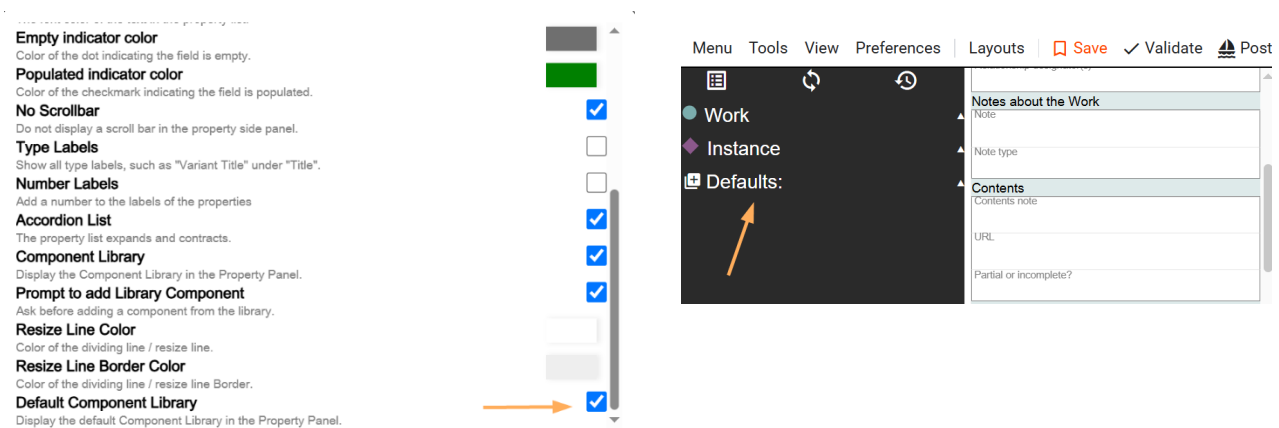


Appendix B: Using the Component Library

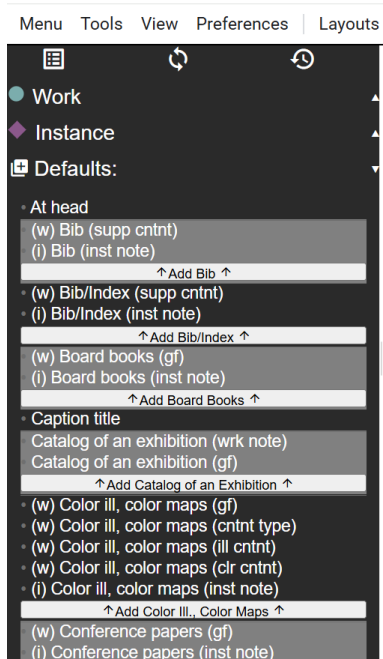
The **Component Library** is a tool that allows you to save and reuse data components across records. The Component Library consists of a **Default Component Library** and a **Component Library** that you can personalize. You can use one or the other, or both. Access the Component Library in the Property Panel of Marva.

Default Component Library

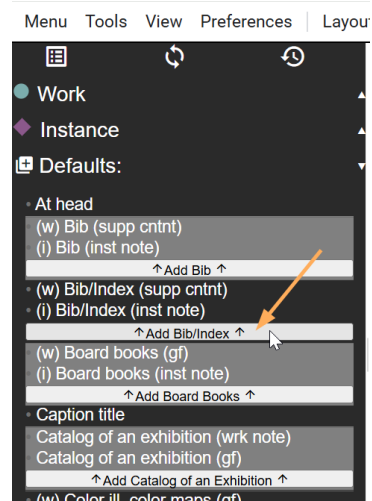
The Default Library can be added to the Property panel by checking the box at Preferences → Sidebars – Property



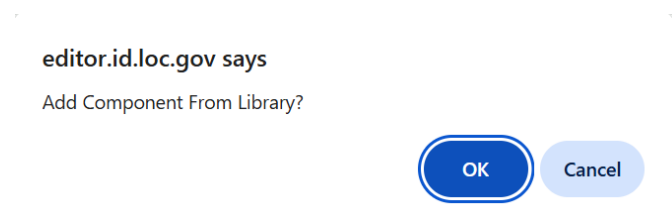
The Default Component Library contains a selection of often-used values in bibliographic descriptions. You can add these values to bibliographic descriptions by activating the values in the Component Library.



