

Library of Congress Marva Quartz User Manual

Appendix F: Creating Name Authority Records (NARs) in Marva

The ability to create a new name authority record (NAR) in Marva was added in April 2025. NARs created in Marva will migrate to the LC/NACO Authority File (the NAF) in Folio. The synch time is approximately 10 minutes. Once a NAR is created in Marva and migrates to Folio, any updates needed to the NAR are done in Folio. NARs cannot be updated in Marva.

BIBFRAME and linked data work on the principle of providing actionable URIs for data. When an authorized access point in name authority record from the LC/NACO Authority File is used as a Creator or Contributor in Marva, a link to the URI associated with the name is added. In some cases, a name authority record in the LC/NACO Authority File will not exist for a Creator or Contributor. Minimal Level Cataloging (MLC) practices allow an access point for a Creator or Contributor to be provided without creating a supporting name authority record, as long as the access point is unique within the LC/NACO Authority File. The ability to create a name authority record in Marva was added with MLC in mind, so that these uncontrolled access points could be brought under authority control and be assigned an actionable URI.

But the Create NAR function in Marva may be used for any situation where a new name authority record is needed.

All instructions and policies that apply to NAR creation in MARC apply in Marva. Follow the guidance in the RDA Toolkit, the LC-PCC Policy Statements, the Descriptive Cataloging Manual Z1, Name and Series Authority Records, and the LC Guidelines Supplement to the MARC 21 Format for Authority Data.

Options for creating a Personal Name Authority Record in Marva are found in the Creator or Work component and the Contributors component in the Work entity.

The Lightning Bolt has a Create NAR link.

The screenshot shows the 'Creator of Work' component in the Marva interface. The component is currently set to 'Person' and displays the name 'Stenson, Madga' with a relationship designator of 'author'. A dropdown menu is open, showing several options: 'Add Another Component', 'Demote Contributor', 'Delete Component', 'Create NAR' (highlighted in yellow), 'Add to Subjects', 'Debug', 'Add To Library', and 'View Documentation'. The 'Create NAR' option is the primary focus of the image.

The lookup modal in the Creator of Work component and the Contributors component in the Work entity also has a Create NAR link.

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The screenshot shows the Marva interface with the search term 'Stenson, Madga [Literal]' entered. The interface includes various tabs for different types of names (NAF All, NAF Personal Names, NAF Corporate Name, NAF Name/Title, NAF Title, NAF Geographic, NAF Conference Name, NAF Auth Names, NAF Geo SubDiv, Wikidata). Below the search bar, there is a 'Create NAR' button highlighted in yellow. The search results show 'Stenson, Madga [Literal]' as the only entry.

In order to populate the MARC 670 (Source citation) field when using the Create NAR option in Marva, the resource being described must contain these values in Marva:

Preferred title for Work (Work)
Statement of Responsibility (Instance)
Provision Activity (Instance)
LCCN (Instance)

Example 1: Creating a Personal Name Authority Record with no variant access points in Marva

In this example, there is no associated name authority record for Stenson, Magda.

The screenshot shows the 'Creator of Work' section in Marva. The name 'Stenson, Madga' is entered, and a 'No Link' message is displayed next to it. The relationship designator 'author' is also visible.

Click on the name Stenson, Magda to search the name authority file.

This screenshot is identical to the one above, showing the Marva interface with the search term 'Stenson, Madga [Literal]' and the 'Create NAR' button highlighted in yellow.

No name authority record is found. Thorough searching is essential! Just to be sure, you can try truncating the forename and searching on the letter “M” only.

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NAF All

NAF Personal Names

NAF Corporate Name

NAF Name/Title

NAF Title

NAF Geographic

NAF Conference Name

NAF Auth Names

NAF Geo SubDiv

Wikidata

Stenson, Madga [Literal]

Add [Shift+Enter]

Cancel [ESC]

Left Anchored

Keyword

<< < Page 1 of Last Page > >>

Stenson, M

Search

Create NAR

Stenson, M [Literal]
Stenson, Madge
Stenson, Marcia
Stenson, Margaret Pauline Robinson, 1907-2009 (USE FOR Stenson, Margaret Pauline, 1
Stenson, Matthew Scott
Stenson, Michael R.
Stenson, Mike
Stenson, Mike (Poet)

A NAR is needed. Click on Create NAR.

