



**Publication Scheme**  
Produced as required by the Freedom of Information (Scotland) Act 2002

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**Publication Scheme**  
**Produced as required by the Freedom of Information (Scotland) Act 2002**

**SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME**

- 1.1 The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.
- 1.2 Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.
- 1.3 The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.
- 1.4 Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.
- 1.5 Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to *Section 11 – How to access information not available under the scheme*.
- 1.6 A copy of [FOISA](#) ([www.oqps.gov.uk/legislation/acts/acts2002/asp\\_20020013\\_en\\_1](http://www.oqps.gov.uk/legislation/acts/acts2002/asp_20020013_en_1)) and a set of [Explanatory Notes](#) ([www.oqps.gov.uk/legislation/acts/acts2002/en/aspenn\\_20020013\\_en.pdf](http://www.oqps.gov.uk/legislation/acts/acts2002/en/aspenn_20020013_en.pdf)) can be found on the OQPS website.

## **SECTION 2: ABOUT THE OFFICE OF THE QUEEN'S PRINTER FOR SCOTLAND**

### **Office of the Queen's Printer for Scotland (OQPS)**

2.1 The office of Queen's Printer for Scotland (QPS) was established by section 92 of the Scotland Act 1998. The QPS was specified a non-ministerial office-holder and member of the staff of the Scottish Administration with effect from 1 July 1999 and reports directly to the Minister for Parliamentary Business in the Scottish Government.

2.2 The Act sets out the responsibilities of the QPS as:

1 to exercise the Queen's Printer responsibilities in relation to the printing of Acts of the Scottish Parliament and subordinate legislation; and

2 on behalf of Her Majesty to exercise Her rights and privileges in connection with:

- Crown copyright in Acts of the Scottish Parliament,
- Crown copyright in subordinate legislation,
- Crown copyright in any existing or future works (other than subordinate legislation) made in the exercise of a function which is exercisable by any office-holder in, or member of the staff of, the Scottish Administration (or would be so exercisable if the function had not ceased to exist) and
- other copyrights assigned to Her Majesty in works made in connection with the exercise of functions by any such office-holder or member.

Section 92(5) of the Scotland Act specifies that the Queen's Printer of Acts of Parliament shall hold the office of Queen's Printer for Scotland.

OQPS delivers a range of services to the public, information industry and government relating to access and re-use of the Scottish Administration's information, and complements the policies managed by the Office of Public Sector Information (OPSI), delivering a consistent UK wide approach to Crown material.

2.3 This publication scheme details the publishing undertaken specifically by the Queen's Printer for Scotland. It aims to explain what information about OQPS and its work is published by or on behalf of OQPS and made available to the public.

2.4 The QPS produces an Annual Report for Scottish Ministers which sets out details of its costs and performance. The report is laid before the Scottish Parliament and published. (see Section 12.1.2 below for details as to availability)

### **SECTION 3:            PREPARING THE PUBLICATION SCHEME**

- 3.1 When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:
- the services we provide;
  - the costs of those services;
  - the standard of those services;
  - the facts that inform the important decisions we take; and
  - the reasoning that informs our decisions.
- 3.2 The aim of OQPS is to be open and transparent about our activities and regular review and feedback from our stakeholders/users of official information supports our remit to encourage access and re-use. All relevant information is published and is freely available on our website as an integral objective for the organisation.
- 3.3 Regulations on the re-use of public sector information came into force on 1 July 2005 (SI 2005/1515). The Regulations implement a European Directive on the re-use of public sector information.
- 3.4 The aim of the Regulations is to encourage the re-use of public sector information by removing obstacles that stand in the way of re-use. The main themes are improving transparency, fairness and consistency. In doing so it will help stimulate the development of innovative new information products and services across Europe, so boosting the information industry. The latest information about the Public Sector Information Regulations can be found on our website at: [www.oqps.gov.uk/crown-copyright/psi-regulations](http://www.oqps.gov.uk/crown-copyright/psi-regulations)
- 3.5 Guidance Notes, charging details, licensing decisions, statistics of users of website, complaints etc. are all published to inform and advise the public and private sector users about current good practice.

