

99077020040003, 99077020040003

# Library card issue for public institutions

Heruntergeladen am 26.05.2025

<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<br><br>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.<br>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: <ul style="list-style-type: none"> <li>• Submit the application documents to the library.</li> <li>• Pay the user fee.</li> <li>• You will then receive your library card immediately on site or by post within a few days.</li> </ul>                                                                                                                            |
| Bearbeitungsdauer            | • In person on site: about 15 minutes • by post: maximum 10 days                                                                                                                                                                                                                                                                                                                                                                                   |
| Frist                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| weiterführende Informationen |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Modul             | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hinweise          | <ul style="list-style-type: none"> <li>• The library must be informed immediately if you lose your card or change your personal details.</li> <li>• The library 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 issue for public institutions</li> <li>• is issued immediately after registration in a library by an authorized representative</li> <li>• Card is either handed out in person on site or sent by post</li> <li>• personal appearance usually required</li> <li>• Up to three authorized representatives can use the card together</li> <li>• limited period of validity (e.g. 12 months); can be extended on request</li> <li>• Responsible: respective library</li> </ul> |
| Ansprechpunkt     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Zuständige Stelle | the respective library                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Formulare         | Forms: Registration form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Ursprungsportal   | Library card issue for public institutions, Bibliotheksausweis Ausgabe für öffentliche Einrichtungen                                                                                                                                                                                                                                                                                                                                                                                                                             |