

## **RE-USE OF THE UNIVERSITY OF ABERDEEN'S PUBLIC SECTOR INFORMATION**

The University of Aberdeen complies with the Re-use of Public Sector Information Regulations 2015 and we encourage the re-use of the information produced, held and disseminated by the University Library, Special Collections and Museums.

We are open and transparent, and treat all applications to re-use in a fair and non-discriminatory way.

### **Our public task**

We collect, maintain, promote and provide access to relevant and representative information resources which serve our users and support their research, learning and teaching.

### **Our information assets**

The contents of our library, rare book, archival and museum collections are listed in catalogues on our website at [www.abdn.ac.uk/library/collections](http://www.abdn.ac.uk/library/collections). Please note that some information listed in the catalogues may not be accessible or available for re-use.

We provide detailed content from some of our key collections in digital format at [www.abdn.ac.uk/special-collections/online-collections-69.php](http://www.abdn.ac.uk/special-collections/online-collections-69.php).

We also produce and publish information guides to assist users of on our website at [www.abdn.ac.uk/library](http://www.abdn.ac.uk/library).

### **Permission for re-use**

Background information on the availability of images from our archival, rare book and museum collections for research and publication is available at.

<https://www.abdn.ac.uk/special-collections/using-the-collections/requesting-images.php>

If you wish to re-use any of the information that we produce, hold or disseminate please contact us at the following address:

email: [imageorders@abdn.ac.uk](mailto:imageorders@abdn.ac.uk)

post: Image Orders, Special Collections Centre, The Sir Duncan Rice Library, Bedford Road, Aberdeen AB24 3AA

We will respond to all applications within 20 working days.

We will license information for re-use in as open and non-restrictive way as possible.

## **Charges for re-use**

We may levy a charge for re-use of information that we produce, hold or disseminate.

Charges are based on the direct costs of supplying the information, and a reasonable apportionment of indirect and overhead costs.

## **Complaints**

If you have a complaint about the way in which your re-use request has been handled, you may contact the University Librarian for a review.

Please direct any complaints to the following address:

email: [library@abdn.ac.uk](mailto:library@abdn.ac.uk)

post: The Sir Duncan Rice Library, Bedford Road, Aberdeen AB24 3AA

If you remain dis-satisfied with our response to your complaint, you may contact the Information Commissioner for an independent assessment. The Commissioner's contact details are available on the ICO website at [www.ico.org.uk/global/contact-us](http://www.ico.org.uk/global/contact-us).