

99077020063000

# Library card blocking

Heruntergeladen am 23.07.2025

<https://fimportal.de/xzufi-services/101959318/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077020063000
Leistungsbezeichnung I	Library card blocking
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	Sperrung (063)
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	Report a lost library card immediately so that it can be blocked.
Volltext	Please inform your library of the loss of your library card as soon as possible. Your card will then be blocked for borrowing immediately. Until you report the loss, you are liable for any misuse of the card. A replacement card will be issued to you on request against payment of a fee. Note: The validity of the replacement card is limited in time (e.g. 12 months), so you will have to apply for an extension if necessary.
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Valid identity card or passport with a current registration certificate from the responsible registration office or other official identification with residence details</li> </ul>
Voraussetzungen	Reporting the loss of a library card
Kosten	
Verfahrensablauf	<p>If you have lost your library card:</p> <ul style="list-style-type: none"> <li>• Report the loss of your library card to the library immediately.</li> <li>• The library card will be blocked or invalidated immediately.</li> <li>• Pay the fee for the issue of a replacement card.</li> <li>• You will then receive the replacement card immediately on site or by post within a few days.</li> </ul>
Bearbeitungsdauer	<ul style="list-style-type: none"> <li>• In person on site: about 15 minutes</li> <li>• by post: maximum 10 days</li> </ul>
Frist	maximum 4 days
weiterführende Informationen	
Hinweise	<ul style="list-style-type: none"> <li>• Failure to report the loss of a library card will result in</li> </ul>

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	<p>personal liability for any resulting damages.</p> <ul style="list-style-type: none"> <li>• The replacement card remains the property of the library and is not transferable to other persons.</li> </ul>
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Library card blocking</li> <li>• is carried out by the library immediately after notification of loss</li> <li>• From this point on, the card is invalid for all further borrowing and access to all library services</li> <li>• Personal liability until the loss is reported in the event of misuse</li> <li>• A replacement card can be issued for a fee upon request</li> <li>• responsible: respective library</li> </ul>
Ansprechpunkt	
Zuständige Stelle	the respective library
Formulare	Forms: Registration form Online procedure possible: partially Written form required: partly Personal appearance required: partly
Ursprungsportal	Library card blocking, Bibliotheksausweis Sperrung