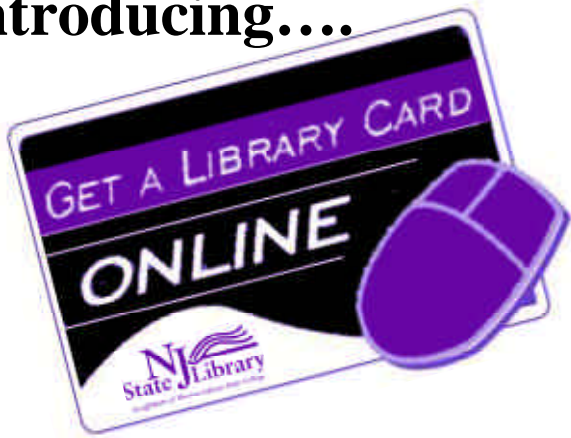


# Introducing....



## Get a Library Card Online (GALCO)

This valuable service from the State Library is designed to attract Internet users to become new customers of your public library.

**Now your library can offer this service to *your* customers!**

With GALCO your customers can:

- Identify you as their local public library
- Apply for a library card on the web
- Receive a library card by U.S. Mail
- Obtain instant access to the licensed statewide resources available at [JerseyClicks.org](http://JerseyClicks.org) and 24/7 reference assistance at [QandANJ.org](http://QandANJ.org)

## Frequently Asked Questions

### Why should my library offer this service?

Online services are often the first contact your library has with potential customers. Giving them a library card is a powerful invitation to visit the library and use your other services.

### Are libraries using this service now?

Fourteen pilot libraries worked with the South Jersey Regional Library Cooperative to develop this service and have successfully used it for 18 months. More than 100 libraries use it now!

### How much work does this service entail for my library staff?

Designated staff will receive email alerts of pending online requests. Staff will register the customer in the normal manner based on the information supplied on the online application form, and mail a library card to the customer's home.

### Can my customers use this card to borrow library materials?

Yes, but in order to ensure you have accurate residency information, customers will be required to show identification at the circulation desk when they want to borrow materials for the first time.

### Will these customers be able to search our locally purchased online resources?

The choice is yours! This will be based on your local access policies.

In five easy steps online customers from your area can get a card from **YOUR** library.

1. The customer clicks on the *Need a Library Card* option on QandANJ and JerseyClicks. This takes him or her to the *Get A Library Card Online* screen.
2. The customer enters street address, zip code, and county.
3. The customer completes an application form that is sent electronically to the local library of the address indicated by the customer.
4. The customer receives a temporary code assigned by the system that is good for 14 days to use JerseyClicks.org and QandANJ.org. The local library mails a library card and brochure about its library to the customer.
5. Customers can use the card they receive in the mail to access online resources, but they need to show identification with proof of residency before borrowing books and other materials from your library.

### Want to get involved? Go to

<http://www.njstatelib.org/LDB/GALCO/> where all of the information and sign up forms are ready for you now.

Get a Library Card Online is funded in whole or in part by the New Jersey State Library which is responsible for the coordination, promotion and funding of the New Jersey Library Network.

**NJ State Library**  
**PO Box 520**  
**Trenton, NJ 08625**  
**Voice: 609-777-2059**  
**Fax form to: 609-633-3963**

**Available for New Jersey**  
**Public Libraries Only**

## **Get A Library Card Online Library Profile**

Print this form and fill in your library's information to make your library part of this exciting new service!

Library

Name \_\_\_\_\_

Library Web Site

URL \_\_\_\_\_

County \_\_\_\_\_

Municipality \_\_\_\_\_

Region \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Administrative Contact \_\_\_\_\_

Administrative E-mail Address \_\_\_\_\_

Circulation Staff Contact \_\_\_\_\_

Circulation Staff E-mail Address (to receive pending application alerts)

\_\_\_\_\_

What's next? We'll set up your account and email you about training and documentation.

The New Jersey State Library extends its gratitude to the staff of the South Jersey Regional Library Cooperative for their management of this project during its development and testing.

### **Thank you to the following Pilot Group Libraries:**

Atlantic City Free Public Library • Bloomfield Public Library • Burlington County Library • Camden County Library System  
Cherry Hill Public Library • East Brunswick Public Library • Gloucester County Library • Mount Laurel Library  
Ocean County Library • Old Bridge Library • Princeton Public Library • South Brunswick Public Library  
West Orange Public Library • Woodbridge Public Library