

## Instructions on filling out the questionnaire

By going to <http://www.bundestag.de/dokumente/bibliothek/library/index.html>

Deutscher Bundestag: World Directory of Parliamentary Libraries - Mozilla Firefox

http://www.bundestag.de/dokumente/bibliothek/library/index.html

Deutscher Bundestag

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Aktuelle Literatur  
Bibliothekskatalog  
Registrierte Verbände  
Presse dokumentation

Startseite > Dokumente & Recherche > Bibliothek > World Directory of Parliamentary Libraries

### World Directory of Parliamentary Libraries

Die vorliegende Internet-Veröffentlichung des World Directory of Parliamentary Libraries (weltweites Verzeichnis der Parlamentsbibliotheken) beruht auf dem World Directory of National Parliamentary Libraries (6. Auflage, Bonn 1985) und dem World Directory of Parliamentary Libraries of Federated States and Autonomous Territories (1. Auflage, Bonn 1992/93). Alle Einträge wurden unter den Bezeichnungen der jeweiligen souveränen Staaten zusammengefasst.

Um die Auflistungen jeweils auf dem neuesten Stand zu halten, werden die Bibliotheken gebeten, ihre Einträge zu überprüfen und alle Aktualisierungen mithilfe des [Fragebogens](#) mitzuteilen. Sämtliche Informationen werden schnellstmöglich in die vorliegende Veröffentlichung eingearbeitet.

Weitere Informationen

- Einführung
- Introduction
- Alphabetical Listing of Sovereign States
- Table of Abbreviations
- Questionnaire (english)

Fertig

and clicking on the *Questionnaire* link, you will reach the first page of the form:

Deutscher Bundestag: World Directory of Parliamentary Libraries - Mozilla Firefox

http://www.bundestag.de/dokumente/bibliothek/wdpl/

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Startseite > Dokumente & Recherche > Bibliothek > World Directory of Parliamentary Libraries

## World Directory of Parliamentary Libraries

### Questionnaire Page 1 of 2

**Advice on how to update the following questionnaire**

Below you will find the questionnaire for submitting information for the World Directory of Parliamentary Libraries. Input fields marked with an asterisk require input from you. Especially we ask you to enter in any case:

1. name of person submitting (your name)
2. name of country/territory
3. name of the library

**Basic Information**

Name of the person submitting\*

Email address of person responsible for the update\*

Date of this update\*

**Country**

Official name of the country\*

Country - additional information

Fertig

The fields marked with \* are obligatory – only when you have filled these in can you continue on page 2 and enter the updates for your library.

Please note that the date must be entered in the format: YYYY.MM.DD. If you enter the date in a different way, the system will notify you of this and you will have the opportunity to correct your entry.

If not all of the obligatory fields on page 1 have been completed, a message printed in red will appear indicating the fields concerned:

Deutscher Bundestag: World Directory of Parliamentary Libraries - Mozilla Firefox

http://www.bundestag.de/dokumente/bibliothek/wdp/#

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Startseite > Dokumente & Recherche > Bibliothek > World Directory of Parliamentary Libraries

## World Directory of Parliamentary Libraries

### Questionnaire Page 1 of 3

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1. name of person submitting (your name)
2. name of country/territory
3. name of the library

#### Basic Information

**Validation Errors**

- 1: This field is obligatory.
- 2: This field is obligatory.
- 3: This field is obligatory.

Name of the person submitting\*<sup>1</sup>

Email address of person responsible for the update\*<sup>2</sup>

Date of this update\*<sup>3</sup>

Fertig

Only once this information has been provided is it possible to proceed to page 2 of the form by clicking on the **Next** button.

Page 2 of the form:

The screenshot shows a web browser window with the URL <http://www.bundestag.de/dokumente/bibliothek/wdp/#>. The page is titled "World Directory of Parliamentary Libraries" and "Questionnaire Page 2 of 2". The main heading is "Contact information of the library of the first chamber". The form contains several input fields:

- Name of parliamentary library in origin language (latin transcript)\*
- Name of parliamentary library in English translation\*
- Address\*
- International code of the library's telephone number
- Area code of the library's telephone number
- The library's telephone number
- International code of the library's fax number
- Area code of the library's fax number