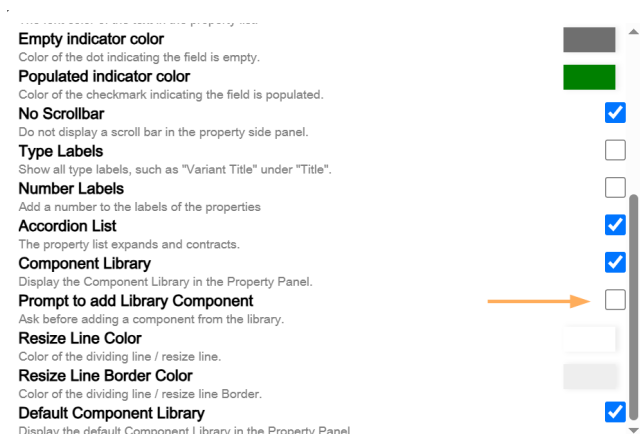
Using Add Bib/Index as an example, if you are describing a resource in Marva that has bibliographical references and index, there need to be controlled values **bibliography** and **index** in the Work entity, and a literal note **Includes bibliographical references and index** in the Instance entity. The Default Component Library can be used to populate these values with one click.



Marva will prompt you to add the Default values every time you use the Default Component Library.



Note: You can remove this prompt by unchecking the **Prompt to add Library Component** box at Preferences → Sidebars – Property

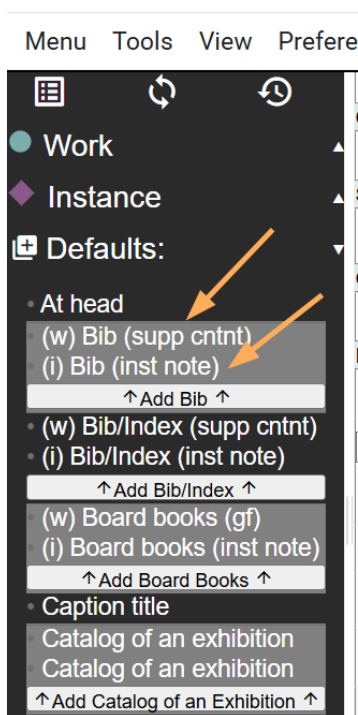


Once the Default Component Library selection is confirmed, the values are added to the description.

Color content Color content	Terms of availability
Supplementary content Supplementary content bibliography x index x	Notes about the Instance Note Includes bibliographical references (pages <#####>) and index.
Government publication Government publication	Note type bibliography (biblio) x

If there are pages associated with the bibliographical references, add them to the note in the Instance. If there are no pages, just delete the parenthetical information in the note.

If you just want to only add information about bibliographical references and index in the Work component, or in the Instance component, select the appropriate value from the Default Library.

