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 > Cat Defs** – 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
   6. 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:

![Stats Codes for Catalogues](image)

**NOTE:** You can use these parameters for another form code by entering the new form code here.

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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<table>
<thead>
<tr>
<th>CODE</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NF</td>
<td>DEFAULT as set up in Main &gt; Supervisor &gt; Installation – Stockitem tab or set in MARC Take up</td>
</tr>
<tr>
<td>F</td>
<td>Tag 82 must not contain numbers</td>
</tr>
</tbody>
</table>

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