The NAR template will be prepopulated with the authorized access point and information for the 670 Source citation field. The 670 data will be pulled from the Preferred title for Work (670 subfield \$a), Provision activity Date (670 subfield \$a), and Statement of responsibility (670 subfield \$b).

X

Create Name Authority Record

Reset Form

1XX##\$aStenson, Magda

4XX##\$a....\$d....

Presets

Transliterate

Heading Uniqueness Check:
▲ 1XX Invalid Tag

Other Checks:
✓ All Indicators Present
✓ 670 \$a: Found
✓ 670 \$a Date: 2025
✓ 670 \$w: Found
✎ 670 \$b: title page (Magda Stenson)
670 \$aLinked data and authority records,2025: \$btitle page (Magda Stenson)
☐ Add 667 Note

Use advanced NAR mode

Use the Presets dropdown to select the correct MARC tag and indicators for the authorized access point.

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Create Name Authority Record Reset Form

1001#\$aStenson, Magda

4XX##\$a...\$d...

Presets ▼

Presets

"1000 "

"1001 "

"1000 " & "4000 "

"1001 " & "4001 "

"1101 "

"1101 " & "4101 "

"1102 "

"1102 " & "4102 "

Transliterate ▼

Other Checks:

- ✓ All Indicators Present
- ✓ 670 \$a: Found
- ✓ 670 \$a Date: 2025
- ✓ 670 \$w: Found
- ✎ 670 \$b: title page (Magda Stenson)

670 \$aLinked data and authority records,2025: \$btitle page (Magda Stenson)

☐ Add 667 Note

This authority record is for a personal name and there are no variant access points, so the Preset "1001" is selected.

Marva will run a search in the LC/NACO Authority File to be sure that the authorized access point being established does not conflict with any other entries in the file.

Create Name Authority Record Reset Form

1001#\$aStenson, Magda

4XX##\$a...\$d...

Presets ▼

Transliterate ▼

Other Checks:

- ✓ All Indicators Present
- ✓ 670 \$a: Found
- ✓ 670 \$a Date: 2025
- ✓ 670 \$w: Found
- ✎ 670 \$b: title page (Magda Stenson)

670 \$aLinked data and authority records,2025: \$btitle page (Magda Stenson)

☐ Add 667 Note

Use advanced NAR mode

Heading Uniqueness Check:

- ✓ 1XX: Heading NOT found in LCNAF file:

Check the 670 Source citation data to be sure that it is correct. Sometimes a name being established does not appear in the Statement of Responsibility or on the title page of the resource. You might need to change values in the 670 field. Be sure that everything added to the authorized access point is justified in the 670 field! If you need to add an additional 670 field, wait for the record to synch over to Folio (in 10 minutes), and add the additional 670 field in Folio.

2025-08-22

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Appendix F
Create NAR in Marva

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Create Name Authority Record

Reset Form

1001#\$aStenson, Magda

4XX##\$a...\$d....

Presets

Transliterate

Heading Uniqueness Check:

✓ 1XX: Heading NOT found in LCNAF file:

Other Checks:

✓ All Indicators Present

✓ 670 \$a: Found

✓ 670 \$a Date: 2025

✓ 670 \$w: Found

✎ 670 \$b: title page (Magda Stenson)

670 \$aLinked data and authority records,2025: \$btitle page (Magda Stenson)

☐ Add 667 Note

Use advanced NAR mode

Once you are ok with the look of the new NAR, click on Preview NAR to see the complete MARC view.

```
111111111122222222223333333333
123456789012345678901234567890123456789
LDR      nz  a22  ni 4500
008      250506n| azannaabn      |n aaa
001      n2025500340
003      DLC
005      20250506095917.0
010      $a n 2025500340
040      $a DLC $b eng $e rda $c DLC
100 1#    $a Stenson, Madga
670      $a Linked data and authority records, 2025:  $b title page (Magda
Stenson) $u http://id.loc.gov/resources/instances/e2397673
```

Post NAR

Go Back

If you want to change something, click on Go Back and make any edits. If everything looks ok, click on Post NAR. When you click on Post NAR, Marva will assign an LCCN to the new NAR, and a copy will be accessible in ID.LOC.GOV immediately.

