

99077020040001, 99077020040001

Library card issue for minors

Heruntergeladen am 22.06.2025

<https://fimportal.de/xzufi-services/101959301/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077020040001, 99077020040001
Leistungsbezeichnung I	Library card issue for minors
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Kultur (077)
Verrichtungskennung	Ausgabe (040)
SDG-Informationsbereich	
Lagen Portalverbund	Ausweise (1070100), Kinderbetreuung (1020200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	12.07.2019

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of Science, Research and Culture of the State of Brandenburg
Handlungsgrundlage	User regulations of the respective library Fee schedule of the respective library
Teaser	You will receive a library card for minors as soon as you register at a library.
Volltext	Once you have registered at a library, you will immediately receive a library card for minors in person or by post. The card enables children and young people to borrow or order books or media from a library and to make use of any other library services. The card must be presented for each loan. Note: The validity of the library card is limited in time (e.g. 12 months), so you must apply for an extension if necessary.
Erforderliche Unterlagen	• Valid identity card or passport with a current registration certificate from the responsible registration office or other official identification with residence details • Declaration of consent from a person with parental authority
Voraussetzungen	Minority within the meaning of the legislation
Kosten	
Verfahrensablauf	You will receive a library card for minors after prior registration: • Submit the application documents to the library. • Pay the user fee. • You will then receive the library card immediately on site or by post within a few days.
Bearbeitungsdauer	• In person on site: about 15 minutes • by post: maximum 10 days
Frist	
weiterführende Informationen	

Modul	Sachverhalt
Hinweise	• Children can usually receive their own library card from the start of school (school enrollment). • The library must be informed immediately of any loss of library card or changes to personal details. • The library card remains the property of the library and is not transferable to other persons. • Registration of minors is only possible in the presence of a parent or guardian.
Rechtsbehelf	
Kurztext	• Library card issue for minors • immediately after registration in a library • Card is either handed out in person on site or sent by post • Usually requires personal appearance; sometimes accompanied by a parent or legal guardian • Limited period of validity (e.g. 12 months); can be extended on request • Responsible: respective library
Ansprechpunkt	
Zuständige Stelle	the respective library
Formulare	Forms: Registration form
Ursprungsportal	Bibliotheksausweis Ausgabe für Minderjährige, Library card issue for minors