Application form for CAT1 cataloging level
(Addendum #3 to Sage Library System Cataloging Policy)

Applicants must have achieved CAT3 and CAT2 proficiency on 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 will 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 "full level" must submit this application to their mentor outlining prior cataloging experience and training. The Mentors Committee will review each request and review prior work. A representative of the Mentors Committee will follow up with the applicant within a month of submitting the application.

Name: _____Date: _____

Contact info.: email: _____ phone: _____

Employer (Library):_____

Is cataloging one of your primary job responsibilities? _____

Approximately how many hours a week do you spend cataloging? _____

Approximately how many books do you catalog a week? _____

Why do you want to be a CAT1? _____

_____

_____

Are you willing to serve as a cataloging mentor upon completion of CAT1 advancement?
_____

Please outline your prior cataloging experience and training (e.g. types of materials, courses, etc.)**:**

Advanced training interests: _____

Applicant's Supervisor & Library Director must approve of application for training and advancement to CAT1 level.

Supervisor's signature approving application: _____

Library Director's signature approving application: _____