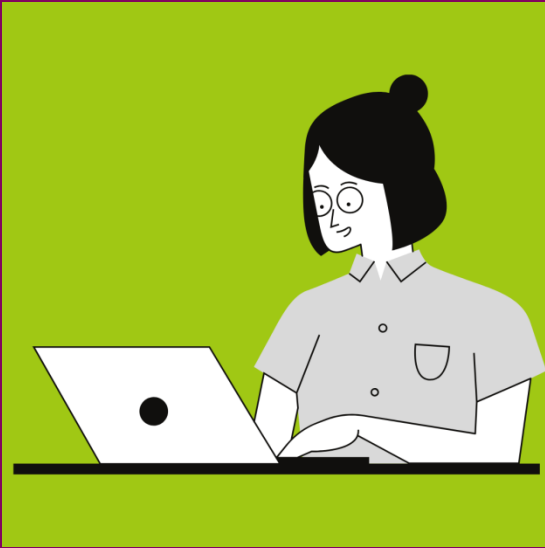


Pickup Service

Goethe-Institut Jakarta Library



Order it online



Pick up the media



Enjoy it at home

1. Register / Log in to OPAC

Please follow these steps:

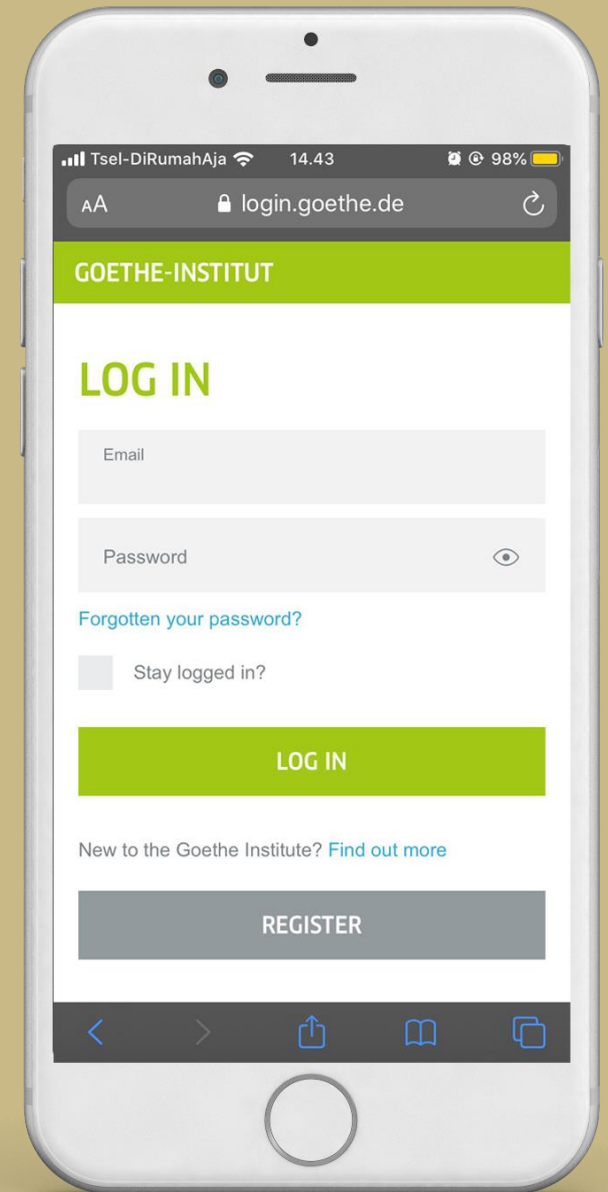
1. The media pickup service is available for library members only. If you are not a member yet, please register first at www.goethe.de/jakarta/registration.
2. To order media, please go to the following website: <https://bit.ly/PESANMEDIA>.
3. Enter your account details for **meingoethe.de** in the login column.
4. Click 'Log In'.

