

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

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| 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@qub.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.

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 e-mailing library@qub.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 scheduled review will be in 2020.

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

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:

- Library Collections
- Digital Collections

Special Collections & Archives Digital Resources contains some material that is included within the scope of the PSI regulations. This is where the copyright is held by the University. A suitable license agreement and payment of an appropriate fee may be required.

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.

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. List of Information Assets and the PSI re-use application form for Library Services is also available.

This form has been based on a template supplied by

The National Archives

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