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```
111111111122222222223333333333
123456789012345678901234567890123456789
LDR      nz  a22      ni 4500
008      250506n| azannaabn      in aaa
001      n2025500340
003      DLC
005      20250506095917.0
010      $a n 2025500340
040      $a DLC $b eng $e rda $c DLC
100 1#   $a Stenson, Madga
670      $a Linked data and authority records, 2025: $b title page (Magda
Stenson) $u http://id.loc.gov/resources/instances/e2397673
```

The NAR was created! If you would like to see it please click the link, it will open in new tab.

<http://preprod-8080.id.loc.gov/authorities/names/n2025500340>

Close

Wait 10 minutes for the new NAR to synch over to Folio.

The screenshot shows the MARC authority interface. On the left, there's a search filter section with 'Search' and 'Browse' tabs. The 'Search' tab is active, showing a search for 'n 2025500340'. Below the search bar, there are options for 'Reset all' and 'Advanced search'. The main area displays the search results for 'Stenson, Madga', showing a 'Personal Name' record. On the right, a 'Shared MARC authority record' is displayed, showing the MARC record details for 'Stenson, Madga'.

Using advanced NAR mode

The advanced NAR mode can be used as a MARC input device when you want to add fields in addition to the authorized access point (1XX) field and any variant access point (4XX) field(s). You can also edit the 670 field in the advanced NAR mode. The fields can be added in any order and will be arranged in numerical order when the NAR is previewed and posted.

The screenshot shows the advanced NAR mode interface. At the top, there are 'Presets' and 'Transliterate' dropdown menus. Below these, there are two sections: 'Heading Uniqueness Check' and 'Other Checks'. The 'Heading Uniqueness Check' shows a green checkmark indicating that the 1XX heading was not found in the LCNAF file. The 'Other Checks' section shows several checks: 'All Indicators Present' (green checkmark), '670 \$a: Found' (green checkmark), '670 \$a Date: 2025' (green checkmark), '670 \$w: Found' (green checkmark), and '670 \$b: title page (Magda Stenson)' (green checkmark). Below these checks, there is a 'Use regular mode' button. The main area of the interface is a table with columns for field number, indicator, and field content. The table contains the following rows:

Field Number	Indicator	Field Content
670	##	\$a Linked data and authority records, 2025: \$b title page (Magda Stenson) \$u http://id.loc.gov/resources/instances/e0397704
370	##	\$c United States \$2 naf
372	##	\$a Linked data \$2 lcsh
377	##	\$a eng

At the bottom right of the table, there is an 'Add Row' button.

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X

