How to Apply for Online Ocean County Library Card for Jackson Students

Updated: 10/8/20

Library Card Application

theoceancountylibrary.org/library-card-application

What Teachers Need to Know:

- Students should fill out the online form at home to acquire the e-signature needed for Parental consent.
- A school email address is sufficient proof of address for students, however an additional email non-school email address is necessary to email the student's barcode. OCL cannot send emails to student addresses within the "jacksonsd.org" organization.
- Depending on how many cards need to be created, this process may take a few weeks for the physical cards to be ready to pick up, but the library barcode may be used as soon as it is emailed to the student, within a few days of application.
- Cards can be picked up in the Youth Services Desk at the Jackson Branch of the Ocean County Library.

What Students Need to Know:

- If you already have an Ocean County Library Card you can use the current barcode to access any of our digital materials or databases.
- If you *do not have* an Ocean County Library Card or if you are *not sure* if you have an Ocean County Library Card, please complete the online application. We will email you either a new card number or your old one for use.
 - o Please fill out the form with your parent or guardian.
 - o Please include your school address in the Alternate address line.
 - Select "Yes" for "Are you currently a student in grade PreK-12?" and include your school district, school, as well as your teacher's name.
 - Select "Yes" for "Would you Like your Library Barcode emailed to you?" and
 use your personal or parental email address. If you use your school email

address we will not be able to email your barcode directly.

Step by Step application for students:

1. Fill out your personal information and address



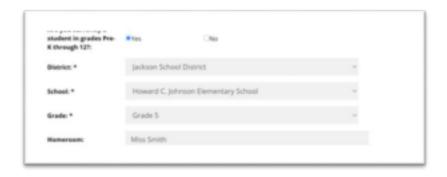
2. Write out school name in Alternate Street Address



3. Select "Yes" for "Are you currently a Student in grades Pre-K through 12?"



4. Select Jackson as School District, choose your school and grade, and write in the name of the teacher who will pick up the cards



5. Make sure to designate "Yes" for "Would you Like your library barcode sent to your email?" and fill out **a personal or parent's email address**



6. Finally, a parent or guardian should fill out e-signature

