

Public Task Statement

This statement sets out the functions carried out by Glasgow Life, the statutory and organizational framework which shapes what we do, and what information is available for re-use under the Re-Use of Public Sector Information Regulations 2005 ('The Regulations') [<http://www.legislation.gov.uk/ukxi/2015/1415/introduction/made>].

Public Task

Glasgow Life is a charity whose principal activity is to deliver cultural, sporting, recreational, leisure and learning activities on behalf of Glasgow City Council. Our [strategic objectives](#) are outlined in our website.

In relation to Libraries, Museums and Archives, our public task is to:

- manage, preserve, conserve, and develop our collections;
- make our information and collections accessible;
- exhibit, interpret and publish our collections;
- promote engagement with our collections by individuals; local, national and international communities;
- promote collaboration and share of good practice in within the museum, archive, library, creative and information sector;
- undertake, commission and collaborate in research activities;
- carry out the maintenance, development, safety and security of our buildings, infrastructure and grounds, and
- satisfy our operational, legal, charitable, and statutory obligations.

Access to the information and collections is free of charge (except for building control plans for commercial users held by the City Archives) at the Mitchell Library, Glasgow, during its [opening hours](#) and by appointment at [Glasgow Museums Resource Centre](#).

We can provide copies to personal and remote visitors for private use, subject to copying restrictions (e.g. Data Protection, condition of item). See price list at <http://www.csimages.org.uk/indexplus/prices.pdf> + price list libraries

Further detail of our information and collections is available:

Libraries: much of the library collection appears on the Library online [catalogue](#).

Mitchell Library Special Collections: In addition to what is listed in the library online catalogue (see above), a brief overview of our collections is provided in the [Special Collections](#) page of the Glasgow Life website and the [Family History at the Mitchell](#) website.

Glasgow Museums: information about our museum collections is on the [Collections Navigator](#); [Acquisition and Disposal Policy](#) .

(agreed between Glasgow City Council and Culture and Sport Glasgow; [Collections of National Significance](#) document.

City Archives: summary of more than 3,000 of our catalogues are at: www.scan.org.uk; brief overview of our collections is provided in the [City Archives](#) collections page of the Glasgow Life website, the [Family History at the Mitchell](#) website and in our [Collections, Acquisition and Disposal Policy](#).

Glasgow Life's 'public task' under 'The Regulations' is defined primarily by the relevant parts of the Local Government (Scotland) Act 1994; Public Records (Scotland) Act 2011; Joint Agreement, 1994–1995 between the successor authorities to Strathclyde Regional Council re archives; Collections Agreement, 2007, between Glasgow City Council and Glasgow Life; and by the charitable and strategic objectives of objectives of [Glasgow Life](#).

Information available for reuse

A list of what is available for re-use can be found [here](#). You can see, copy and re-use information produced by our Libraries, Museums and Archives, such as current annual reports, policies, procedures, free of charge, provided the material is not subject to Data Protection laws or third party copyright or agreements.

If you wish to re-use material for commercial use please see our website for policy and prices [[links](#)].

Right to Refuse

Glasgow Life reserves the right to refuse requests for re-use of information under the Directive in respect of its Library, Museums, and Archive collections. Should this apply the reason for refusal will be clearly explained, along with details on how to appeal that decision.

Access and licensing

In respect of material from Libraries, Museums and Archives, we operate a licensing model by way of recognized exception to the principle of marginal cost pricing as described in The National Archives [Guide to Drawing Up a Statement of Public Task](#).

You can find details of our products, their specifications, licence terms and licence fees [here](#)

Review and complaints

This statement will be reviewed every two years, or as required, and no later than July 2019. If you have any queries or complaints about the re-use of information, please submit them to [[need new PSI email address](#)]

Re-use of Public Sector Information

Glasgow Life complies with the Re-use of Public Sector Information Regulations 2015 (<http://www.legislation.gov.uk/ukxi/2015/1415/made/data.pdf>) and we encourage the re-use of the information that we produce, hold and disseminate.

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

Details of how we meet our responsibilities are explained on our website:

- Publication of re-use conditions/standard licence terms [link]
- Publication of information about charging [link]
- Details of how to make a complaint under the 2015 Regulations [link]
- Details of your right to appeal to the Information Commissioner under the 2015 Regulations
- Publication of an asset list of main information that can be re-used [link]
- Please contact for details of any exclusive agreements

You are free to:

- Copy, publish, distribute and transmit the information on our [Museums](#) website where the copyright is clearly indicated as belonging to Glasgow Life (we cannot grant permission for any images or text to which we do not hold the copyright);
- Adapt the information;
- Exploit the information only non-commercially; and you must attribute us as the source of the information.

If you wish to re-use any of the information that we produce, hold or disseminate, please make an application in writing, either by post or by email, providing your name and the address where we can contact you, clearly setting out the information you are requesting and the purpose for which it will be reused.

Applications for re-use, questions or complaints should be emailed to (dedicated email box required) or sent to [nominated members of staff].

If you are unhappy with how your complaint has been handled, please visit <https://ico.org.uk>.

In accordance with the Re-use of Public Sector Information Regulations 2015 we will respond to all applications within 20 working days.