```
111111111122222222233333333333
0123456789012345678901234567890123456789
LDR      nz  a22      n  4500
008      250821n| azannaabn      |n aaa
001      n2025508374
003      DLC
005      20250821120102.0
010      $a n 2025508374
040      $a DLC $b eng $e rda $c DLC
100 1#   $a Stenson, Magda
370      $c United States $2 naf
372      $a Linked data $2 lcs
377      $a eng
670      $a Linked data and authority records, 2025: $b title page (Magda Stenson)
$u http://id.loc.gov/resources/instances/e0397704
```

Post NAR

Go Back

Example 2: Creating a Corporate Name Authority Record with a non-Latin variant

In this example, there is no associated name authority record for the association. The association is being used as a Contributor, with the relationship Editor of compilation, for this Russian compilation.

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Expression of [search for a Hub]	
Expression of [search for a Hub]	
Creator of Work	
Person	Search LCNAF
Relationship designator	
Title information	
Work title	
Non-sort character count	
0	
Preferred title for Work	
Анализ использования связанных данных в славяноязычных странах	ru-Cyrl
Preferred title for Work	
Analiz ispol'zovaniia svyazannykh dannykh v slavianoiazychnykh stranakh	ru-Latn
Part number	
Part name	
Contributors	
Corporate body	
Assot's'iat's'ii'a" bol'shikh dannykh	
Relationship designator(s)	
editor of compilation	

The name of the association appears in the resource in Russian, but because authorized access points for non-Latin entities must be in romanized form, the systematically romanized form of the association is used in the Marva search modal.

Marva does not find an authorized access point for the association in this form.

NAF All	NAF Personal Names	NAF Corporate Name	NAF Name/Title
Assot's'iat's'ii'a" bol'shikh dannykh [Literal]			
NAF Title	NAF Geographic	NAF Conference Name	NAF Auth Names
Add [Shift+Enter] Cancel [ESC]			
NAF Geo SubDiv	Wikidata		
<< < Page 1 of Last Page > >>			
Left Anchored	Keyword		
Assotsiatsiia bol'shikh dannykh			
Search			
Assotsiatsiia bol'shikh dannykh [Literal]			

You might want to search using other terms, just to be sure. You could use the initialism ABD, or АБД (there might be a variant access point with the Russian initialism pointing to an authorized access point in a different form). You might even try searching for the full Russian form just in case.

NAF All	NAF Personal Names	NAF Corporate Name	NAF Name/Title
ABD			
NAF Title	NAF Geographic	NAF Conference Name	NAF Auth Names
Add [Shift+Enter] Cancel [ESC]			
NAF Geo SubDiv	Wikidata		
<< < Page 1 of Last Page > >>			
Left Anchored	Keyword		
ABD			
Search			
ABD [Literal]			

NAF All	NAF Personal Names	NAF Corporate Name	NAF Name/Title
АБД			
NAF Title	NAF Geographic	NAF Conference Name	NAF Auth Names
Add [Shift+Enter] Cancel [ESC]			
NAF Geo SubDiv	Wikidata		
<< < Page 1 of Last Page > >>			
Left Anchored	Keyword		
АБД			
Search			
АБД [Literal]			

NAF All	NAF Personal Names	NAF Corporate Name	NAF Name/Title
Ассоциация больших данных			
NAF Title	NAF Geographic	NAF Conference Name	NAF Auth Names
Add [Shift+Enter] Cancel [ESC]			
NAF Geo SubDiv	Wikidata		
<< < Page 1 of Last Page > >>			
Left Anchored	Keyword		
Ассоциация больших данных			
Search			
Ассоциация больших данных [Literal]			

No NAR is found with any of these searches, so you can create a new NAR in Marva.

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The screenshot shows the Marva Quartz interface. At the top, there are buttons for 'NAF All', 'NAF Personal Names', 'NAF Corporate Name' (which is highlighted in blue), and 'NAF Name/Title'. Below these are buttons for 'NAF Title', 'NAF Geographic', 'NAF Conference Name', and 'NAF Auth Names'. Further down are 'NAF Geo SubDiv' and 'Wikidata'. A navigation bar shows 'Left Anchored' and 'Keyword' tabs, and a page indicator 'Page 1 of Last Page'. A search bar contains the text 'Assotsiatsiia bol'shikh dannyykh'. To the right of the search bar is a yellow 'Create NAR' button. Below the search bar, the text 'Assotsiatsiia bol'shikh dannyykh [Literal]' is displayed.

The NAR template will be prepopulated with the authorized access point and information for the 670 Source citation field.

This authority record is for a Russian corporate name with a romanized form in the authorized access point. There is a non-Latin variant form (the Russian form) that can be added as well, so for the Presets, select "1102" & "4102"

Create Name Authority Record