### **SECTION 4:            ACCESSING INFORMATION UNDER THE SCHEME**

- 4.1 Information available under our publication scheme will normally be available through the routes described below. *Section 12 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

#### ***Online:***

- 4.2 Most information including all Scottish legislation listed in our publication scheme is available to download from our website. If you require a printed copy of a piece of legislation then see paragraph 4. below. In many cases a link within *Section 12: Classes of Information* will direct you to the relevant page or document. Where no such link is present, you can use our website’s

“Search” facility which can be found on the home page at [www.oqps.gov.uk](http://www.oqps.gov.uk). If you are still having trouble finding any document listed under our scheme, then please use the enquiry form on the website at <http://www.oqps.gov.uk/about/contact-us/foi-enquiries>

**By email:**

- 4.3 If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

**By phone:**

- 4.4 Information can also be requested from us over the telephone. Please call 020 7276 5229 to request information available under this scheme.

**By post:**

- 4.5 All information under the scheme will normally be available in paper copy form (though also see obtaining a printed copy of a publication below). Please address your request to:

Publishing Services  
Office of the Queen’s Printer for Scotland  
Admail ADM 4058  
Edinburgh  
EH1 1NG

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see *Section 6: Our Charging Policy* for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

**Obtaining a printed copy of a publication**

- 4.6 All legislation is currently published by a private sector contractor and is subject to a charge. You can purchase individual items of legislation from our contractor by following the links from the OQPS website. Alternatively, you can contact our contractor at:

The Stationery Office Ltd  
71 Lothian Road  
Edinburgh  
EH3 9AZ

Telephone orders and general enquiries  
Text telephone for the hard of hearing:  
e-mail: [customer.services@tso.co.uk](mailto:customer.services@tso.co.uk)

Tel: 0870 606 5566  
Tel: 0870 240 3701

Web: [www.tso.co.uk](http://www.tso.co.uk)

**Advice and assistance:**

- 4.7 If you have any difficulty identifying the information you want to access, then please use the enquiry form on the OQPS website at <http://www.oqps.gov.uk/about/contact-us/foi-enquiries>
- 4.8 If you do not have access to the Internet, you can find out more about a specific publication by contacting [OQPS Publishing Services](#). We take our responsibilities seriously in ensuring that no user is discriminated against by reason of disability or visual impairment. Disabled correspondents are welcome to request a reply on disk or in large print. Single hard copy versions of any free publication will be supplied on request.
- 4.9 OQPS policy is to improve accessibility to legislative materials in line with the Disability Discrimination Act 1995. Where a private individual requests a Braille copy or an alternative format for their own personal use, the price will be equal to that of the corresponding print edition.

OQPS Publishing Services  
Admail ADM 4058  
Edinburgh  
EH1 1NG

e-mail: [publishing@oqps.gov.uk](mailto:publishing@oqps.gov.uk)  
Web: [www.oqps.gov.uk](http://www.oqps.gov.uk)

**SECTION 5: INFORMATION THAT WE MAY WITHHOLD**

- 5.1 All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.
- 5.2 Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in *Section 12 – Classes of Information*. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.
- 5.3 Information may be withheld, for example:
- where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity;
  - where the disclosure is otherwise prohibited by law;

- where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment.
- 5.4 Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.
- 5.5 Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.
- 5.6 If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

## **SECTION 6: OUR CHARGING POLICY**

- 6.1 Unless otherwise stated in *Section 12 – Classes of Information*, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.
- 6.2 Official paper copies of most items in the publication scheme (such as legislation) are available as priced publications. Publications are priced individually according to a pricing structure which relates the price to the page extent of the publication or where special printing and/or binding is required at a level which ensures that our contractor can recover their costs and have a small profit margin. These can be ordered [online](#) either by following the links from individual items of legislation on the OQPS website or by visiting our contractor's website. They can also be purchased from our contractor's outlets or ordered from booksellers (see Section 4.6 above for details). Our contractor can also supply Braille copies or other alternative formats of most items of legislation. OQPS policy is to improve accessibility to legislative materials in line with the Disability Discrimination Act 1995 and, where the request is made by a private individual for their own personal use, the price will be equal to that of the corresponding print edition.

## **SECTION 7: OUR COPYRIGHT POLICY AND RE-USE**

- 7.1 The material listed in this publication scheme is covered by Crown copyright unless stated otherwise. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to re-use the documents, for example by making multiple copies, publishing and issuing copies to the public. Such re-use is subject to permission being given, usually in the form of a copyright licence, by the copyright holder. In the case of Crown and Scottish Parliamentary copyright material, licences would be available from OQPS.

