Library & Student Services
PUBLIC TASK STATEMENT

University for the Creative Arts

The Library is required to comply with the Re-use of Public Sector Information Regulations 2015. This regulates how information the library holds or creates is made available for re-use.

Statement of Public Task

This statement sets out the functions of the library that are within it's public task under the Re-use of Public Sector Information Regulations 2015. This statement was created in May 2016 and is subject to annual review to ensure that it reflects good practice and remains consistent with the Regulations.

The University has over 6,000 students, studying over 120 creative courses across four campuses, and comprises of a unique community of artists, designers, makers, writers and researchers.

The task of the library is to ensure it's collections, resources and services exceed the expectations of its academic community, including students, academic staff, researchers and alumni, as well as employers, partners and external users. Specifically the library :

- provides support to students and staff with learning, IT, literacy and information skills to ensure staff and students have the appropriate skills to make the most of their studies
- supports the University's research culture and facilities scholarly communication to maximise the value and impact of the work of researchers
- oversees the development and management of the University's collections to ensure they are effective and meet the needs of staff and students
- is responsible for the library management system to ensure efficient stock circulation
- collect and provide data for the SCONUL annual return
- provides a discovery layer to help staff and students discover resources
- maintains and develops various communication channels to ensure staff and students are informed of its resources and services
- looks after its physical and digital spaces to ensure they provide an appropriate and effective place to work and learn

More about our collections, resources and services can be found at: uca.ac.uk/library, our library catalogue: http://ucca.ent.sirsidynix.net.uk and our Archives catalogue: uca.ac.uk./archives.

The library undertakes digitisation and facilitates re-use wherever copyright law, third party intellectual rights, data protection, licensing and the availability of funding will permit this. The library does not have a dedicated budget for digitisation, so will levy a fee to cover any digitisation, document supply and licensing of content to cover its costs in relation to the request.

PSI Requests

If you have any query about this public task statement, wish to inquire about re-use of information under the Re-use of Public Sector Information (PSI) Regulations please email us at psi@uca.ac.uk.

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. The University reserves the right to refuse requests for re-use of information under the Regulations where valid exceptions apply. The reason for refusal will be explained, along with details of how to appeal the decision. Complaints and appeals should be addressed to the University Secretary.

4. Other support services

The following services will require you to provide your own source of funding:

- Personal care and independent living assistance - for example, assistance with shopping, cooking, feeding dressing and cleaning.
- Study support workers - for example, personal note-takers, readers and mobility assistants.
- Sign language interpreters.
- Equipment - for example, wheelchairs, computers and brailling equipment.

5. Contacts

For further information, please contact disability@uca.ac.uk