

99077020040003, 99077020040003

Library card issue for public institutions

Heruntergeladen am 22.06.2025

<https://fimportal.de/xzufi-services/101959307/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077020040003, 99077020040003
Leistungsbezeichnung I	Library card issue for public institutions
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

Modul	Sachverhalt
Fachlich freigegeben am	12.07.2019
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 public institutions as soon as you register at a library.
Volltext	If you have registered at a library through an authorized representative, you will immediately receive a library card in person or by post. The card enables you to borrow or order books or media from a library and to make use of any other library services. The library 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
Voraussetzungen	recognized public institution within the meaning of the legislation
Kosten	
Verfahrensablauf	You can obtain a library card for public institutions by registering in advance: • Submit the application documents to the library. • Pay the user fee. • You will then receive your 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	• The library must be informed immediately if you lose your card or change your personal details. • The library card remains the property of the library and is not transferable to other persons.
Rechtsbehelf	
Kurztext	• Library card issue for public institutions • is issued immediately after registration in a library by an authorized representative • Card is either handed out in person on site or sent by post • personal appearance usually required • Up to three authorized representatives can use the card together • 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	Library card issue for public institutions, Bibliotheksausweis Ausgabe für öffentliche Einrichtungen