

Instructions for Requesting T/TAC Library Materials

Welcome to the T/TAC William and Mary Online Library. Available for loan are books, curricula, audiovisuals, and more regarding special education and disabilities.

Who can check out materials?

- All educational professionals in Eastern Virginia (Superintendents Regions 2 and 3)
- Parents
- Related service providers
- William and Mary faculty, staff, and students

How do you search for and request materials?

- Click on the **“Search”** tab at the top to search for items by keyword, author, title, or subject.
- Write down the **Call Numbers** and **Titles** of the materials you wish to check out.
- Click the **“Welcome”** tab at the top and then click on the **“Request Library Materials”** link, complete the form, and click the **“Submit”** button. Please make sure each field is completed.
- If the item is available, it will be mailed to you with a postage-paid mailer to return it.
- If the item is unavailable, you will be contacted by a T/TAC William and Mary staff member.
- If the item is too large to mail, or if you need it faster than the USPS can get it to you, you are welcome to make arrangements to pick it up by calling the number listed below.
- You may also call the Library at 757/221-2378 to request materials.

What is the loan period:

- Materials may be checked out for three weeks.
- A postage-paid mailer will be sent to you for returning the materials.
- Renewals, upon request, may be extended an additional three weeks.
- It is the responsibility of the requestor to return materials by the due date.

If you have any problems or questions, please call the T/TAC Library at 757/221-2378 or email at [**taclib@wm.edu**](mailto:taclib@wm.edu).