



Book Orders and Lending

Most of our books and journals are stored in stacks that are not accessible to the readers. However, the books and journals stored there can be ordered. In many cases, it is also possible to order material between the two buildings of Staatsbibliothek, meaning you can also use books that are usually kept in stacks at Unter den Linden in our building in Potsdamer Straße and vice versa. Especially old books (published prior to 1800) and some rare items are excluded from this regulation.

To order books, you first need to look them up in our Online-Catalogue (StaBiKat). You can find this catalogue on the PCs in the Information centre Unter den Linden and in the Catalogue centre Potsdamer Straße as well as in the reading rooms. Of course you can also access the catalogue and order the books via the Internet at <http://www.staatsbibliothek-berlin.de>. Parts of our collection are not yet in the StaBiKat. Do not hesitate to ask staff at the information desks if you cannot find an item.

A valid library card is a prerequisite for online orders. To obtain such a library card, please refer to our leaflet "Advice for new readers".

You can borrow at most 20 volumes to take home and 20 volumes in the Reading rooms.

Ordering times

With the confirmation of your online-order, you will also receive information about the estimated ordering time. Normally, this is approximately three hours but will be longer for large format volumes, special volumes, books stored in our external depot or if you want us to send books from one to the other building of the Staatsbibliothek.

Unter den Linden: Books ordered after 2:00 pm are available on the next day of opening from 11:00 am. Volumes ordered on Fridays after 2:00 pm or on Saturdays will be available on Monday from 11:00 am.

Potsdamer Straße: Orders sent after 5:00 pm (Saturdays after 11.30 am) will be ready for pickup on the next opening day from 11:00 am.

Place of issue

You define the place of issue yourself by selecting the desired location on the online form. Many of our books may be borrowed for use at home. If you so desire, please select the place of issue „Potsdamer Straße, Buchabholbereich“. If you want to work in the reading room with the volumes you have ordered, please select „Unter den Linden, Bücherausgabe Lesesaal“ or „Potsdamer Straße, Lesesaal“. Older volumes (published prior to 1956), large-format volumes and books especially worth protecting may only be used in the reading room.

Borrowing periods

The borrowing period is 30 days. It can be extended twice if there are no reservations. The extension of the borrowing period for the volumes you take home must be entered in time into the borrowing system (or applied for in person).

Here's how to order online

Start by looking up the books and journals you need in the StaBiKat. You will find a link to our lending system ("Bestellen") beneath the shelfmark. If there is no link, it is probably a book of the reference collection and you can find it in the reading room. If there is either no reference to the reading room try the button "zugehörige Publikationen" at the bottom of the page and select a volume.

After following the link "Bestellen", fill in your library card number and your password, select the issue point. After completing the order, you will receive a confirmation with the expected issue time and place.

If the requested title is already out on loan, you can reserve it (with a charge). It is possible to reserve up to 10 volumes. We will notify you when the title is available.

In some cases it may be necessary to give details of the item you are looking for: Add the year of a journal with a dot (Zsn 12303.1998) or the volume of a series with a hyphen (Ser. 4567-399). You may also specify your order for a journal (e. g. Zsn 12303.2004, neuestes Heft) or for a series (e. g. 309179-1, alle Bände schicken).

If you already know the shelfmark, you can access the lending system directly via the library's homepage <http://staatsbibliothek-berlin.de>. Choose "Benutzerkonto", then click on "Bestellen/Vormerken" and you can fill in the order mask.

Items you cannot order online:

- Certain materials of the special collections departments:
- Musical department materials (accession number groups MusA-H, 167452-169119)
- Maps of the Map department (Kart...)
- Materials of the Manuscript department (Hauptmann-estate, HsM...)
- Rare books (e.g. Bibl. Diez, Bibl. Varnhagen, Bibl. Savigny, call numbers with the suffix R, KD, Rar)
- Materials of the Newspaper department at Westhafen (e.g. Ztg...., N.Ztg.....)
- Materials of the "Diensthandbibliotheken" (suffix: DHB)
- School publications and Programmschriften; some of the dissertations of the pre-war stock in Potsdamer Straße
- Certain call numbers of micro-materials (e.g. 50MF544; more details are required for provision as a rule).

In these cases, please contact the respective special departments or staff at the information desks.

Glossary:	Registration	Anmeldung
	Information Desk	Auskunft
	Issue Desk	Buchausgabe/Bücherausgabe
	Pickup Area	Abholbereich
	Lending Desk	Leihstelle
	Reading Room	Lesesaal
	Reference Collection	Handbibliothek