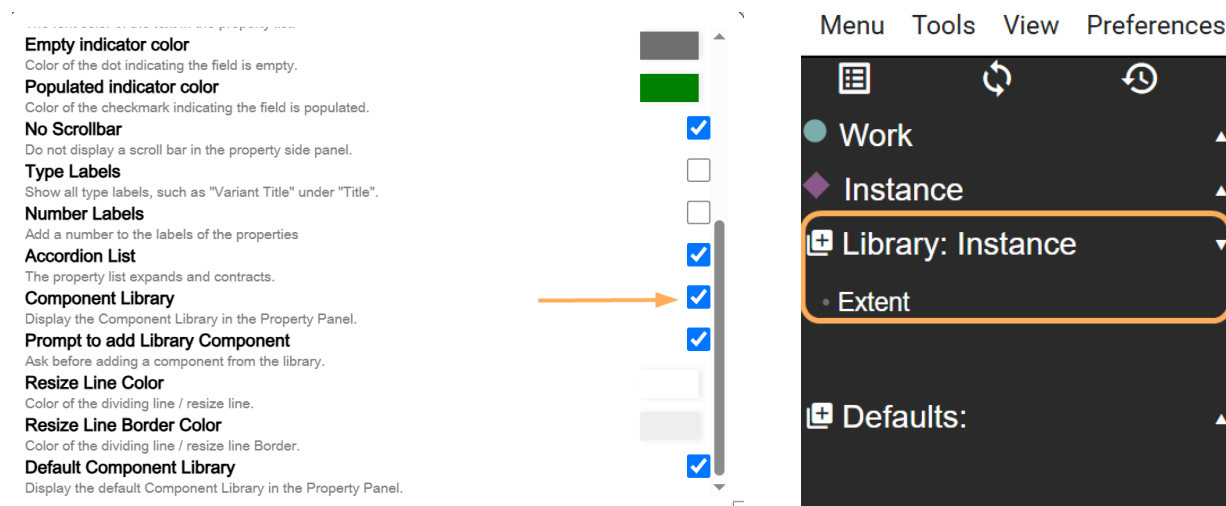


All the options in the Default Component Library are listed in the Property panel when the Default Component Library option is checked in Preferences → Sidebars – Property.

Component Library

The Component Library is a customized and personalized library that you can use for standard or repeated metadata values that you use regularly in cataloging.

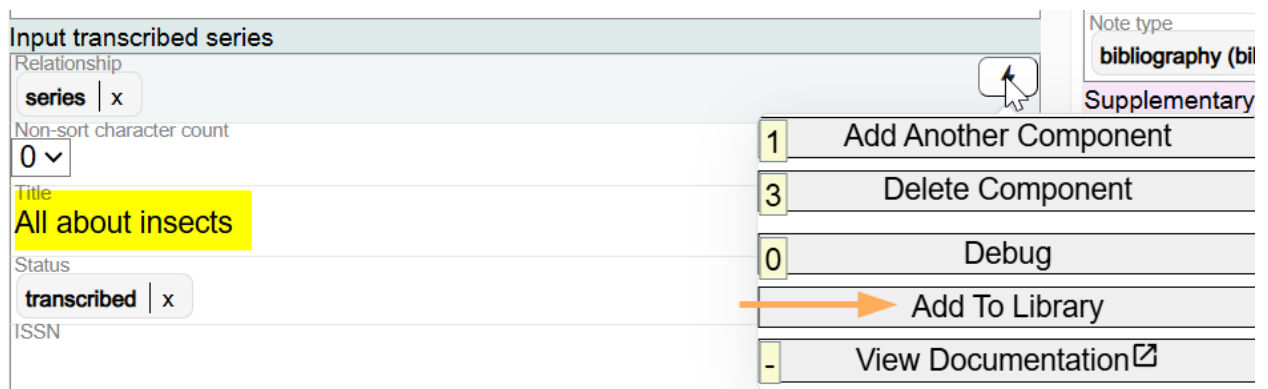
The Component Library can be added to the Property panel by checking the box at Preferences → Sidebars – Property



To add values to the Component Library, add the values in the Edit Panel of a bibliographic description, then use the Lightning Bolt feature to save the values to the Component Library.

For example, you are cataloging a juvenile series on insects where the series, subjects, and some of the publication information is the same for each resource.

1. In the Edit panel of Marva, add the series statement, click on the Lightning Bolt feature, and click on Add to Library.



Marva will prompt you to name the component for the Library. The default name will be the name of the component. You can change that name to something else if you want.

editor.id.loc.gov says

What to call this component?

