



MMERC - Midwest Migrant Educational Resource Center Usage Information & Guidelines

MMERC's mission is to promote excellence in education and graduation for migrant children by supporting teachers with library loan materials. MMERC has over 15,000 supplementary educational materials in the skill areas of reading, math, English as a Second Language, and many other subjects. Also included is a large selection of bilingual, multicultural, and Spanish materials. MMERC materials are free for any teacher of migrant children in our partner states of Illinois, Iowa, Minnesota, Montana, and South Dakota.

~ How to Order ~

Printed Catalog

- ✓ Select items from catalog/supplements
- ✓ Complete/fax MMERC order form of selected items; see Appendix in main catalog for order form.
Fax #: 651-645-9490
- ✓ Orders may also be submitted via e-mail (mmerc@hamline.edu). Include the following information:
 - School name
 - shipping address (must be a street address)
 - your name
 - date to receive material by
 - phone number
 - your position (e.g. class tchr, ESL tchr)
 - catalog number (2-part number) & title of each item
- ✓ If possible limit phone orders to 10 items or less (1-877-891-6379 - toll free).

Web Catalog

- ✓ Go to: <http://mmercatalog.hamline.edu/>
- ✓ Search (e.g. by key word, title, author, subject, ISBN) – A list of all searchable subjects can be found in the Appendix of the 2004 Loan Listing Catalog. Use the following letters to search for specific grade levels under key word search:
 - ECh-early childhood
 - MiS-middle school
 - PEd-parent education
 - Pri-primary
 - HgS-high school
 - TEd-teacher education
 - Int-intermediate
 - Adt-adult
- ✓ From the search results window, select titles you wish to order by putting them in the book bag; you may print/fax a copy of the book bag or copy/e-mail it to MMERC, OR
- ✓ From the search results window, click on “Copies” by the title you wish to order; click on “Reserve;” you will then need to enter your patron barcode* and name
* If you do not have or know your barcode, contact MMERC at 1-877-891-6379.

~ Loan Guidelines / Info ~

- ✓ Loan period is 5 weeks. Renewals are often an option—please contact MMERC.
- ✓ Materials are for use at school only—with supervision.
- ✓ “Unit Boxes” are limited: 1-2 per teacher
Note: when ordering unit boxes please indicate whether Primary (Pr) or Intermediate (Int)
- ✓ Submit completed evaluation form(s) with each returned order. The form is located with the packing slip on the outside of your box.
- ✓ Save original shipping boxes for the return of your materials (material does NOT need to be shipped back in the “exact” box in which it was received).
- ✓ Each shipping box contains a prepaid label for returning your merchandise to be used by those sites receiving UPS deliveries on a somewhat regular basis. Please contact MMERC if UPS seldom comes to your school.

We look forward to working with you and your students.