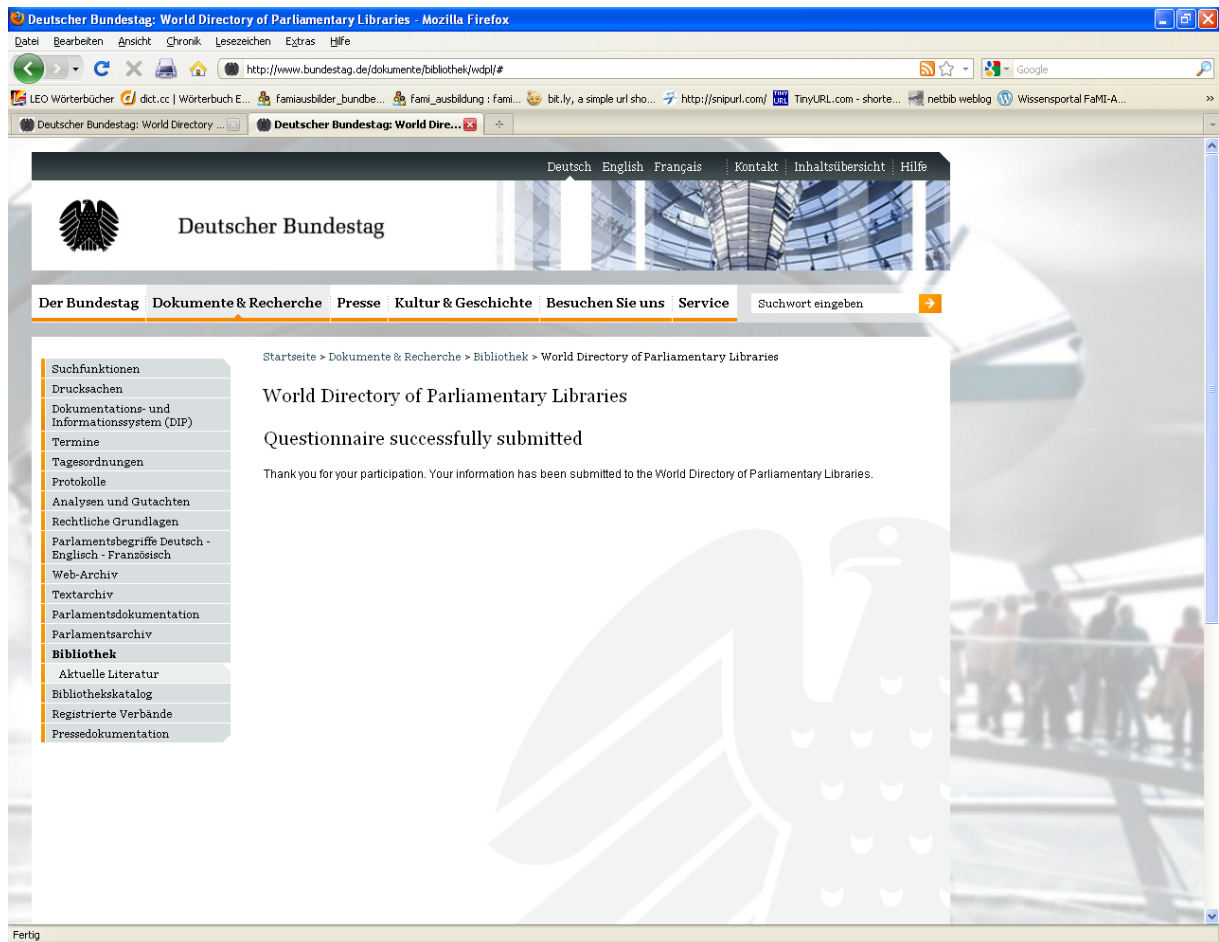
A sidebar on the left lists various search functions and categories, with "Bibliothek" highlighted. The page is marked as "Fertig" (finished) at the bottom left.

This page also contains obligatory fields (\*).

Here too, should you forget to fill out one of the fields, the system will notify you of this in red.

Once you have fully entered your data, click on the **Submit Questionnaire** button at the end of the page in order to send your updates to us.

You will receive immediate confirmation that your data has successfully submitted to the World Directory of Parliamentary Libraries:



We will endeavour to ensure that the updates are always uploaded as soon as possible.

Should you encounter any problems in entering your data, please contact us at the following address: [elisabeth.maerz@bundestag.de](mailto:elisabeth.maerz@bundestag.de)