

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.