

99077020040004, 99077020040004

Library card issue for legal entities

Heruntergeladen am 26.05.2025

<https://fimportal.de/xzufi-services/101959312/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077020040004, 99077020040004
Leistungsbezeichnung I	Library card issue for legal entities
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 legal entities as soon as you register at a library.
Volltext	If you have registered in a library via a natural person, you will immediately receive a library card in person or by post. The card allows up to three authorized persons 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 borrowing. 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 • Possibly Written proof of authorization to sign
Voraussetzungen	legal entity within the meaning of the legislation
Kosten	
Verfahrensablauf	You will receive a library card for legal entities after prior registration: • Submit the application documents to the library. • In addition, provide the application form with an official or company stamp and the signatures of a maximum of three authorized persons. • 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	

Modul	Sachverhalt
weiterführende Informationen	
Hinweise	• The library must be informed immediately of any loss of card or changes to personal details. • The library card remains the property of the library.
Rechtsbehelf	
Kurztext	• Library card issue for legal entities • immediately after registration in a library • Card is either handed out in person on site or sent by post • personal appearance usually required • Up to three authorized persons 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 Online procedure possible: partially Written form required: partly Personal appearance required: partly
Ursprungsportal	Library card issue for legal entities, Bibliotheksausweis Ausgabe für juristische Personen