Learn about Stockitem Cat Definitions, Form codes, and Stats codes in Amlib.

**Stockitem Cat Definitions**

By setting the Cat Definitions for Forms and Stockitem codes, the correct Stats and Form codes are given to items as they are created. The Default codes do not need Cat Definitions as they will automatically be inserted unless an alternative rule applies.

**Form codes: Cat Definitions**

Form Cat Definitions are found in the Window Menu of the Stockitem Form code screen.

1. Launch the *Amlib* client
2. Go to Main > StockItems > StockitemForms – the Form Codes table will display:

   ![Form Codes Table](image)

3. Highlight a Form code in the table – for example: AC – Audio Cassettes
4. From the menu, select Window > CatDefs – the Form Codes for Catalogues window will display:
5. To set a Cat definition:
   1. Select a Tag number – for example: **300**
   2. Enter the data that MUST be present for valid items to be given this Form Code in the Must Contain field – for example: **Sound Cassette**
   3. Enter the data that MUST NOT be present for valid items to be given this Form Code in the Must Not field – for example: **CD**
   4. Click the **Paste** button
   5. Click the **F3 Save** button when complete.

**Stats codes: Cat Definitions**

1. Launch the **Amlib** client.
2. Go to **Main > StockItems > StockitemStatsCodes** – the Stats Codes table will display.
3. Highlight a Stats Code in the table – for example: **J – Junior Fiction**

4. Click the **F8 Cat Def** button – the Stats Codes for Catalogues window will display:

```
3. Highlight a Stats Code in the table – for example: J – Junior Fiction

4. Click the F8 Cat Def button – the Stats Codes for Catalogues window will display:

```

5. To set a Cat definition:
   a. Select a Tag number – for example: **82**
   b. Numbers:
      i. Select either the **Must Contain** or **Must Not Contain** radio button (the **Ignore** button is only used when creating non-numerical definitions)
      ii. Enter Must Start With and/or Must Not Start With data (optional)
      iii. Click the **Paste** button
   c. Tag:
      i. Ensure Numbers is set to **Ignore**
      ii. Select either the **Starts With**, **Contains anywhere before first space** or **Contains anywhere in tag** radio button
      iii. Enter Must Start With and/or Must Not Start With data
      iv. Click the **Paste** button

6. Click the **F3 Save** button when complete

A setup for Schools might be:

https://help.oclc.org/Library_Management/Amlib/Stockitem/Cat_definitions

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A setup for Public Libraries might be:

<table>
<thead>
<tr>
<th>CODE</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANF</td>
<td>DEFAULT as set up in <strong>Main</strong> &gt; <strong>Supervisor</strong> &gt; <strong>Installation</strong> – Stockitem tab or set in MARC Take up</td>
</tr>
<tr>
<td>AF</td>
<td>Tag 99 must not contain numbers. Must contain F but not contain J before the first space.</td>
</tr>
<tr>
<td>JK</td>
<td>Tag 99 Must contain JK before the first space</td>
</tr>
<tr>
<td>JNF</td>
<td>Tag 99 must contain numbers Must contain J but not contain JK before the first space.</td>
</tr>
<tr>
<td>JF</td>
<td>Tag 99 must not contain numbers Must contain J but not contain JK before the first space.</td>
</tr>
</tbody>
</table>