

Lookups

Lesson 9 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 9, Lookups.

In this video tutorial, we will cover the following learning objectives. Participants will recognize how lookups allow data to be represented by URIs, and they will learn how to differentiate between drop-down lists and lookups with query boxes. They will also learn how to search for and select values from a controlled vocabulary and how to add and delete fields. Finally, participants will pick up some tips for using lookups.

Today we will begin by recalling Tim Berners-Lee's design principles for linked data. Linked data relies on URIs to represent entities. Your metadata is most useful when as much of it as possible is represented by URIs rather than strings, literals, or unstructured data.

In Marva Quartz, entering data into a lookup element means that you are selecting a term from a controlled vocabulary to describe your resource. When you search for and select a term, Marva displays the term and saves the corresponding URI. The URIs are not visible in Marva, but they can be seen in the converted MARC record.

There are two types of lookups in Marva Quartz: drop-down lists for relatively small controlled vocabularies and lookups with query boxes for larger controlled vocabularies. The dropdowns and lookups discussed in this tutorial can be found in the BIBFRAME monograph profile. Profiles for other types of resources will have additional dropdowns and lookups for elements relevant to that type of resource. For example, the elements Aspect ratio and Base material are not in the monograph profile, but they are dropdown elements in other profiles.

Dropdowns

Dropdowns can be found throughout the BIBFRAME Work and Instance elements. Dropdowns are usually available for small controlled vocabularies that do not change often.

For example, there are eight values available for the Government publication field. These terms come from Government Publication Type list found at id.loc.gov.

To enter a value into a field with a dropdown, you can use the typeahead feature to search for a term if you are searching for a known value. When describing a print monograph, I can start typing "volume" into the Carrier type field. The typeahead feature will list the relevant terms, and I can click on the desired term.

If you want to know what the available terms are for a given dropdown field, press the spacebar on your keyboard to open a full list of values. This is a list of the values available for the Illustrative content element.

Another way to view all the possible values for an element populated by a drop-down is to search or browse id.loc.gov for the specific controlled vocabulary. For example, the values for the Color content, Government publication, and Note type elements can all be found easily at id.loc.gov.

Lookups

The second type of lookup in Marva is one that relies of query boxes to search large controlled vocabularies. These authoritative sources include the CYAC subject headings, LCGFT, the LC NAF, and LCSH.

Many of the lookups that have query boxes are easily identified because they include text that indicates what controlled vocabulary is being searched. The element Creator of Work includes the prompt: "Search LCNAF."

When you begin entering text into the field, a query window opens. In this case, I've entered the name of a children's author and illustrator and the Library of Congress Name Authority File is being searched. The blue button at the top shows that the entire NAF is being searched, including personal names, corporate bodies, geographic jurisdictions, name-title authorities, etc. Immediately above the text entry box, I can choose whether to perform a left-anchored (or browse) search or a keyword search.

When I click on the name heading I want, information from the person's name authority record appears in the right hand panel.

If I click on the link to view the heading in id.loc.gov, another window will open, showing the name authority record in ID.

When I am satisfied that this is the correct heading for my resource, I can select it by clicking on Add in the upper right corner or by using the keyboard shortcut Shift plus Enter.

As of December 2024, new name authority records are still created in Voyager. The three minute sync between the Voyager and BIBFRAME databases ensures that your newly-created name authority record will quickly be available for use in Marva Quartz.

New subject headings will continue to be proposed using ClassWeb Plus, following procedures found in the Library of Congress Subject Headings Manual.

The Lightning Bolt Menu

Fields can be added or deleted using the lightning bolt menu. Choosing the option to "Add another component" will add another, separate field of the same type. If you have two separate fields of the same type and select or click on "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.

Here you can see that I have added a second Illustrative content field and am using the typeahead function to select a term from the dropdown.

Note that for the Creator of Work and Contributor fields, you can enter additional relationship designators simply by inputting more dropdown values into the same field. In this example, Mo Willems is both an author and an illustrator for the resource, so both terms appear as relationship designators.

On the right, in the MARC preview of the converted metadata description, you can see that both terms appear in subfield \$e of MARC field 100.

Some dropdown and lookup fields have additional options in the lightning bolt menu. For Content, Media, and Carrier type, selecting “Insert Default Values”

will populate the field with the expected data -- text, unmediated, and volume, respectively -- for that field in a monograph profile.

The Contributors field has options to move the component up or down in the central editing panel. The Subjects field includes an option to make the component the primary heading, which is helpful when using the Library of Congress classification tool in Marva Quartz. This functionality will be discussed in a future tutorial.

If you have problems using a lookup to find a desired heading, try again! You might need to enter the entire string to find what you’re looking for.

Lookups can be sensitive to case, punctuation, and spacing. Try entering the heading exactly as it appears in the controlled vocabulary. Or try your search with and without punctuation.

Finally, you might want to search id.loc.gov or ClassWeb Plus for a specific heading. It might be beneficial to access the entirety of LCSH, with its full range of hierarchical references, when assigning subject headings.

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