***Please contact us if you have difficulties with the registration. We are happy to help you!**

Email Info-jakarta@goethe.de

WhatsApp [+62 812 1882 9013](https://wa.me/6281218829013)

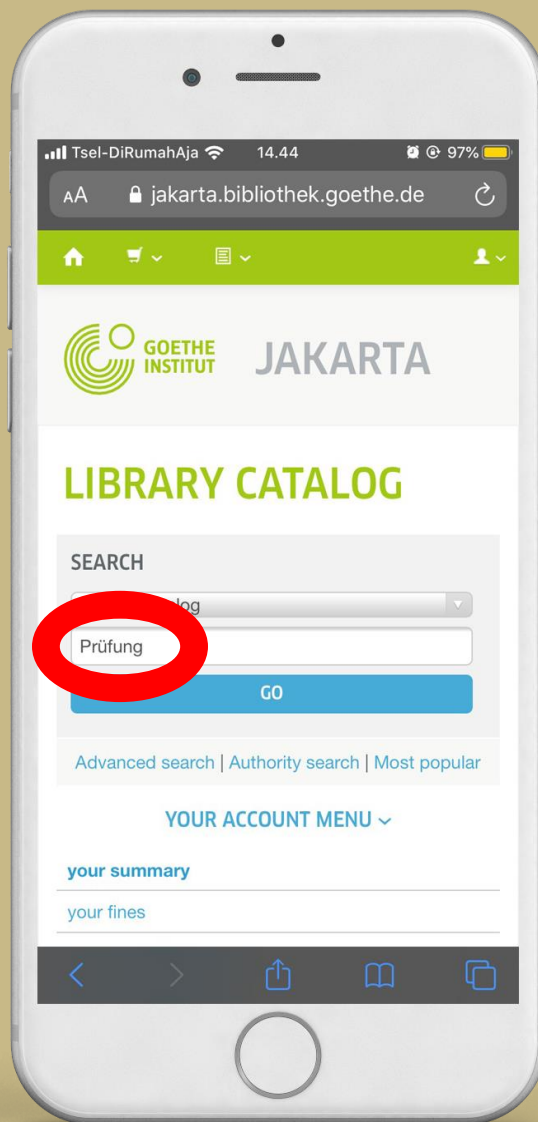
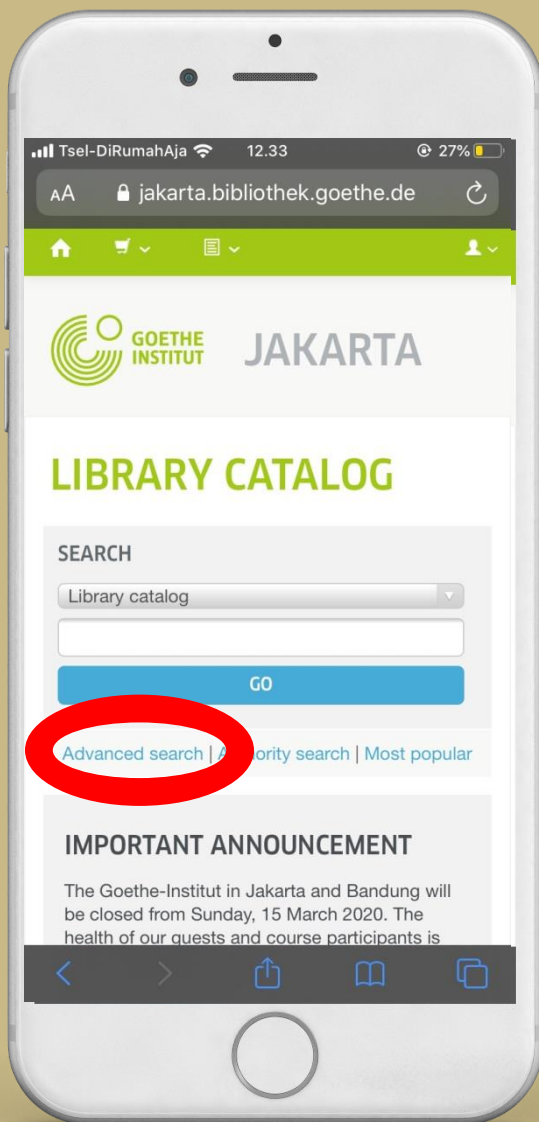
****Media pickup service is available only for the Jabodetabek area and depends on the daily situation.**



2. Search the Media

Please follow these steps:

