Re-use of Public Sector Information Regulations

The Library service at Birkbeck, University of London is required to comply with the Re-use of Public Sector Information Regulations 2015 which regulate how information we hold or create is made available for re-use. The wider University is exempt from these regulations.

Statement of Public Task:

This statement, revised annually, sets out the functions that are within Birkbeck Library Service's public task under the EU Directive on the Re-use of the Public Sector Information 2015. Our public task comprises all the functions, duties and responsibilities set out in the Library's current strategic plan together with any statutory responsibilities laid down for University Libraries that apply to us. Examples of the types of information available:

- Digitised items from our special collections which are held on our web pages.
- Catalogue records and digitised items held on our web pages
- Content held on our website including library guides and associated documentation
- Training materials such as the Library & Information Skills MOODLE module. N.B That this is open access and is already under a Creative Commons Licence.

The Library undertakes digitisation and facilitates use wherever copyright law, data protection and the availability of funding permits. The Library does not have a dedicated budget for digitisation and will charge fees for supply and licensing of content to meet its cost.

Requesting Re-use:

Requests for re-use must be made in writing either by email or letter and will need to include the following information to be a valid request under the ROPSI 2015 Regulations:

- The applicant's name and an address for correspondence
- The document specifically requested
- The purpose for which the stated document is to be re-used

Contact details for requesting re-use: e.charles@bbk.ac.uk. Please include PSI in the subject line of the e-mail.

Reviews and complaints

In accordance with the ROPSI 2015 Regulations any requests for re-use will be addressed within 20 working days or an explanation provided if a delay is anticipated. Complaints should be addressed to the Director of Library Services.