



PUBLIC SECTOR INFORMATION GUIDANCE NOTE 3: AUTHORISING RE-USE OF INFORMATION CONTAINED IN PRINT PUBLICATIONS

This explains how you can authorise the re-use of information by including notices in your publications. This avoids having to issue a formal licence.

Background

1. Under Regulation 16 of the PSI Regulations, public sector organisations have a responsibility to specify any:
 - applicable conditions for re-use; and
 - standard charges for re-use.
2. This note explains how public sector organisations can authorise the re-use of information by using notices in their print publications.
3. A copyright licence is the means by which a copyright owner allows somebody else to re-use their copyright information.
4. Publications in the context of this note means anything published in the form of a free or priced publication. This could include public consultation documents, tourist guides and details of the range of services the public sector organisation provides.
5. There are basically three options for allowing re-use of information. These are:

Option A - By Implied Licence

This involves giving permission by means of a notice appearing in a print publication. The advantage of this option is that once you have published the notice there is virtually no administration at all. The disadvantage is that you will not necessarily know who is authorised to re-use your information. Also there is less scope for covering a wide range of terms and conditions.

The implied licence approach works best where you are content to see the information re-used and are not seeking to charge for its re-use.

Option B – By using the Click-Use Licence

This involves authorising OPSI to license the re-use of your information via the Click-Use Licence. The advantage of this option is that you will not have to develop your own standard licence in order to meet your responsibilities under the PSI Regulations. This is dealt with in more detail in PSI Guidance Note 4.

Option C - By Formal Licence

This involves a contractual arrangement between the copyright owner and the re-user. The advantage of this approach is that it gives you a greater element of control. You will know precisely who is authorised to re-use your information. It also gives an opportunity to specify particular terms and conditions. The disadvantage is that it requires rather more administrative effort than Options A and B and it can take longer to transact.

The formal licence approach is suitable when you are licensing the re-use of commercial information and are seeking a financial return. It follows that it will contain details involving payment arrangements and invoicing. This is dealt with in more detail in PSI Guidance Note 5.

6. This note covers the Option A approach. It assumes that you are content to allow information in your print publications to be re-used free of charge provided that it is acknowledged and not misused.

Why is action required?

7. Action is required for the following reasons:
 - to be transparent about the terms of re-use for information featured in your print publications;
 - to confirm copyright ownership;
 - to help reduce unnecessary applications for re-use;
 - to conform to good publishing practice.

Action

8. Insert the following sample wording in your publications:

Notices for Publications

© *[Name of Public sector organisation]* 200*

Published by *[name of Public sector organisation or publisher]*. It is also published on our website at: *[insert website address]*.

This updates an earlier edition published in 200*

Copyright information belonging to *[name of Public sector organisation]* included in this publication may be re-used free of charge in any format. Re-use includes copying, issuing copies to the public, publishing, broadcasting and translating into other languages.

Re-use is subject to the following conditions. You must:

- acknowledge the source and our copyright in cases where you supply the information to others;
- reproduce the information accurately;
- not use the information in a misleading way;
- not use the information for the principal purpose of advertising or promoting a particular produce or service.

Further information on the re-use of information issued by *[name of Public sector organisation]* can be found on our website at: *[insert website address]*.

Or you can write to us at:

[insert contact details]

Details of copyright information belonging to third parties are provided in the acknowledgements section on page xx.

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