

Norfolk Library and Information Service

Public Sector Re-use of Information Regulations

Public Task Statement 2016

Introduction

This statement sets out the functions carried out by Norfolk Library and Information Service and the information available for re-use, which are within its Public Task under the Re-use of Public Sector Information Regulations 2005 as amended in 2015.

The Public Task

Norfolk Library and Information Service supports reading, learning and information for all through its 47 libraries, mobile libraries, School Library Service and online services.

Its core purpose is

- Promoting literacy and an enjoyment of reading
- Providing information for life
- Encouraging lifelong learning
- Supporting local communities

Norfolk Library and Information Service is a service of Norfolk County Council. It is accountable to the Communities Committee of County Councillors. Its core functions are carried out within a legal framework which includes the Local Government Act 1972, the Public Libraries & Museums Act 1964, the Data Protection Act 1998, the Freedom of Information Act 2000 and current copyright legislation. Norfolk Library and Information Service also receives funding for specific projects from external bodies such as Arts Council England, Heritage Lottery Fund, central government departments etc.

Norfolk Library and Information Service holds and uses documents and other information for the following purposes within its Public Task:

- Providing access to its collections and catalogues, whether in its libraries, online, or in partnership with other organisations.
- Preserving and maintaining its assets, including its collections, buildings and infrastructure.
- Producing and distributing content relating to its collections, services and buildings in any media, whether print, film, broadcast, digital or any other format.
- Licencing of rights for the commercial or non-commercial usage of its content by third parties.
- Satisfying its operational, legal and statutory obligations.

Information available for re-use

You can see, copy and re-use information that is produced by Norfolk Library and Information Service **provided that it is not subject to the Data Protection Act, a third party agreement, copyright of a commercial publisher, or security or commercial considerations.**

Available for re-use without charge

1. Documents and information available through Norfolk Library and Information Service's website so long as copyright and intellectual property rights are not infringed.
2. Information (but not images, books and other media) available through Norfolk Library and Information Service's catalogue.
3. Policy statements and other documents produced as part of Norfolk Library and Information Service's general management arrangements,

Information will be exempt from availability if it conflicts with reasons described under 'Not available for re-use' below.

Available for re-use at a charge

1. Images, film, video, audio recordings and publications held or produced by Norfolk Library and Information Service are available for re-use at a charge. The charge will depend on the use to which they will be put and the scale of reproduction. A table of charges is available on request.
2. Information on which we need to carry out work before it can be made available. For example, digitising resources, or anonymising records to remove personal information. The charge will depend on the amount of work required to prepare the information for public access.

Information will be exempt from availability if it conflicts with reasons described under 'Not available for re-use' below.

Not available for re-use

1. Any information which would be against Norfolk Library and Information Service's or the public's interest with regard to:
 - a. The safety and security of Norfolk Library and Information Service's collections, buildings or operations.
 - b. The safety, security and privacy of any person.
 - c. Any information which may be culturally sensitive
 - d. Any information which Norfolk Library and Information Service has reason to believe will be treated in an inappropriate manner and which may cause offence or distress to staff or the public.
2. Any information which falls under the remit of the Data Protection Act.
3. Any information or publications in which a third party holds intellectual property rights.
4. Any information prepared for purposes other than Norfolk Library and Information Service's Public Task including:
 - a. Information and products derived from Public Task activities for sale, hire and any other commercial activity.
 - b. Promotional and marketing material including branding and logos.

- c. Information commissioned from Norfolk Library and Information Service by third parties for their own purposes.

Review and complaints

This statement is due to be reviewed in August 2018. If you have any queries or complaints about the re-use of information, please submit them to libraries@norfolk.gov.uk