The screenshot shows the 'Create Name Authority Record' form. At the top, there are two input fields: '1XX##\$aAssot's'iat's'ii a' bol'shikh dannyykh' and '4102#\$a'. Below these fields is a 'Presets' dropdown menu that is open, showing a list of preset options: '1001 "', '1001 " & "4001 "', '1102 "', '1102 " & "4102 "' (which is highlighted in blue), '1112 "', and '1112 " & "4112 "'. To the right of the presets is a 'Transliterate' dropdown menu. Below these menus, there is a section for '670 \$a' with a list of fields: '670 \$a: Found', '670 \$a Date: Found', '670 \$w: Found', and '670 \$b: title page (pod redakt's'iei Assot's'iat's'ii bol'shikh c'. Below this section is a checkbox labeled 'Add 667 Note'.

Marva will run a search in the LC/NACO Authority File to be sure that the authorized access point being established does not conflict with any other entries in the file.

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Create Name Authority Record

1102#\$aAssot's'iat's'ii'a` bol'shikh dannykh

4102#\$a

Presets

Transliterate

Heading Uniqueness Check:
✓ 1XX: Heading NOT found in LCNAF file:

Other Checks:
✓ 670 \$a: Found
✓ 670 \$a Date: Found
✓ 670 \$w: Found
✎ 670 \$b: title page (pod redakt's'iei Assot's'iat's'ii bol'shikh c
670 \$aAnaliz ispol'zovanii'a` svi'a`zannykh dannykh v
slavi'a`noi'a`zychnykh stranakh,2025: \$btitle page (pod
redakt's'iei Assot's'iat's'ii bol'shikh
dannykh)
☐ Add 667 Note

To add the non-Latin variant, click on the dropdown Transliterate. This will connect to the scripts you have selected to use in ScriptShifter.

Select 1XX -> 4XX: Russian. This will convert the romanized form in the 110 to the original non-Latin script form and add it as a variant access point.

1102#\$aAssot's'iat's'ii'a` bol'shikh dannykh

4102#\$a

Presets

Transliterate

Heading Uniqueness Check:
✓ 1XX: Heading NOT found in LCNAF file:

Transliterate
Transliterate
4xx -> 1xx: Russian
1xx -> 4xx: Russian
4xx -> 1xx: Thai
4xx -> 1xx: Korean
kt's'iei Assot's'iat's'ii bol'shikh c
670 \$aAnaliz ispol'zovanii'a` svi'a`zannykh dannykh v
slavi'a`noi'a`zychnykh stranakh,2025: \$btitle page (pod
redakt's'iei Assot's'iat's'ii bol'shikh
dannykh)
☐ Add 667 Note

The required 667 note (Non-Latin script references not evaluated) will be added automatically.

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Create Name Authority Record

1102#\$aAssot's'iat's'ii'a` bol'shikh dannykh

4102#\$aАссоциация больших данных

Presets Transliterate

Heading Uniqueness Check:
✓ 1XX: Heading NOT found in LCNAF file:
✓ 4XX: Heading NOT found in LCNAF file:

Other Checks:
✓ 670 \$a: Found
✓ 670 \$a Date: Found
✓ 670 \$w: Found
✎ 670 \$b: title page (pod redakt's'iei Assot's'iat's'ii bol'shikh c
670 \$aAnaliz ispol'zovaniia` svi'a`zannykh dannykh v
slavi'a`noi'a`zychnykh stranakh,2025: \$btitle page (pod
redakt's'iei Assot's'iat's'ii bol'shikh
dannykh)
✓ Add 667 Note

Check the 670 Source citation data to be sure that it is correct. In this case, some modifications are needed to conform to the policies on showing systematically romanized forms of names in 670 fields. You can make the modifications directly in the template.

1102#\$aAssot's'iat's'ii'a` bol'shikh dannykh

4102#\$aАссоциация больших данных

Presets Transliterate

Heading Uniqueness Check:
✓ 1XX: Heading NOT found in LCNAF file:
✓ 4XX: Heading NOT found in LCNAF file:

Other Checks:
✓ 670 \$a: Found
✓ 670 \$a Date: Found
✓ 670 \$w: Found
✎ 670 \$b: title page (... Ассоциации больших данных = Assot's'iat's'ii bol'shikh dannykh)
670 \$aAnaliz ispol'zovaniia` svi'a`zannykh dannykh v
slavi'a`noi'a`zychnykh stranakh,2025: \$btitle page (...
Ассоциации больших данных = Assot's'iat's'ii bol'shikh
dannykh)
✓ Add 667 Note

Be sure that everything added to the authorized access point is justified in the 670 field! If you need to add an additional 670 field, wait for the record to synch over to Folio (in 10 minutes), and add the additional 670 there.

Once you are ok with the look of the new NAR, click on Preview NAR to see the complete MARC view.

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```
111111111122222222223333333333
123456789012345678901234567890123456789
LDR      nz  a22      ni 4500
008      250508n| azannaabn      |b ana
001      n2025500373
003      DLC
005      20250508085034.0
010      $a n 2025500373
040      $a DLC $b eng $e rda $c DLC
110 2# $a Assot'slat'sliã`bol'shikh dannykh
410 2# $a Ассоциация больших данных
667      $a Non-Latin script references not evaluated.
670      $a Analiz ispol'zovaniã`sviãžannykh dannykh v slaviãnoiãžychnykh
stranakh, 2025: $b title page ( ... Ассоциации больших данных = Assot'slat'sli
bol'shikh dannykh) $u http://id.loc.gov/resources/instances/e1408527
```

