

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

Updated: 10/8/20

## [Library Card Application](#)

[theoceancountylibrary.org/library-card-application](http://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.
  - Please fill out the form with your parent or guardian.
  - 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

Proof of Residency is required for obtaining a library card.

Please Select A Home Library: *	Jackson
Last Name: *	Student
First Name: *	Jackson
Middle Name:	
Title:	
Suffix:	
Street Address: *	555 New Street
Apartment/Unit #: *	
City: *	Jackson
State: *	NJ
Zip Code: *	08527
Phone Number: *	555-555-5555

2. Write out school name in Alternate Street Address

Parent(s):	None
Birth Month: *	February
Birth Day: *	10
Birth Year: *	2007
Age Group:	5-12
Alternate Street Address:	Howard C. Johnson Elementary School
Apartment/Unit #:	
City:	Jackson
State:	NJ
Zip Code:	08527
Alternate Phone Number:	
Are you currently a student in grades Pre-K through 12? *	<input type="radio"/> Yes <input type="radio"/> No
Would you like your library card barcode sent to your email? *	<input type="radio"/> Yes <input type="radio"/> No
<i>By signing below, I agree to follow all the rules and regulations of the Ocean County Library:</i>	

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

Are you currently a student in grades Pre-K through 12? *	<input type="radio"/> Yes <input type="radio"/> No
Would you like your library card barcode sent to your email? *	<input type="radio"/> Yes <input type="radio"/> No
<i>By signing below, I agree to follow all the rules and regulations of the Ocean County Library:</i>	

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

student in grades Pre-K through 12th  Yes  No

District: \* Jackson School District

School: \* Howard C. Johnson Elementary School

Grade: \* Grade 5

Homeroom: Miss Smith

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**

library card barcode sent to your email? \*  Yes  No

Email Address: \* happykid@jacksonsd.org

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

signature of parent or guardian\*\*\* \* Ben Johnson

By signing below, I agree to follow all the rules and regulations of the Ocean County Library:

Signature: \_\_\_\_\_

\*\*\*Standard text messaging fees apply

\*\*\*The Ocean County Library holds parents and guardians responsible for the fines and fees associated with books and materials borrowed by their minor children under the age of 17.

I'm not a robot 