

Guidance on Re-use

The following table provides a summary of categories of Museum documents, their availability for re-use, and if appropriate the terms under which re-use may be allowed.

1. Inside the public task and generally available for free, non-commercial reuse on: Creative Commons Attribution-Noncommercial-ShareAlike or other variants of Creative Commons Noncommercial license as specified on the webpage	2. Inside the Public Task and either already available commercially as part of the public task, or potentially re-usable for commercial purposes at a charge, on request	3. Inside Public Task but not generally available for re-use	4. Outside the Public Task and the scope of the PSI Regulations
Screen-resolution images of objects in the collection where a Creative Commons license is specified on the webpage.	High-resolution images of objects in the collection. Information on fees and terms of use is available through the Science and Society Picture Library	Documents, not falling within columns 1–2, which have not been used for a purpose other than the initial public task purpose for which they were created. Re-use may be approved on request. Please see below for further details of how to contact us in order to request re-use.	Documents commissioned by the Museum's trading subsidiaries for commercial consultancy, training or services for supply to other museums and institutions.
Documents expressly produced for free and unrestricted public access in partnership with public bodies where a Creative Commons license is specified on the webpage.	Video and film clips. Information on fees and terms of use is available through the Science and Society Picture Library	Any documents where re-use would be against the public interest having regard to: (a) the Museums' published policies (in particular its policy that it will not provide written authentications or valuations of objects) (b) the safety and security of the Collection or the Museum's premises (c) the safety, security and privacy of any person (d) in the case human remains held in the Collection, the principles set out in Guidance for the Care of Human Remains in Museums (DCMS 2004) (e) in the case cultural property generally, the principles set out in Combating Illicit Trade: Due Diligence Guidelines for Museums, Libraries and Archives on Collecting and Borrowing Cultural Material (DCMS 2005)	Documents commissioned from the Museum by third parties for their own purposes.
Documents available to the public under the Public Records Act 1958 or made available under Part I of the Freedom of Information Act 2000 where a Creative Commons license is	Documents, other than the above, and not falling within column 3, which have been used for a purpose other than the initial public task purpose for which they were created. Fees and terms are available on request. Please	Documents consisting in the intellectual property of third parties.	Documents in which the intellectual property does not belong to the Museum, including audio and audio visual recordings and films and other media content produced by third party film producers, the BBC and

specified on the webpage.	see below for further details of how to contact us in order to request re-use.		other broadcasters.
		Documents the re-use of which would be likely to cause prejudice to the reputation of the Museum.	Documents relating to museum membership, corporate hospitality.
		Documents to which public interest exemptions in Part II of the Freedom of Information Act 2000 apply. Where the public interest is balanced in favour of disclosure documents will be available as if public records.	Brand licensing and design rights.
	Depending on the content, documents to which absolute exemptions in Part II of the Freedom of Information Act 2000 apply may fall within any of these three columns.		

Notes:

- A document that has been prepared or used in pursuit of one specific aspect of the public task is considered to be prepared or used in pursuit of all aspects of the public task.
- The Science Museum Group reserves the right to determine whether a document that has not previously been re-used within the definition of the Regulations will subsequently be made available, and under what terms.
- The [Science Museum Journal](#) is inside the public task and generally available for free reuse with attribution (“Open access”) on: [Creative Commons Attribution CC-BY](#)
- Collection records (not including photographs) and some other datasets are inside the public task and where specified on the webpage, are available for free reuse on [Creative Commons Public Domain Dedication CC0](#)

Making a Request for re-use

To make a request for the re-use of public sector information please [email us](#) the following information:

- Your name and address for correspondence(email or post),
- The document(s) requested, and
- The purpose for which the document is to be re-used.

The Science Museum Group will respond to your request within 20 working days. Where documents requested for re-use are extensive in quantity, or the request raises complex issues, the Science Museum Group will within 20 working days inform you that no decision has yet been reached, and provide an estimated date by which a response is anticipated to be possible.

If you are not happy with the decision that is reached in relation to your request, please [contact us](#) and provide full details. All such complaints will be independently reviewed under our internal complaints procedure. A written determination will be issued in response to any such complaint.