

Browsing and Ordering MMERC Resources

You can access MMERC's online catalog by going to:

- MMERC's catalog: <http://mmercatalog.hamline.edu/> OR
- MMERC's web page: www.hamline.edu/mmerc/ and clicking on **online catalog**

Browsing the Catalog

You do **NOT** need to be logged in to browse

- Select the "POWER tab—it gives the most options for searching (see pulldown options for keyword, subject, title, etc.)
- Use the following abbreviations for searching a "grade level":
 - ✓ Keyword: ECh (early childhood), Pri (primary), Int (intermediate), MiS (middle school), HgS (high school), Adt (adult), PEd (parent education), TEd (teacher education), **OR**
 - ✓ Keyword: Specific grade (e.g., grade 2)
- **Note:** We recommend you search both ways as search results can vary
- Leave material type as "any type"
- From the "Search Results" window you will be able to...
 - ✓ Click on a title's **Details** to read a full description and the key subjects/topics covered
 - ✓ See the availability
 - ✓ Compile a list of resources you are interested in by clicking on **Add to this list**; if you are logged in this list will be saved between browsing sessions (see left menu to access Resource Lists)

Ordering Resources

Option 1:

- Log in to order through the online catalog
- Do a search as described above
- From the search results window, click on a title's **Details**
- To *order* a material click on **HOLD IT**

Option 2:

- Material requests may be **emailed** to MMERC (mmerc@hamline.edu); you may use a list you have compiled in "Resource List/My Personal List" referenced above under "Browsing"

Option 3:

- **Fax** a list of resources to MMERC (651-645-9490)

Option 4:

- **Call** MMERC staff (877-891-6379) to request a customized order based on your resource needs

Logging In

- User name: initial of first name followed by last name (e.g. Jane Doe = jdoe)
- Password: patron number (assigned by MMERC staff)

Questions? Call 1-877-891-6379 or email - mmerc@hamline.edu