# AI Use Cases and Scope Worksheet for Libraries

This worksheet is designed to help libraries identify, document, and develop AI use cases, as well as understand the scope of AI technologies within their operations.

## Step 1: Define Current AI Tools and Use Cases

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| **AI Tool/Technology** | **Purpose/Function** | **Primary Users** | **Data Involved** | **Outputs/Results** |
| Example: Chatbot | Assists with patron inquiries | Library patrons, staff | User queries, catalog metadata | Quick responses, FAQ information |
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Questions to Consider:

* What AI tools or technologies are currently in use in the library?
* What specific tasks or processes do these tools perform?
* Who are the primary users of these tools (e.g., staff, patrons)?
* What data does the tool require, and what does it produce?

## Step 2: Identify Potential AI Use Cases

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| **Process/Task** | **Current Challenges** | **How AI Can Help** | **How AI Can Help** |
| Example: Cataloging | Time-intensive manual metadata entry | Automates metadata tagging | Saves staff time, improves consistency |
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Questions to Consider:

* Are there processes that are repetitive, time-consuming, or error-prone?
* What challenges does the library face that could potentially be addressed by AI?
* What specific benefits (e.g., efficiency, accuracy, accessibility) could AI provide?

## Step 3: Determine the Scope of AI Integration

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| --- | --- | --- | --- | --- |
| **Use Case** | **Impact on Library Operations** | **Dependencies** | **Risks/Concerns** | **Priority (Low/Med/High)** |
| Example: Virtual Reference Assistant | Enhances user experience by providing 24/7 help | Access to FAQs, integration with catalog | Potential bias in responses | High |
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Questions to Consider:

* What areas of library operations could be impacted by implementing AI?
* What dependencies (e.g., data sources, technical infrastructure) need to be addressed?
* What risks or concerns (e.g., bias, privacy, ethical issues) should be mitigated?
* Which use cases are most critical to prioritize for development?

## Step 4: Summarize Findings

**Top 3 Current AI Tools:**

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**Top 3 Potential AI Use Cases:**

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**Key Risks to Address:**

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**Next Steps:**

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