Post NAR

Go Back

If you want to change something, click on Go Back and make any edits. If everything looks ok, click on Post NAR. When you click on Post NAR, Marva will assign an LCCN to the new NAR, and a copy will be accessible in ID.LOC.GOV immediately.

```
111111111122222222223333333333
123456789012345678901234567890123456789
LDR      nz  a22      ni 4500
008      250508n| azannaabn      |b ana
001      n2025500373
003      DLC
005      20250508085034.0
010      $a n 2025500373
040      $a DLC $b eng $e rda $c DLC
110 2# $a Assot'slat'sliã`bol'shikh dannykh
410 2# $a Ассоциация больших данных
667      $a Non-Latin script references not evaluated.
670      $a Analiz ispol'zovaniã`sviãžannykh dannykh v slaviãnoiãžychnykh
stranakh, 2025: $b title page ( ... Ассоциации больших данных = Assot'slat'sli
bol'shikh dannykh) $u http://id.loc.gov/resources/instances/e1408527
```

The NAR was created! If you would like to see it please click the link, it will open in new tab:

<http://preprod-8080.id.loc.gov/authorities/names/n2025500373>

Close

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Wait 10 minutes for the new NAR to synch over to Folio.

The screenshot displays the MARC authority interface. On the left, a 'Search & filter' panel includes a 'Search' button, a 'Browse' button, a 'Keyword' dropdown, a 'Search' button, a 'Reset all' button, and an 'Advanced search' button. Below this, there are sections for 'Authority source', 'References', 'Thesaurus', 'Type of heading', and 'Date created'. The central panel shows 'MARC authority' with '0 records found'. On the right, a 'Shared MARC authority record' is displayed, showing a list of records with fields like 'LEADER', '001', '005', '008', '010', '040', '110', '410', '667', '670', and '999'. The record details include 'a2200145n 4500', '001 n 2025500373', '005 20250821163122.8', '008 250821n1 ssannaabm', '010 a n 2025500373', '040 a DDC b eng s a rda s c DDC', '110 2 a Aasot9lat9li1 bol'shikh dannyykh', '410 2 a Ассоциация Больших Данных', '667 a Non-Latin script references not evaluated.', '670 a Analiz ispol'tovaniya evikennykh dannyykh v slaviiskho1bychnykh stranakh, 2025: 8b title page (... Ассоциация Больших Данных = Aasot9lat9li1 bol'shikh dannyykh) su', 'http://id.loc.gov/resource/c1408527', and '999 f a a6fce948-17d0-44e6-a404-ab09cabbdd1b s1 048f774f-4d2d-4618-b2e3-482043630e54'.

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