Input transcribed series

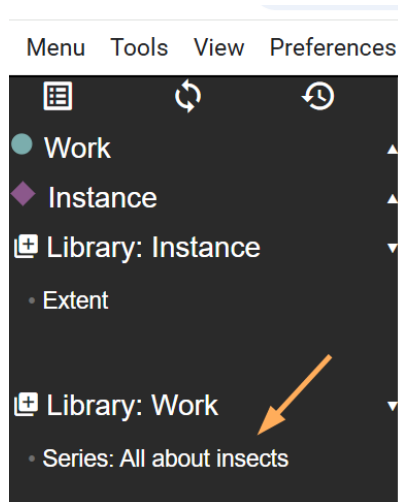
OK Cancel

editor.id.loc.gov says

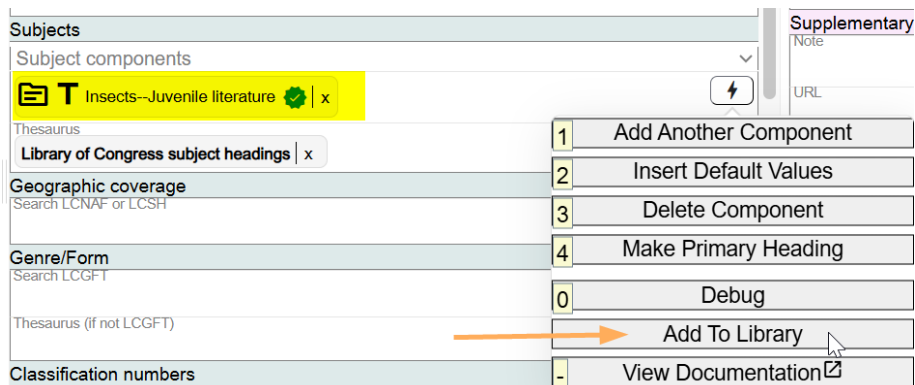
What to call this component?

Series: All about insects

OK Cancel



- In the Edit panel of Marva, add the pre-coordinated LCSH string, click on the Lightning Bolt feature, and click on Add to Library.



Marva will prompt you to name the component for the Library. The default name will be the name of the component. You can change that name to something else if you want.

editor.id.loc.gov says

What to call this component?

Input transcribed series

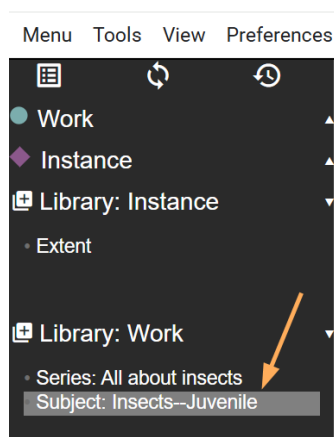
OK Cancel

editor.id.loc.gov says

What to call this component?

Subject: Insects--Juvenile literature

OK Cancel



3. In the Edit panel of Marva, add the Provision Activity information, click on the Lightning Bolt feature, and click on Add to Library.

Provision activity		008 250414s
Publication		264 1 \$a Ch
EDITE date (to/from 008)		Books, \$c 20
2025		300 \$a pag
Search place of publication (to/from 008)		
Illinois x		
Place (to/from 26X \$a)		
Chicago		
Name (to/from 26X \$b)		
Juvenile Books		
Date (to/from 26X \$c)		
2025		
Copyright date		
Copyright date		
Mode of issuance		
Mode of issuance		
Identifiers		
LCCN		
LCCN		

1 Add Another Component

3 Delete Component

5 Additional Literal

6 Set Language

7 ⌘ Russian S2R

8 ⌘ Russian R2S

9 ⌘ Thai S2R

⌘ Korean S2R

0 Debug

Add To Library

View Documentation

Marva will prompt you to name the component for the Library. The default name will be the name of the component. You can change that name to something else if you want.

editor.id.loc.gov says

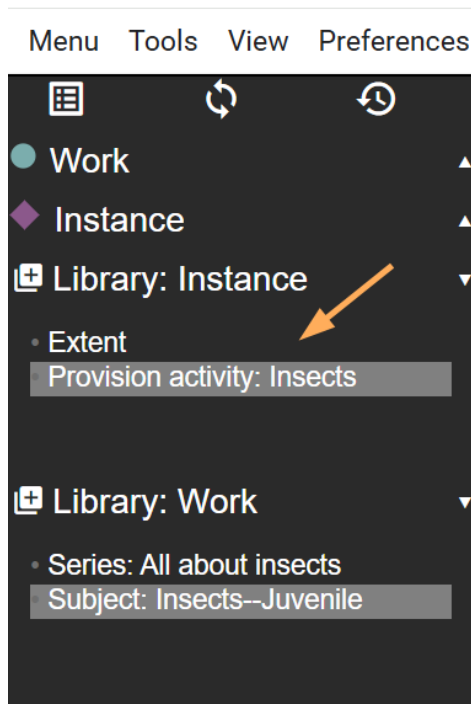
What to call this component?

