

Marva Profiles

Lesson 7 Transcript

Hello, and welcome to the BIBFRAME video tutorial series, presented by the Cataloging Policy Specialists in the Policy, Training, and Cooperative Programs Division at the Library of Congress. The scope and purpose of this series is to provide training on using BIBFRAME.

This video tutorial is Lesson 7, Marva Profiles.

In this video tutorial, we will cover the following learning objectives. Participants will learn about profiles in the Marva Quartz linked data editor. They will learn how to find, select, and open a profile; how to navigate to a profile and change the view, preferences, and layouts; how to add and delete data and fields; how to use hot keys, keyboard shortcuts, and macros; and how to use the lightning bolt menu.

Profiles

Profiles are online forms used to create a description of a resource. They are the basis for work in the Marva Quartz linked data editor. As of December 2024, there are twelve profiles representing the different types of resources that can be described in Marva. They include monographs, notated music, serials, cartographic materials, sound recordings, moving images, rare materials, and prints and photographs.

At the outset of the BFProd project, catalogers are working solely with monograph profiles. As the project expands in scope, additional catalogers using additional profiles will be incorporated.

Profiles can be accessed from the Create Blank Record panel on the right-hand side of the main Marva screen. We will not be using this functionality during BFProd. Instead, catalogers will select the appropriate profile when loading a metadata description into Marva.

The Navigation Panel

Today, we will look at a blank profile for monographs. In this workspace, two panels are visible. The editing panel takes up the majority of space on the right, and on the left is the navigation panel. The relative size of these spaces can be adjusted by moving the vertical frames.

Clicking on the arrows beside the words Work and Instance in the navigation panel will open up a bulleted list of all the elements that are displayed in the editing workspace to the right. The profile for a given type of resource will include a full list of elements related to that resource, but this complete list of elements is not always required to complete a metadata description.

The bullets for each element in the navigation panel are small, solid, and gray when there is no data in the corresponding field.

When the field is populated with data, the gray bullet becomes an open circle. For example, when catalogers load a record into the Marva monograph profile, the fields already populated with data will

have an open circle. When the cataloger makes a change or addition to a field, a check mark is added to the open circle.

Here, the blank monograph profile I opened contained no data until I entered the author's name.

The elements in the navigation pane can be reordered by dragging and dropping the elements from one location to another. The rearrangement of elements will be reflected in the editing workspace to the right.

Clicking on an element in the navigation panel will take you directly to that element in the editing workspace.

Views, Preferences, and Layouts

The View menu in the toolbar offers several ways to adjust the display of data in your workspace. Here, we see that Properties is checked. This adds the left-hand navigation panel to your view.

Dual Edit allows you to see both the Work and Instance side-by-side.

The Preview OPAC, XML, and MARC views will open a right-hand panel that displays how the resource appears in the public interface of the BIBFRAME database, XML, and MARC, respectively. As we learned in an earlier tutorial, seeing how your metadata description is converted into a MARC record can be an important part of the BFProd workflow.

The Preferences menu allows you to select your favorites in Scriptshifter, which will be explored in a later lesson. You can also enable hot keys for entering diacritics and you can assign hot keys to other commonly entered keystrokes.

The Preferences menu includes many ways to personalize your workspace, from removing or adding scrollbars to changing font size and background color.

The options available in the Layouts menu allow you to pare down your workspace so that only elements related to titles, contributors, or subjects and classification are displayed.

When one of these layouts is selected, a hamburger button consisting of four horizontal lines will appear beside the word Layouts in the toolbar. In this example, I have selected the Contributors layout. Only elements related to contributors are displayed. To exit the pared down layout and return to a full layout, click on the hamburger button.

The Editing Panel

In the central editing panel, to move between fields using the keyboard, simply press the Tab key. This will move the cursor to the next field in the profile.

Some fields, like Creator of Work, have dropdowns that allow you to specify the type of data you want to enter into the field. For example, a creator can be a person, family, corporate body, jurisdiction, or conference.

Other fields in the monograph profile for the BIBFRAME Work that have dropdowns include Title information, Contributors, Subjects, and Classification numbers. In the BIBFRAME Instance, these fields have dropdowns: Title information, Provision activity, and Identifiers.

Clicking on the lightning bolt button in the far right of a field will open a menu with options that vary slightly depending on the element. In the lightning bolt menu for the Media type element, you can select or click on “1--Add Another Component” to add a separate field of the same type.

If you have two separate fields of the same type and select or click on “3--Delete Component” for one of them, the entire field and its data will be deleted. If you only have a single instance of a field and you select “Delete Component,” then the data will be deleted but the empty field will remain.

Finally, clicking on “View Documentation” will open a new browser window that contains documentation related to the element.

Thank you for watching this video tutorial. You can find more training, information, and support online at the Library of Congress.