

# Searching for ERC Materials

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## General Information

The Education Resource Center (ERC), located in 100 Porter, has instructional aids and units of instruction available for checkout.

You can search for items in the ERC using *WebVoyager* (<http://portal.emich.edu>), the University Library's online catalog. To restrict your results to items in the ERC, use *WebVoyager*'s "Limit" function.

## Limiting Your Search

### To set a limit before you start to search *WebVoyager*:

1. Jump to <http://portal.emich.edu>.
2. You will be at the "Guided Keyword" search page.
3. Click on the "Limits" box in the lower right-hand corner of the computer screen.
4. The words "Search Limits" should appear near the top of the screen.
5. In the pink "Location" box, scroll down to "Education Resource Center."
6. Click on "Education Resource Center" to select it. (It will be reverse highlighted.)
7. Click on the "Set Limits" button on the gray bar above the "Location" box.
8. The words "Search Limits are in effect!" will appear near the top of the next page.
9. Type in your search terms and click on the "Search" button.

\*\*Remember—when you are finished searching for materials in the ERC, make certain you clear your limits by returning to the search screen and clicking on the box with the eraser in the lower right-hand side of the screen.

### To set a limit while searching *WebVoyager*:

1. You must be at a page that lists more than one title.
2. Click on the "Post Limit" button.
3. The words "Search Limits" should appear near the top of the screen.
4. In the pink "Location" box, scroll down to "Education Resource Center."
5. Click on "Education Resource Center" to select it. (It will be reverse highlighted.)
6. Click on the "Set Limits" button on the gray bar above the "Location" box.
7. The results page will have a subset of your original list of titles. Only the items in the ERC are on this new page of titles.

## Help

If you have problems searching *WebVoyager* or limiting your search to items in the ERC, please stop by the University Library Information/Reference Desk or call 734.487.0020, x2100.