

The Re-use of Public Sector Information Regulations 2015

The University of Bristol Library is now subject to the [Re-use of Public Sector Information Regulations 2015](#) (PSI Regulations).

The PSI Regulations determine how you can apply to re-use the public information that we hold and how your application will be processed. The regulations require that the public sector body makes available a statement of its Public Task. All information linked to the performance of the Public Task falls within the scope of the PSI regulations.

Library Services produces, disseminates, holds and uses a large number of information items that are presented in various formats.

Making an application under PSI Regulations

To make an application complete the [PSI re-use application form](#).

If there are any preliminary enquiries or questions, please contact library-enquiries@bristol.ac.uk

We will endeavour to respond to your request within twenty (20) working days. Where the request for information is complex or lengthy, processing may take longer. In such cases, we will advise you accordingly. Where we are able to release the requested information for your re-use, we would normally link this to a licence covering your use. You must adhere to the terms of any licence that we issue to you. This may be on a without-cost basis or we may offer the licence to you based upon a charge.

Libraries are permitted under the regulations to recoup any costs arising that are associated with collection, production, reproduction, dissemination or preservation. Libraries are also permitted to make “a reasonable return” on their investment in the underlying information asset(s).

The University of Bristol reserves the right to refuse a request for the re-use of information under the regulations. Should this situation arise, we will explain to you our reasons for refusing your application.

Complaints procedure

If you believe that the Statement of Public Task for Library Services is inaccurate or incomplete, or if you consider that our response to a request for the release of information for re-use does not comply with the PSI regulations, you may ask that the matter be reviewed internally by emailing library-enquiries@bristol.ac.uk

If you are dissatisfied with how we respond to your complaint you may escalate it to the [Information Commissioner's Office \(ICO\)](#).

The information on this page and related data, including the Statement of Public Task, will be reviewed every four years. The next review point will be in 2020.

Request to re-use information produced or held by Library Services,
University of Bristol under the provisions of The Re-use of Public Sector
Information Regulations 2015

Title: Miss/Mrs/Ms/Mr	
Name	
Organisation (if applicable)	
Address	
Postcode	
Telephone	
Email	
Please indicate what information you wish to re-use (provide as much detail as possible)	
Please indicate how you wish to re-use the information (for example, on an intranet site, to copy for in-house training papers, for commercial publication etc.)	
If you are planning to publish the information, please provide details such as publication title, website address, name of publisher	

Please send completed forms to: library-enquiries@bristol.ac.uk

Notes to re-use requesters

Remember:

Re-use means using information for a purpose different from the purpose for which it was initially produced, held or disseminated.

About re-use

- Some requests for information deemed unsuitable for re-use may be declined (for example because it would not be accessible under access legislation such as the Freedom of Information Act).
- Information may be supplied to you in the form originally produced or held (e.g., in paper or film rather than machine-readable digital format). Public sector bodies are not required to reformat the information to suit a request.
- The standard reply timeframe for re-use requests is 20 working days. For high-volume or complex requests, the public sector body may take longer, although they must tell you within 20 working days if this is the case.
- You may be required to have a licence agreement with the public sector body, but the licence must be standard and the terms and conditions as non-

restrictive as possible. Libraries are allowed to charge more than marginal cost for re-use.

- The [Re-use of Public Sector Information Regulations 2015](#) require re-use requests to include certain information. Other information is necessary to determine which form of licence is appropriate for the intended re-use.

Content of your request

- Be specific about what information you want:
 - is it from a particular location or body
 - what period of time
 - level of detail (e.g., a summary or all information)
 - preferred format of information
- Be specific on how you intend to re-use the information.
- If your request is for information which has not yet been published, you should send your request directly to the relevant body as a simultaneous Freedom of Information Act and re-use request.

This form has been based on a template supplied by The National Archives

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Statement of Public Task

The University Library is administered by Library Services, which is a part of the University's Professional Services. It operates within a complex Higher Education environment and is subject to internal regulatory processes and to applicable external legislation. The Library is central to the student experience and to research activity.

Library Services, under its Director, is divided operationally into three areas:

- Content and Planning
- Research Services
- Students and Learning

Library Services operates in line with the Strategy document "[Space to Think: Library Strategy 2019-2024](#)". This document sets out four cornerstones of the Library Services Strategy:

- A commitment to fostering wellbeing, through our spaces, content, services and ways of working;
- A blended approach to physical and digital service and content provision;
- A New University Library for 2023/4;
- Working in partnership with the University, professional and external organisations.

With five strategic themes:

- Academic Wellbeing and Achievement: committed to supporting learning, we will be at the centre of academic well-being and achievement;
- Research Partnerships and Innovation: we will aim to enhance the research impact, experience and outputs through effective partnerships with researchers, professional services and external organisations;
- Digital and Physical Collections and Services: we will strengthen the library as a digital and physical presence;
- Global Civic University: we will support the University's vision of a global civic university;

- Enabling the Future Library: our staff will be empowered to improve the services we deliver.

The Library undertakes digitisation and facilitates re-use wherever copyright law, data protection and the availability of funding will permit this. The Library does not have a dedicated budget for digitisation, so is reliant on charging fees for the digitisation, supply and licensing of content in order to meet its costs.

[More information on Library Services](#)

List of Information Assets

Library Services produces, disseminates, holds and uses a large number of information items that are presented in various formats. Items that are related to its public task are subject to the Re-use of Public Sector Information Regulations 2015.

The Library's information assets are categorised as follows:

Information relating to the governance and management of Library Services, including:

- Corporate data
- Contracts
- Human Resources data
- Finance
- Information management
- User services
- Health & Safety
- Library buildings and their maintenance

Library collections

Digital collections

- Copyright of items in many collections is retained by third parties and such items are excluded from release under the PSI regulations.

Catalogue information and metadata

- [Library Search](#)

Limitations

Please note that there are some limitations that may restrict the release of information for re-use. These include where the copyright is not held by the University, where personal data is involved or where release would not be agreed if a similar application had been made under existing access legislation, such as the Freedom of Information Act 2000.