



ALT

NEU

Registration Form

(Please do not fill in with a pencil and do not change German umlauts)

Herewith, I apply for a library card of the Staatsbibliothek zu Berlin valid for:

Personal data:

Woman
 Man

 Prefer not to disclose

Last Name/Institution/Organisation

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First name/Faculty/Department

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Date of birth (TTMMJJJJ)

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Registered Address:

Street and number

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Postcode

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City

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Additional information (c/o)

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Optional Address:

Street and number

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Postcode

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City

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A Additional information (c/o)

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Telephone number (with area code):

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E-Mail:

**I have read and accept the Cinditions of Use oft he Staatsbibliothek zu Berlin.
 I acknowledge the Privacy Policy on the reverse side of this page.
 The library card remains the probrerty oft he library and cannot be transferred to another person.**

Date: **Signature:**

Please do not complete!

<input type="checkbox"/> (PA) Personalausweis D	<input type="checkbox"/> (ID) Ausweis/ID-Karte	<input type="checkbox"/> (MB) Polizeiliche Meldebescheinigung
<input type="checkbox"/> (RP) Reisepass	<input type="checkbox"/> (SM) Semesterbescheinigung	<input type="checkbox"/> (DP) Diplomatenausweis-Nr.: _____
<input type="checkbox"/> (DA) Dienstausweis	<input type="checkbox"/> (EV) Einverständniserklärung	<input type="checkbox"/> (eAT) elektr. Aufenthaltstitel
<input type="checkbox"/> (FS) elektr. Führerschein	Sorgeberechtigte	

Benutzertyp	10	11	12	13	14	Staatsangehörigkeit								
	16	17	18	19		Aufenthaltstitel	<input type="checkbox"/> unbefristet							
	20	21	30	31		Aufenthaltstitel/ Visum bis					2	0		
						Leihende					2	0		

Stand: 09/2020

Privacy policy

I. Name and Address of the Responsible Person

Responsible in the sense of the General Data Protection Regulation and other regulations concerning data protection is Stiftung Preußischer Kulturbesitz, legally represented by the President, Herr Prof. Dr. Dr. hc. mult. Hermann Parzinger
Von-der-Heydt-Str. 16-18, 10785 Berlin
Email: info@hv.spk-berlin.de

The Controller for data protection:

Email: Datenschutzbeauftragte@hv.spk-berlin.de;
Telephone (operator): +49 (0)30 266 412889
www.preussischer-kulturbesitz.de

You are entitled to be informed about your relevant personal data. You have a right to rectification, erasure or restriction of the processing. In the case of data processing on the basis of your consent you have the right to object to the processing and, if necessary, a right to data portability.

In addition you have a right to file a complaint with our data protection authority, the Federal Commissioner for Data Protection and Freedom of Information:

Bundesbeauftragter für den Datenschutz und die Informationsfreiheit, Husarenstr. 30, 53117 Bonn, Email: poststelle@bfdi.bund.de

II. Description and extent of data processing

In order to register you for the general usage of the Library, the data of your registration form are transmitted to us, stored and used in connection with your user number for the Services of the Library. Your user number is recorded at the entry to the reading rooms (Unter den Linden / Potsdamer Straße) and the pick-up area at the site Potsdamer Straße.

III. Purpose of data processing

The purpose of data processing is the effective rendering of our Services such as: registering personal or corporate users (in the circulation system) including specific borrowing conditions; verifying user identity when providing and booking media items; dispatching messages to your library account or evaluating our Services via Email or SMS; if necessary, addressing postal reminders; contacting you in order to settle questions in connection with your usage of the Library; renewing library accounts; checking the authorization (login) for access to Wifi in the Library, to electronic resources and to the reading rooms. For the sake of (depersonalised) user studies we record and store the times when you enter and leave the reading rooms (Unter den Linden / Potsdamer Straße) and the pick-up area at the site Potsdamer Straße. It helps us improve our Services.

IV. Legal basis for data processing

Legal basis is Art. 6 Abs.1 S.1 lit.e, Abs.3 S.1 lit.b i.V.m. § 3 BDSG and the Conditions of use of the SBB. For reading room statistics the additional legal basis is § 23 Abs.1 Nr.6 BDSG. Legal basis for the storage of billing data is Art. 6 Abs. 1 lit. e DSGVO in conjunction with § 3 and 23 Abs.1 Nr.6 BDSG and §§ 70 to 72 and 74 to 80 BHO.

V. Duration of the storage

The data are deleted, as soon as they are no longer required for the intended purpose. The collected data are stored for the time of the utilization period, i.e. 1 month / 1 year and for another 3 years in order to allow a simplified reactivation of the library card. The same applies to the submitted paper forms with the registration data. As long as there are open demands on behalf of the library (books etc., charges or fees), your library account will not be deleted. Data relevant for billing will be preserved for a period of 10 years.

The bibliographic data of the borrowed items are deleted directly from your library account once the items have been returned. The access times in connection with the user number (reading rooms and pick-up area) are stored for one year.

VI. Possibility of objection and erasure

Usage of the library may be terminated by the user at any time by sending an email to: benutzerkonten@sbb.spk-berlin.de. With this you also have the possibility to object against data processing. The information collected and stored at the time of registration will be deleted immediately after the termination. As long as there are still open demands on behalf of the SBB-PK (books etc., charges or fees), the library account will not be deleted.

More information on data protection, e.g. rights regarding information, rectification and erasure, here: <https://staatsbibliothek-berlin.de/en/extras/allgemeines/imprint/privacy-policy/>