Welcome to the City and State Library of Potsdam

Basics for Asylum Seekers

REGISTRATION

If you like to borrow items or use the internet, you need to become a member of the library.

How to get a library card?

For registration we require a valid passport or your current registration certificate with run of validity. We need an official document with your current German address.

The library card is free of charge and valid for the period of your residence in Potsdam.

LENDING CONDITIONS

We provide the following media:

- Books and magazines
- Movies (DVDs and Blu-Rays in several languages)
- Music-CDs
- Audiobooks in several languages
- German as a foreign language:
  - Textbooks and workbooks with and without CDs, CD-ROMs
  - German courses for learners with different mother tongues
  - As further support: dictionaries, grammar books, first reader texts
  - Books in simple german language "easy to read" – provided in the ground floor

How many items?

- Three items at once

Loan periods

There are several loan periods depending on the different media. You can keep the media until the specified return date.

Books can be borrowed for four weeks, DVDs only for one week. Please inform yourself or ask us!

Where?

- You can use the self-issuing machine to borrow items
- You return the items at the self-service return machine

OUR FEES

Please bring back the media on time or extend the borrowing period. If the loan period is exceeded, a late fee is payable. If you have a fee of five euros on your library account, then it will be blocked. Once you have paid the fine, you will be able to use your account again.

Please take care of the media you borrow. The library will levy a charge in the case of lost or damaged media. Please notice that borrowed items may not be given to third parties.

INTERNET

You need to be a member of the library for using internet. Two hours per day are free and included in your library card. After this we charge 0,50 Euro per half an hour.

- Login: Number of your library card. The password is your date of birth without points. This means eight numbers (for instance 12021975). Please accept the general business terms (AGB).
- Please don't forget to logout after finishing internet usage.

Do you have any questions? Please ask us. You are very welcome!