OK Cancel

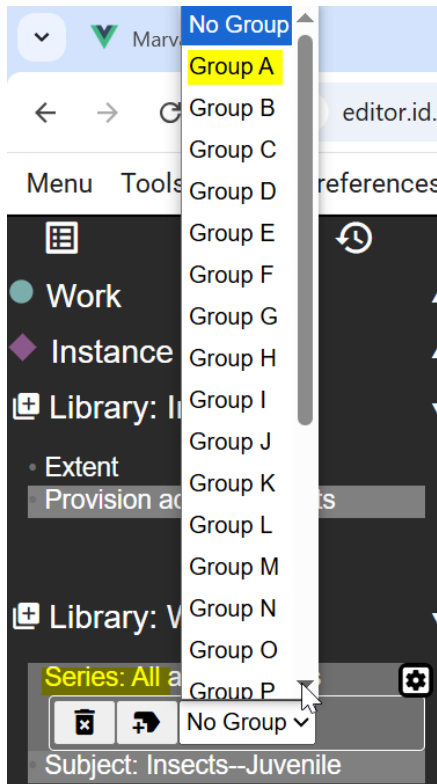
editor.id.loc.gov says

What to call this component?

OK Cancel

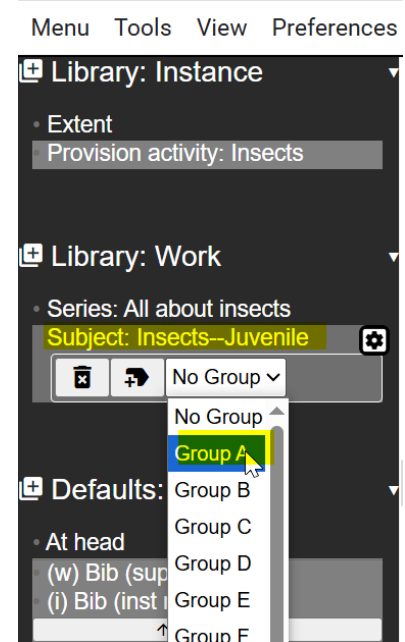
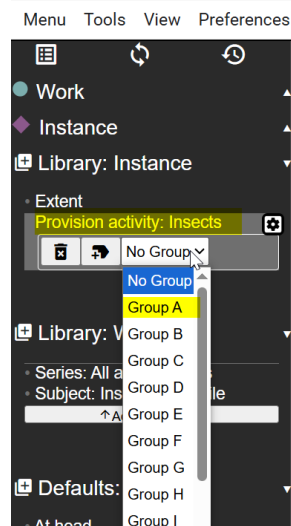


You probably will want to add all three components in one bibliographic description. To group them, select one of the components and click on the wrench icon, and select a Group letter to name the set.

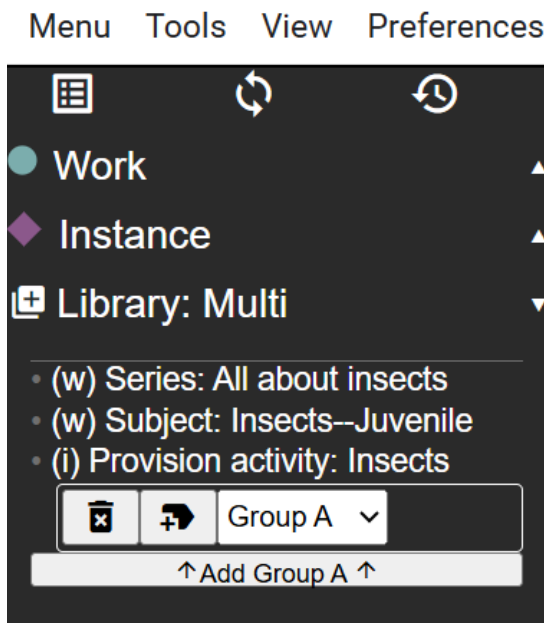


Select the second component, click on the wrench icon, and add the value to the same group.

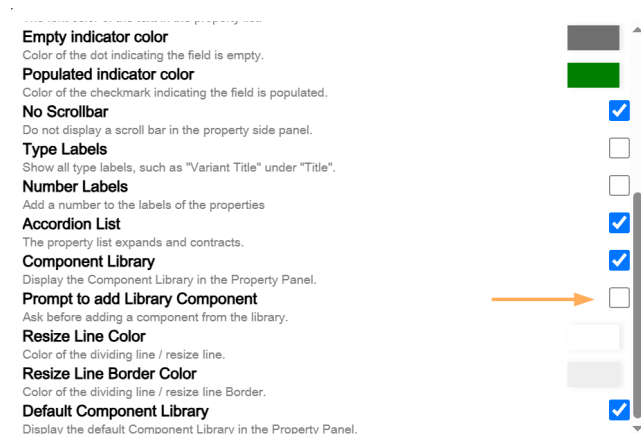
Select the third component, click on the wrench icon, and add the value to the same group.



