

Public Task Statement

The [Re-use of Public Sector Information Regulations 2015](#) (PSI) determine how you can apply to the Charles Seale-Hayne Library to re-use the public information that it holds.

The Charles Seale-Hayne Library has a [remit](#) to provide services to students and staff of Plymouth University that are aligned in support of the institution's teaching, learning and research [strategies](#). These services include:

- General library and discipline or research specific support and training for staff and students
- Operation, management and promotion of the physical Library environment and its services
- Acquisition of and subscription to published materials in support of teaching and research
- Management of the Library collections
- Engagement with staff and students of the University, and collection of feedback to inform service development

The Charles Seale-Hayne Library does not hold specialist archives or collections of unique or wider public interest. Its holdings take the form of commercially produced educational materials, licensed under copyright for the use of Plymouth University staff and students, and as such, are excluded from the provision of PSI.

The Library offers a limited level of access to the public for reference purposes, details of which are available from our [Visitors page](#), and comes under provision made in our [Access Policy](#). Services available to the public do not come under the remit of public task, and are excluded from the provision of PSI.

Further information about the Library and its activities can be found in the [annual report](#).

Library assets

Details of the Library's holdings can be accessed by searching the catalogue, [Primo](#). Primo is available for members of the public to search. Copies of print books are held in the Library, and available to registered visitors for reference.

For legal and copyright reasons, the Library is unable to provide public access to commercially produced electronic content via the catalogue.

However, the Library does manage the University repository, [PEARL](#), which indexes research produced by Plymouth University. Versions of published University research suitable for *non-commercial* re-use are made available via PEARL under the terms of the University's [Open Access Policy](#) and on the understanding that appropriate recognition is granted.

PSI Requests

Members of the public who wish to request access to information they believe the Library holds, and which is covered by the terms of PSI, should contact freedomofinformation@plymouth.ac.uk - giving details of their request, including the document required and the purpose for which it is to be re-used, as well as their own name and address for correspondence. Please include the phrase "Public Sector Information Request" within the subject line of the email.

The Library will respond to standard requests within 20 days, and advise of delay in the event of complex cases. PSI does not apply to information where the copyright or intellectual property rights are held by someone else. The Charles Seale-Hayne Library reserves the right to refuse a request made under the Re-Use of Public Sector Information if a valid exemption applies.

Information may be released under the Regulations with a licence linked to its use and should only be used in accordance with that licence.

Complaints Procedure

If you wish to challenge this Public Task statement or if you are unhappy with the response to your request you can ask for an internal review by emailing freedomofinformation@plymouth.ac.uk. Following the internal review if you remain dissatisfied you can escalate the matter to the [Information Commissioner's Office](#) (ICO).

This statement is reviewed biennially and is next due for review in December 2019