

# Permission to reproduce library materials

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## Re-use of Public Sector Information

Glasgow Caledonian University (GCU) Library, including the Archives, complies with the Re-use of Public Sector Information Regulations 2015 (PSI Regulations).

Our obligations under the PSI Regulations to permit re-use of information apply to information within the scope of the public task of the GCU Library. The public task is a description of our core aims, functions and responsibilities.

## Statement of Public Task

The core role and function of the Library is to provide access to a wealth of electronic and physical resources which support and enable teaching, learning and research.

Our public task comprises the functions, duties and responsibilities which support the University's [2030 Strategy](#).

Material held in the Library and Archives falls within the public task and is available for re-use, provided no copyright restrictions or other third party rights apply.

## Requests for re-use of information

We encourage the re-use of the information that we hold and make no charge for re-use for non-commercial purposes. Where possible, you must attribute GCU as the source by including the statement: *Contains content provided by Glasgow Caledonian University Library and Archives*. You must not infer any endorsement by the University.

If you wish to apply for access to our information under the PSI Regulations email [library@gcu.ac.uk](mailto:library@gcu.ac.uk) and include:

- your name
- your address
- details of the information being requested
- purpose of the re-use

Should your request be for commercial purposes a quote will be supplied in accordance with the PSI Regulations which may include:

- direct costs
- a reasonable apportionment of indirect and overhead costs attributable to chargeable activity
- a reasonable return on investment

The PSI Regulations only govern the re-use of information held by the GCU Library and Archives where no copyright or third party restrictions apply. To obtain copies of personal data, or other information held by Glasgow Caledonian University, please see our [Data Protection](#) and [Freedom of Information](#) pages.

## Right to refuse

Glasgow Caledonian University reserves the right to refuse requests for re-use of information under the PSI Regulations where valid exceptions apply. The reason for refusal will be explained, along with details of how to appeal the decision.

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### **Review of Public Task statement**

This statement is reviewed every two years and is due to be considered again in 2023. If you have any queries on this public task statement, or would like to provide feedback, please complete a [feedback form](#).