

99077020040000, 99077020040000

Library card issue

Heruntergeladen am 08.06.2025

<https://fimportal.de/xzufi-services/101955999/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077020040000, 99077020040000
Leistungsbezeichnung I	Library card issue
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 as soon as you register at a library.
Volltext	Once you have registered at a library, 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 use 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 current registration certificate from the responsible registration office or other official identification with residence details
Voraussetzungen	Registration in a library
Kosten	
Verfahrensablauf	You will receive a library card after prior registration: • 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	
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.

Modul	Sachverhalt
Rechtsbehelf	
Kurztext	• Library card issue • immediately after registration in a library • Card is either handed out in person on site or sent by post • Usually requires a personal appearance • 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 Online procedure possible: partially Written form required: partly Personal appearance required: partly
Ursprungsportal	Bibliotheksausweis Ausgabe, Library card issue