- 7.2 Under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30), copyright material may be re-used for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. See also [The Copyright and Related Rights Regulations 2003 \(S.I. 2003/2498\)](http://www.opsi.gov.uk/si/si2003/20032498.htm) (www.opsi.gov.uk/si/si2003/20032498.htm).
- 7.3 Details of the arrangements for re-using any Crown copyright materials listed in this scheme can be found on the OQPS website at:  
[www.oqps.gov.uk/crown-copyright/guidance/](http://www.oqps.gov.uk/crown-copyright/guidance/)  
or by contacting OQPS at:  
  
OQPS Information Policy Team  
Admail ADM 4058  
Edinburgh  
EH1 1NG  
  
e-mail: [licensing@oqps.gov.uk](mailto:licensing@oqps.gov.uk)
- 7.4 Authorisation to re-use copyright material not owned by the Crown should be sought from the copyright holders concerned. If in doubt, users should contact OQPS for help.

## **SECTION 8: OUR RECORDS MANAGEMENT AND DISPOSAL POLICY**

- 8.1 While the Freedom of Information (Scotland) Act 2002 is retrospective, most records as a matter of course have a natural lifespan and will be destroyed in accordance with our records management and disposal policy. It is therefore only possible for us to provide records that are still in existence.
- 8.2 The Office of the Queen's Printer for Scotland follows the Scottish Government's policy and procedures in relation to records management and disposal, which are set out in the records management manual available under the Scottish Government's publication scheme at <http://www.scotland.gov.uk/About/FOI/19260>.

## **SECTION 9: FEEDBACK**

- 9.1 FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:
- other information that you would like to see included in the scheme;
  - whether you found the scheme easy to use;
  - whether you found the publication scheme useful;
  - whether our staff were helpful;
  - other ways in which our publication scheme can be improved.

Please send any comments or suggestions to

Publishing Services  
Office of the Queen's Printer for Scotland  
Admail ADM 4058  
Edinburgh  
EH1 1NG

or use the enquiry form on the OQPS website at  
<http://www.oqps.gov.uk/about/contact-us/foi-enquiries>

## **SECTION 10: COMPLAINTS**

- 10.1 Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Publishing Services  
Office of the Queen's Printer for Scotland  
Admail ADM 4058  
Edinburgh  
EH1 1NG

or use the enquiry form on the OQPS website at  
<http://www.oqps.gov.uk/about/contact-us/foi-enquiries>

- 10.2 Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.
- 10.3 You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.
- 10.4 The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

**Scottish Information Commissioner**  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

## **SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME**

11.1 If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

11.2 Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to:

Publishing Services  
Office of the Queen's Printer for Scotland  
Admail ADM 4058  
Edinburgh  
EH1 1NG

or use the enquiry form on the OQPS website at <http://www.oqps.gov.uk/about/contact-us/foi-enquiries>

### ***Charges for information which is not available under the scheme:***

11.3 The charges for information which ***is*** available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which ***is not*** available under the scheme the charges will be based on the following calculations:

#### ***General information requests:***

11.4 We do not charge for making requests or for providing information under FOISA, but we will refuse to deal with a request where we estimate that it will cost more than £600 to locate, retrieve and provide the information.

11.5 If you can be as precise as possible about the information you are seeking, it will help to keep your request within this cost limit. Requests for specific information are less likely to exceed this cost limit and can be answered much more quickly than requests for 'all information' on a subject.

*Charges for environmental information:*

11.6 We do not charge for making requests or for providing information under the Environmental Information (Scotland) Regulations

*Requests for your own personal data:*

11.7 If we hold any information about you we will provide this free of charge

## **SECTION 12: CLASSES OF INFORMATION**

This section sets out the various “classes” of information published by the Office of the Queen’s Printer for Scotland under this Publication Scheme:

### **12.1 About OQPS**

- 12.1.1 About OQPS and the OQPS Complaints Procedure.
- 12.1.2 OQPS Annual Report
- 12.1.3 OQPS Financial arrangements
- 12.1.4 Contracts Information
- 12.1.5 Environmental Information

