



Advice for New Readers

Staatsbibliothek zu Berlin - Preußischer Kulturbesitz – collects research-level literature from all subject areas, all languages and all times.

Persons over the age of 16 may use the reading rooms and catalogues. Prior to entering, please deposit your coats and bags at the wardrobe free of charge or in the lockers. Any books you bring with you must be presented prior to entering the controlled area. These have to be presented again along with any small handbags when leaving the library.

Opening times

Unter den Linden 8, D-10117 Berlin, Tel. +49 30 266-0

Registration	Mo-Fr 9 am – 8.30 pm; Sa 9 am – 4.30 pm
Issue desk, reading room	Mo-Fr 9 am - 9 pm; Sa 9 am - 5 pm
Information area	Mo-Fr 9 am - 9 pm; Sa 9 am - 5 pm
General reading rooms	Mo-Fr 9 am - 9 pm; Sa 9 am - 5 pm

For the reading rooms in the special collections departments please refer to the corresponding leaflets.

Potsdamer Str. 33, D-10785 Berlin, Tel. +49 30 266-0

Registration	Mo-Fr 9 am - 9 pm; Sa 9 am - 7 pm
Lending department	Mo-Fr 10 am - 7 pm; Sa 10 am - 1 pm
Pickup area, books to take home	Mo-Fr 10 am - 7 pm; Sa 10 am - 1 pm
Eastern European reading room	Mo-Fr 9 am - 9 pm; Sa 9 am - 7 pm
General reading room	Mo-Fr 9 am - 9 pm; Sa 9 am - 7 pm
Reading rooms in the special departments	Mo-Fr 9 am - 5 pm; Sa 9 am - 1 pm

Newspaper department in the depot at Westhafen

Westhafenstr. 1, D-10785 Berlin, Tel. +49 30 266-436300

Mo-Fr 9 am - 5 pm; Sa 9 am - 1 pm

Fees

To use our reading rooms, most of our information services and our collections, you must first apply for a reader's pass. You can choose between a monthly ticket and an annual ticket. The fee for the monthly ticket is 10 €, for the annual ticket 25 €. You have to present the ticket on entering and leaving the reading rooms.

Registration

You will be issued a library card upon presenting your official ID at the registration desk (Unter den Linden, 2nd floor at the book issue counter) or the lending counter (Potsdamer Straße, ground floor).

The library card entitles you to borrow books in order to read them in the reading room (the minimum age is 18). In addition, citizens of the Federal Republic of Germany and other states of the European Community, who have their place of residence in the Federal Republic of Germany, may borrow books to take home. Citizens from other countries additionally require a residence permit, which must be still valid for at least three months for taking books home or a certificate of matriculation issued by a German university and an official confirmation of residence in any case.

Catalogues

The online catalogue (StaBiKat) is available on the PCs in the entrance hall in the building in Potsdamer Straße and in the building Unter den Linden in the Information sector as well as in the general reading rooms (and also via the Internet at <http://stabikat.de>). This catalogue can process author/title as well as subject search inquiries. It is supplemented by the ZDB-Opac for searches for journal titles, microfilm-catalogues for searching for older titles and the conventional catalogues for the subject search for older titles. Please feel free to contact the team at the information desks if you cannot find the title you are looking for.

Reference material

The reference collections of the reading rooms, the special collections reading rooms and catalogues are freely accessible for library card holders. Here you will find standard literature (handbooks, encyclopaedias, dictionaries, etc.) and the most important journals from all fields of knowledge. Important ones are available for several years back, others in current issues only. As a rule, you may not borrow them to take home with you.

Stacks

The main part of our material is stored in stacks that are not accessible to users. You can order the books and magazines stored there. Works that require special care (e.g. all those published prior to 1956), may only be used in the reading rooms. All others can be checked out to take home.

Please place your order online via the lending system (see leaflet "Book Orders and Lending"). In certain cases it may be necessary to use call-slips. In these cases and for all other problems, please contact the team at the information desks.

Collect the publications ordered in the building Unter den Linden at the Issue desk (2nd floor) or in the building Potsdamer Straße in the Pickup areas on the ground floor. Special materials are issued in the building Unter den Linden in the general reading room II.

Internet workplaces

Internet workplaces are available in both buildings.

Guided tours

General guided tours and introductions to the use of the library take place at regular intervals. For dates and registrations, please contact library staff at the entrance (Unter den Linden) respectively at the entrance control (Potsdamer Straße).

Information

It is not possible to list all information about the use of the library in this leaflet. Additional leaflets are available for individual aspects. There is another sheet available in English: "Book Orders and Lending". These instructions for use are available at all information counters of the library.

For current information you can also refer to our homepage: <http://www.staatsbibliothek-berlin.de>

**Please contact the team at the information desks
in case you have any questions.**

Changes may arise at short notice due to construction work and structural changes. Therefore, please pay attention to the bulletins and contact our staff for information.