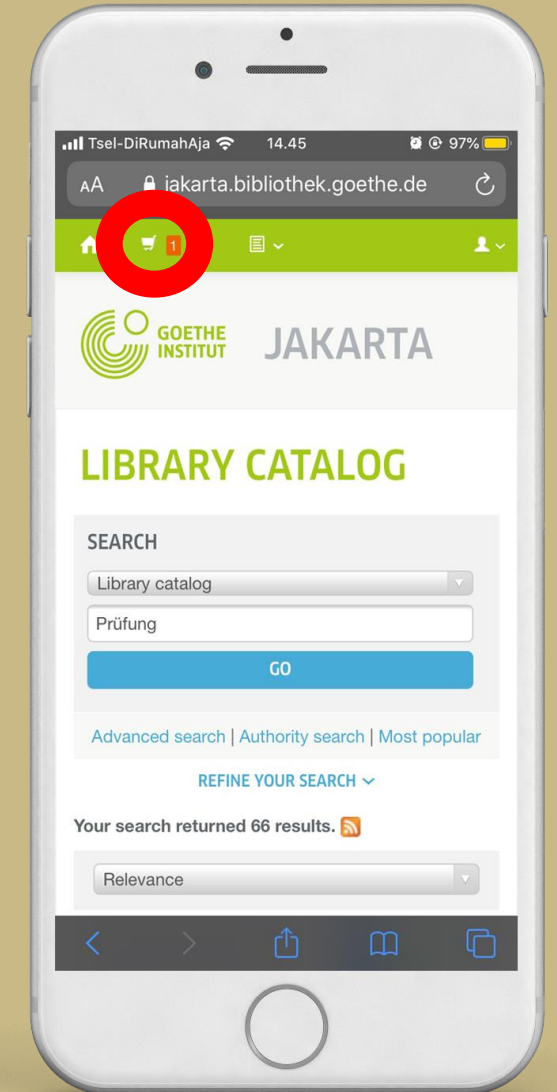
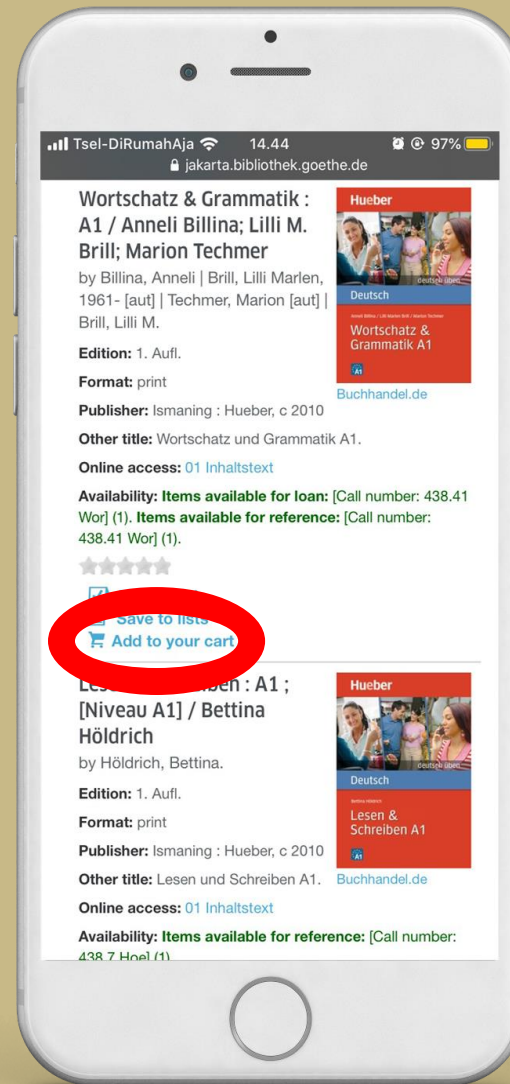
1. You can start searching the media via the search column in the “Library Catalog” section or click “Advanced Search”, where you can also view various collections like “Exercises and Exam Preparations”.
2. Enter your keyword in the search column (example: Prüfung A1).
3. Click “Go”.



3. Choose the Media

Please follow these steps:

1. After you find the media item you want to borrow, you can put it in the cart by clicking “Add to Your Cart”.
2. Your order will be automatically placed in the cart (find the cart icon at the top).
3. You can borrow up to 5 media items, including a maximum of 2 DVDs. Board games cannot be borrowed.



