

CAT1 Cataloging Level Requirements

(Addendum #2 to Sage Library System Cataloging Policy)

Applicants must have achieved CAT3 and CAT2 proficiency on the Sage system, and have demonstrated mastery at all skills required for those permissions. Applicants wishing to advance should have cataloging as one of their primary job responsibilities, and be willing to serve as a mentor upon completion of these requirements.

Applicants, with the approval of their supervisor and library director, wishing to move to CAT1 level (Big Kahuna) must submit a CAT1 application form to the Sage Cataloging Mentors Committee outlining prior cataloging experience and training. A representative of the Mentors Committee will follow up with the applicant within a month of submitting the application.

A list of Core Sage Cataloging Competencies is listed separately. *(Addendum #1)*

In order to advance to CAT1, applicants will:

Work with a CAT1 mentor on Sage for up to 6 months depending on experience. The mentor will be available for this period to answer questions, demonstrate skills, introduce resources, and monitor applicant's work. When necessary, this assistance may have to be done primarily through phone or email contact, but the mentor will agree to work consistently to help any new cataloger succeed. An applicant may request a different mentor if needed by submitting a written request to the Catalog Committee Chair.

The Applicant will take (or must have taken) a minimum of 2 advanced cataloging trainings and/or courses. A list of approved institutions will be provided to the applicant. Courses from these institutions should be chosen by the applicant in coordination with their Supervisor or Library Director. If an applicant wants to take a course from an institution not on the list, it should be proposed to the applicant's mentor for prior approval. Course titles and dates should be documented on the application.

As a preliminary assessment, an assigned mentor will give the applicant two original items to catalog in order to determine the applicant's approximate skill level. The applicant and their mentor will discuss areas for improvement and training required to meet the CAT1 standard. During the six month period, the applicant will be eligible to take the final assessment. The final assessment is two more original items and a written test, passing these tests with at least 75% is required to be moved to CAT1.

The application will be denied if training requirements are not met within the six month period. If the applicant is denied they may reapply at a later date.

In order to obtain and retain full permission levels, all CAT1 catalogers must be able to:

- Do everything allowed by CAT2 “mid-level” “copy catalogers”
- Overlay existing “stub”/“temp” bibliographic records
- Overlay existing bibliographic records
- Create original bibliographic records
- Merge bibliographic records
- Delete existing bibliographic records
- Answer questions related to cataloging

Organizations with approved courses

- ALA - American Library Association
- MCLS - Midwest Collaborative for Library Services
- WebJunction - Offered through OCLC
- Library Juice Academy

*Potential topics to meet training requirements may include:

- Subject Headings
- Authority records or Authority Control
- Special materials cataloging
- RDA
- Library classification (Dewey, LC, other)