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# Apply for a library card

Heruntergeladen am 23.06.2025

<https://fimportal.de/xzufi-services/126875817/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99077020040000, 99077020040000
Leistungsbezeichnung I	Apply for a library card
Leistungsbezeichnung II	
Typisierung	4a - Land: Regelung und Vollzug, 4b - Land: Regelung und Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Mecklenburg-Vorpommern
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	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	23.05.2023

Modul	Sachverhalt
Fachlich freigegeben durch	Ministry of Science, Culture, Federal and European Affairs Mecklenburg-Vorpommern
Handlungsgrundlage	
Teaser	To borrow media from libraries, you need a library card.
Volltext	<p>Municipal libraries in Mecklenburg-Vorpommern:</p> <p>You need a library card to use a municipal library, bookshop or archive library. You must apply for this.</p> <p>State library in Mecklenburg-Vorpommern:</p> <p>You need a library card to use the state library. You can apply for this. The State Library is a regional and academic universal library. It collects, indexes and preserves the literature published about the state and holds the deposit copy for Mecklenburg-Vorpommern.</p> <p>The state library offers a large number of current media units from all subject areas in print as well as in the form of e-books, e-journals and databases. There is also a large collection of old books available for consultation. The music collection with a focus on baroque music is highly regarded. The Discovery Portal offers intuitive access to research our holdings and numerous other sources. You can also access literature from national and international libraries via interlibrary loan and fast delivery services.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Valid identity card or passport with current registration certificate from the responsible registration office or other official identification with residence details</li> <li>• Minors require a declaration of consent from their legal representative</li> </ul> <p>For municipal libraries in Mecklenburg-Vorpommern:</p> <ul style="list-style-type: none"> <li>• Proof of fee reduction, if applicable (student ID, student card, etc.)</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• A user card is required.</li> </ul>

Modul	Sachverhalt
Kosten	<p>Municipal libraries in Mecklenburg-Vorpommern:</p> <p>The costs for use (annual fee) vary from library to library. Special services (copies, reproduction orders, document delivery, use of the image archive, access to the Internet) are also subject to a charge.</p> <p>State library in Mecklenburg-Vorpommern:</p> <p>Use of the state library is free of charge. Fees are charged for copies, reproduction orders, reminders and interlibrary loans.</p>
Verfahrensablauf	<p>You will receive a library card after prior registration:</p> <ul style="list-style-type: none"> <li>• Submit the application documents to the library.</li> <li>• Pay the user fee, if required.</li> <li>• You will then receive your library card immediately on site or by post within a few days.</li> </ul> <p>Please note: If you lose your library card or change your personal details, please inform the library immediately. The library card remains the property of the library and is not transferable to other persons.</p>
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	<p>Users must observe the loan periods for certain types of media specified in the library's user regulations.</p>
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Library card issue</li> <li>• immediately after registration in a library</li> <li>• Card is either handed out in person on site or sent by post</li> <li>• Personal appearance usually required</li> <li>• validity period may be limited (e.g. 12 months); can be extended on request</li> <li>• Responsible: respective library</li> </ul>

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	<p>In Mecklenburg-Vorpommern there are numerous libraries as municipal institutions as well as the state library.</p> <ul style="list-style-type: none"> <li>• If you would like to apply for a library card for the state library, click on "Continue with state library".</li> <li>• If you would like to apply for a library card for a municipal library, click on "Continue with municipal library".</li> </ul> <p><a href="https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649602">https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649602</a>  <a href="https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649601">https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649601</a>  <a href="https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649602">https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649602</a>  <a href="https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649601">https://mv-serviceportal.de/leistung/?leistungId=126875817&amp;kategoriId=133649601</a></p>
Formulare	<ul style="list-style-type: none"> <li>• Written form required: No</li> <li>• Personal appearance required: No</li> <li>• Online service available: Yes</li> </ul>
Ursprungsportal	Apply for a library card, Bibliotheksausweis beantragen