PrairieCat Technical Services Users Group (TSUG)

Request for approval to be excused from annual participation

Use this form to request an exception to the expectation that each PrairieCat member library have a technical services representative participate in TSUG at least once per year.

Member library:

_____

Library director:

_____

Technical services contact:

_____

Date of request:

_____

Participation year:

_____

Requested by:

_____

Reason for requesting an exception

Please explain why the library is unable to participate in TSUG during the participation year:

_____
_____

_____
_____

_____
_____

Steps considered to support participation (optional)

For example, sending another staff member or participating remotely, if available:

_____
_____

_____
_____

Review and decision

Decision	☐ Approved ☐ Not approved ☐ More information requested
Conditions or comments	
Reviewed by	
Date	

Acknowledgment

Approval applies only to the participation year indicated above. The library should submit a new request for any subsequent year in which an exception is needed.