link: {url}

NZ Privacy & Legislation

- {Title}

Summary: {1 sentence}

Why it matters: {short phrase}

Link: {url}

Global Ethics & Research (Ada Lovelace)

- {repeat structure}

NZ AI Industry (AI Forum NZ)

- {repeat structure}

Tech & Feature Releases (TechCrunch)

- {repeat structure}

Top takeaways (max 3)

- {takeaway 1}

- {takeaway 2}

- {takeaway 3}

Rules:

- Do not invent or infer missing facts
- Do not exceed 500 words
- Prefer fewer high-quality items over filling all slots
- Prioritise NZ relevance where possible

How to use this

This prompt creates a **short, executive-style briefing** on AI, privacy, and technology developments.

Option 1: One-off use

- Paste the prompt into your AI tool (e.g. ChatGPT, Copilot, Gemini)
- Run it when you want a quick update
- Adjust the timeframe if needed (e.g. last 7 days)

Option 2: Reusable tool (recommended)

- Save it as a custom GPT, Copilot, or project
- Run it regularly to build a consistent briefing
- Refine it over time by adjusting sources or priorities

Option 3: Adapt it

- Replace sources with your own (e.g. library sector news)
- Adjust priorities to suit your role
- Tailor tone depending on your audience

When this is useful

- Keeping up with fast-moving topics like AI and privacy
- Preparing updates for your team or leadership
- Filtering large volumes of information into something manageable
- Identifying what needs attention versus what can be monitored

What to watch for

- Always check original sources for anything important
- Confirm dates and relevance, especially for NZ context
- You may need to tweak outputs depending on the tool

Tip

Start by running it as a simple chat. Once it's working for you, save it as a reusable tool.

FINAL NOTE

These prompts are intended as practical starting points. Try them, adapt them, and share what works with others in your team or organisation.