



## Liverpool John Moores University Library Services Statement of Public Task

<b>Relevant to:</b>	All LJMU Staff, Students and visitors
<b>Responsibility for Document Review:</b>	Director of Library Services
<b>Date introduced:</b>	April 2016
<b>Date(s) modified:</b>	February 2017, September 2019
<b>Next Review Date:</b>	September 2021

### RELEVANT DOCUMENTS

Re-use of Public Sector Information Regulations 2015

### RELATED POLICIES & DOCUMENTS

# Liverpool John Moores University Library Services

## Statement of Public Task

The library at Liverpool John Moores University (LJMU) is subject to the Re-use of Public Sector Information Regulations 2015 (the Regulations). This statement sets out the functions carried out by the library that are within its public task. This statement is regularly reviewed and due to be considered again no later than 30<sup>th</sup> September 2021.

The library is administered by Library Services as part of LJMU's Student & Academic Services Division. It operates within a legally independent Higher Education Corporation with charitable status accountable through a governing body which carries ultimate responsibility for all aspects of the Institution. It is therefore subject to LJMU's corporate [strategy](#) and [governance](#) framework.

The public task of the library is articulated by its mission to support and enhance a vibrant community for learning and knowledge where library staff work in partnership with its students, staff and other stakeholders to provide first-class, people-centred learning and research environments, services and collections. Services for external library members and members of the public fall outside of this remit and therefore the scope of the Regulations.

The following material falls within the public task, and is therefore available for re-use under the Regulations:

1. Collections listed in the [Library Catalogue](#)
2. [LJMU Digital Collections](#)
3. [Special Collections and Archives](#)
4. [LJMU Research Online](#)
5. [Interactive tutorials and user guides](#)
6. LJMU [Public Information](#) items relating to Library Services

Library Services does not administer the LJMU business/institutional archive, therefore materials held in this archive do not fall within its public task. In addition, the majority of the data we use is collected centrally by LJMU; under the Regulations the University is not required to make this data available for re-use. To obtain copies of personal data, or other recorded information held by LJMU, please submit a [Data Protection](#) or [Freedom of Information](#) request.

Where we are able to release the requested information for your re-use, we would normally link this to a licence covering your use. You must adhere to the terms of any licence that we issue to you. Library Services are permitted under the Regulations to recoup any costs arising that are associated with collection, production, reproduction, dissemination or preservation.

If you have any query about this public task statement, wish to inquire about re-use of information under the Regulations, or wish to lodge a complaint about a decision made in relation to the Regulations, please email [Secretariat@ljmu.ac.uk](mailto:Secretariat@ljmu.ac.uk) with PSI in the subject line.

Library Services reserves the right to refuse requests for re-use of information under the Regulations where valid exceptions apply. These may include copyright, commercial confidentiality and protection of personal data. Should this occur, the reason for refusal will be clearly explained, along with details on how to appeal that decision.

In accordance with the Regulations any requests for re-use will be addressed within 20 working days or an explanation provided if a longer delay is anticipated. Complaints are addressed by the Director of Library Services and if unresolved will be referred to an appropriate member of the University's strategic management team.