



Linking People and Resources

T-TAC ODU Library

is available 24 hours a day online at:

<https://ttac.biblionix.com/atoz/catalog/>

If you have any questions, please call (757) 683-4333 from

8:00 am to 5:00 pm Monday through Friday

Once you have requested a Patron ID Account #, you will receive an email with your library account information. You will also need your home phone number to log in to your library account. From the library home page you will see the log in box in the upper right hand corner, which looks like this:

	<p>Log in to library account</p> <p>To manage reserves, renewals, etc.</p>
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------

After you have logged in, you will see this box:

<p>Logged in as 000000</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px 5px; text-align: center;">My Account</td> <td style="border: 1px solid black; padding: 2px 5px; text-align: center;">Log Out</td> </tr> </table>	My Account	Log Out
My Account	Log Out	



You may now reserve titles in the catalog, and the librarian will receive an email notification as to which materials you wish to check out. To access catalog, you will see the search bar in the top left hand corner, which looks like this:

Search:		Search All Fields	Clear Screen
---------	--	-------------------	--------------

Type any key word or phrase in to the search box.

After entering your key word, the system will search all fields for matches. When those titles appear, there will be a short description of your matches. Titles that are highlighted with a green bar are immediately available, and titles highlighted with a pink bar are currently checked out. Click on the title you are interested in, and another window will open up with a detailed description. From this window you will be able to reserve the item. You can reserve any title, but titles that are already checked out won't be sent to you right away. There also may be more than one person waiting, and the system will tell you where you may be on the waiting list. You may reserve as many titles as you like, but you will only be sent 4 materials at a time. Once you have returned the original materials, 4 more will be sent to you from your reserve list. Materials that are immediately available will be mailed to you. Materials from your waiting list will be sent to you as soon as they become available. You will receive a prepaid postage return mailer with your shipment. We ship most items via the Post Office, but some heavier items may come through UPS. You may also renew items that you have checked out, unless someone is on the waiting list. To renew an item, click on "My Account", and you will see all of the items you currently have checked out. If the item is available for renewal, click on the "Renew" button, and the due date will update. You will also receive reminder emails for due dates, and late notices for overdue items. You can check your account for due dates, which is generally 30 days from the day it was shipped from the T-TAC ODU office.

Materials may also be picked up from the office, however please call before coming so we don't miss you. If you have any further questions regarding hours or using the online system, please call (757) 683-4333.