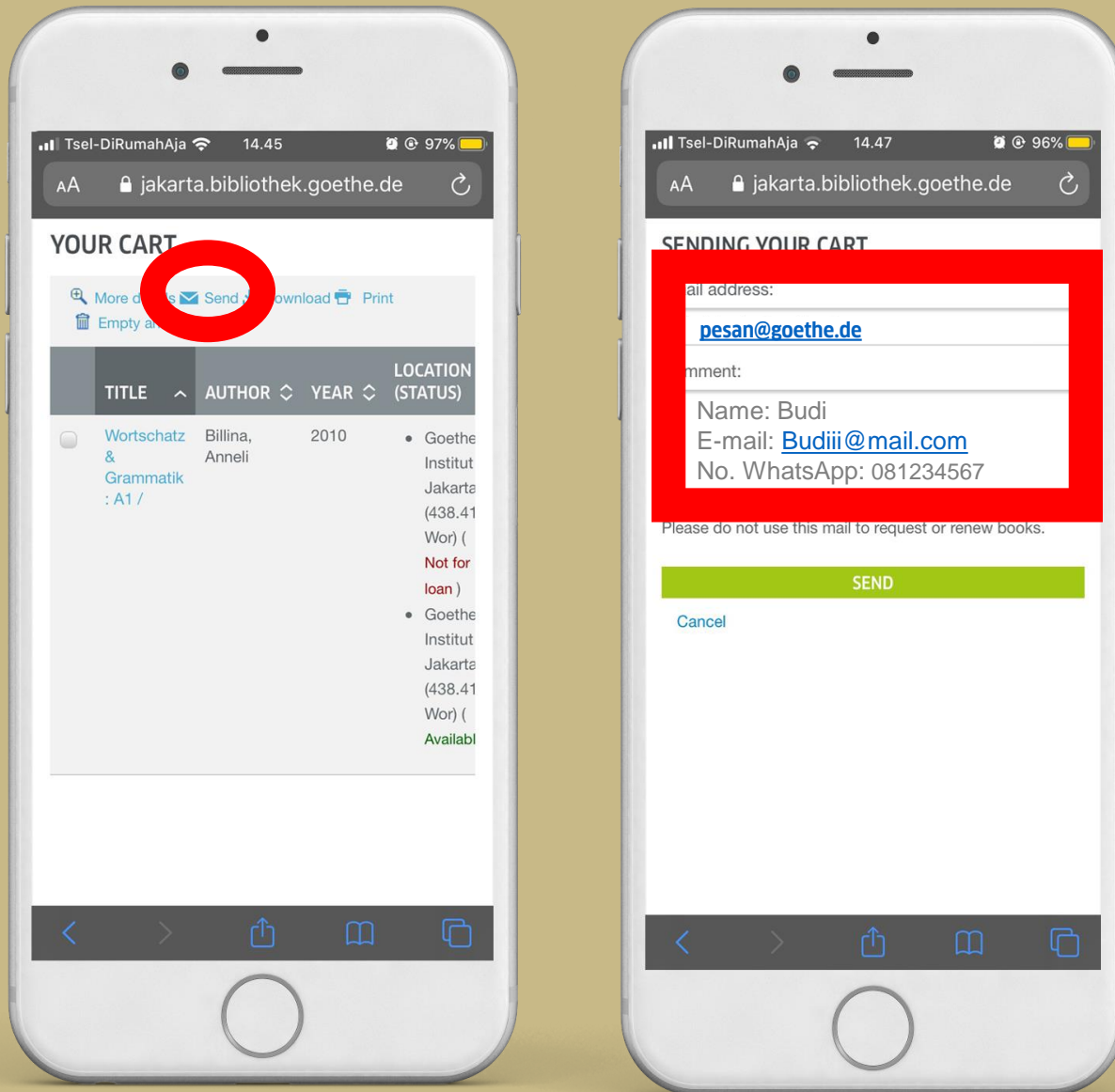
4. Order the Media

Please follow these steps:

1. Open your cart and re-check the media you want to borrow.
2. Click the “Send” button at the top of the column.
3. You will be linked to the order table.
4. Enter pesan@goethe.de in the email address column and your personal details (**name, email, WhatsApp number**) in the comment column.
5. Click “Send”.

***If you do not provide your personal details, we cannot process your order.**

****By providing us with your personal data, you allow Goethe-Institut Jakarta to process them for the sole purpose of fulfilling your media order. This includes all actions suitable for the recovery of the media, such as reminder letters.**



5. Finished!

What happens next?

1. Our library team will check your order within 24 hours (on weekdays) and inform you when your media order is ready to be picked up.
2. You can pick up media directly at the security post, or you can use the services of an online ojek for orders at your own expense.
3. The loan period is 4 weeks and can be extended online once.
4. Please return the media on time. Media can be returned to the Goethe-Institut security service around the clock. Please make sure that the media is packed safely.