

Using CLAMSS (Cornell Library Automated Media Shelflisting System)--LTS Procedure #33a

Scope: *An overview of the online tool used for creating new sequential shelflist numbers for audiovisual materials and microforms.*

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Unit: Cataloging

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Call numbers for all microforms, sound recordings and video recordings in locations that require accession numbers will be assigned by using the online automated system, following the steps as outlined below:

Access the online program at <https://clamms.library.cornell.edu/>.

Choose **Type** of microform or multimedia from drop down menu. Select **Videodisc** for DVD or blu-ray format.

From **Location** drop down menu, choose appropriate library location.

To **add** a number:

Click on **Add Microforms Holding** or **Add Multimedia Holding** button as appropriate. This brings you to the next screen allowing you to assign the next sequential accession number for the desired location. Use number that **follows** the number in the **Last Used** area. **Please try not to skip numbers.**

Add the next sequential number in the **New Number** box and add the FOLIO record's Holdings HRID in the **New Mfhd ID** box.

Use the box labeled **New Notes** as appropriate.

Click on **Submit**.

To **delete** a number:

The **Delete** button can be accessed through the **History** [for net ID] button on the main CLAMSS page. Scroll to the end of the **History** screen and find the **Enter number to delete** box and also a box to indicate the location of the number to be deleted. Complete the deletion process by filling in desired number, location, and type.

[**Example:** uris:Videodisc]. Click **Delete** button.