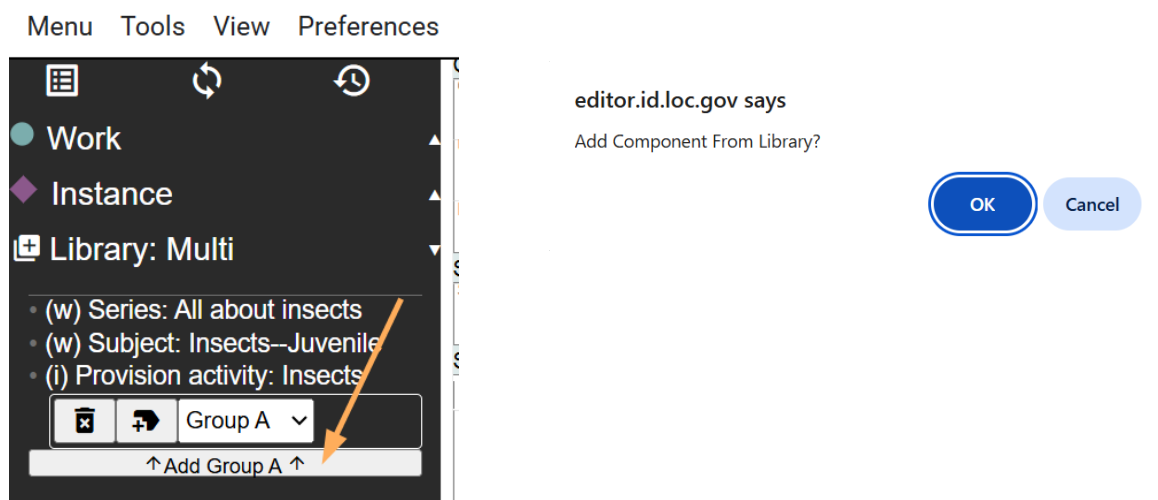
All three values will be added to a group. Because this group contains information from the Work and the Instance, the Library will identify it is a Multi Library Component



Each of the values in the group can be added separately by clicking on the value and selecting the Add Component From Library? prompt (if you have selected the option to see this prompt. To override, uncheck the box at Preferences → Sidebars – Property



To add all three components in the group, click on **Add Group A** (or whatever letter you selected for the group) from the Component Library. The prompt will ask you if you want to add all three.



Click OK and the three components will populate the Marva description.

Subjects Subject components Insects--Juvenile literature x Thesaurus Library of Congress subject headings x Geographic coverage Search LCNAF or LCSH Genre/Form Search LCGFT Thesaurus (if not LCGFT)	Provision activity Publication EDTF date (to/from 008) 2025 Search place of publication (to/from 008) Illinois x Place (to/from 26X \$a) Chicago Name (to/from 26X \$b) Juvenile Books Date (to/from 26X \$c) 2025
Input transcribed series Relationship series x Non-sort character count 0 Title All about insects Status transcribed x ISSN Series enumeration Applies to	

Component Availability

Your saved components are available across all records using the same profile (e.g., components saved in a **Monograph** profile will not appear in a **Serials** profile).

Managing Components

1. Access the Management Menu:

- Hover over a component's name in the library to reveal a gear icon. Click it to manage the component.

<ul style="list-style-type: none"> Work Instance Library: Instance <ul style="list-style-type: none"> Catalog of an exhibition 	Source of number Assigning agency Puvill Libros Portugal x Notes about the Instance Note Catalog of an exhibition held at [Institution Name] Note type
---	--

2. Management Options:

Library: Instance illustrations & maps [x] [] No Group	Notes about the Instance Note illustrations, maps Note type physical details (physical) x Media type unmediated x
---	---

- **Remove:** Delete the component from the library.

Library: Instance illustrations & maps [x] [] No Group	Notes about the Instance Note illustrations, maps Note type physical details (physical) x Media type unmediated x
---	---

- **Rename:** Change the name of the component.

Library: Instance illustrations & maps [x] [] No Group	Notes about the Instance Note illustrations, maps Note type physical details (physical) x Media type unmediated x
---	---

- **Assign to a Group:** Group multiple components together to add them all at once.

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