### **12.2 Legislation**

- 12.2.1 Acts of the Scottish Parliament
- 12.2.2 Explanatory Notes to Acts of the Scottish Parliament
- 12.2.3 Scottish Statutory Instruments
- 12.2.4 Draft Scottish Statutory Instruments
- 12.2.5 Executive Notes to Scottish Statutory Instruments and Draft Scottish Statutory Instruments
- 12.2.6 Statutory Instruments Statistics
- 12.2.7 Annual Bound Volumes of Acts of the Scottish Parliament
- 12.2.8 Annual Bound Editions of Scottish Statutory Instruments

### **12.3 Publishing, Licensing and Copyright**

- 12.3.1 OQPS Guidance Notes
- 12.3.2 Information about the Click-Use Licence
- 12.3.3 Information about the Re-use of Public Sector Information
- 12.3.4 Information about Crown copyright

### **12.4 e-Services**

- 12.4.1 OQPS Information Asset Register
- 12.4.2 OQPS Website

## **12.1 About OQPS**

### **12.1.1 About OQPS**

**Description:** Information about the history, role and functions of OQPS

**Availability:** Published on the [OQPS website](http://www.oqps.gov.uk/about_oqps.htm) at: [www.oqps.gov.uk/about\\_oqps.htm](http://www.oqps.gov.uk/about_oqps.htm). Available in paper copy by contacting [OQPS Publishing Services](#) (see Section 4.9 above for contact details).

**Cost:** Free of charge.

### **12.1.2 QPS Annual Report**

**Description:** The Queen's Printer for Scotland produces an Annual Report to Scottish Ministers covering the activities of the QPS. This report is presented to the Scottish Parliament.

**Availability:** Published on the [OQPS website](#) in Word and PDF. Printed copies are available from [our contractor](#) (for details see Section 4.6 "Obtaining Publications" above).

**Cost:** Details of charges are available from our contractor

### **12.1.3 OQPS Financial Arrangements**

**Description:** Information about OQPS financial arrangements is published as part of the OQPS Annual Report (see 5.1.2 above).

**Availability:** The OQPS Annual Report is published on the OQPS website in Word and PDF. Printed copies are available from [our contractor](#) (for details see Section 4.6 "Obtaining Publications" above).

**Cost:** Details of charges are available from our contractor.

### **12.1.4 Contracts Information**

**Description:** Details of the contracts which OQPS has awarded, bidding opportunities for contracts and the criteria for the award of contracts that are advertised in the OJEU.

**Availability:** Published on the OQPS website as and when they arise. Available in paper copy by contacting [OQPS Contracts](#) (at the address at Section 4.6 above or via email: [contracts@oqps.gov.uk](mailto:contracts@oqps.gov.uk))).

**Cost:** Free of charge.

### **12.1.5 Environmental Information**

**Description:** Details of the environmental standards which we follow and those which we expect our contractors to follow to ensure that materials and processes are environmentally safe.

**Availability:** Published on the OQPS website at: [www.oqps.gov.uk/about/environment/](http://www.oqps.gov.uk/about/environment/). Available in paper copy by contacting OQPS Publishing Services (see section 4.9 above for contact details).

**Cost:** Free of charge.

## **12.2 Legislation**

### **12.2.1 Acts of the Scottish Parliament**

**Description:** Acts of the Scottish Parliament include legislation of universal application which change the general law or affect the powers of individual groups, such as companies or local authorities.

**Availability:** Acts are published on the Internet simultaneously with the print version. Print and Braille copies are available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).

**Cost:** Details of charges for print and Braille copies are available from our contractor.

### **12.2.2 Explanatory Notes to Acts of the Scottish Parliament**

**Description:** Explanatory Notes make an Act of the Scottish Parliament accessible to readers who do not have specialist knowledge of the matters dealt with. They are intended to allow the reader to grasp what the Act sets out to achieve and place its effect in context. Explanatory Notes are produced for all Acts of the Scottish Parliament with the exception of Budget Acts.

**Availability:** The aim is that these documents are published on the Internet simultaneously or at least within 24 hours of their publication in printed form. Print and Braille copies are available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).

**Cost:** Details of charges for print and Braille copies are available from our contractor.

### **12.2.3 Scottish Statutory Instruments**

**Description:** Scottish Statutory Instruments (secondary, delegated or subordinate legislation) are a form of legislation that are made under powers conferred by or under an Act of the UK or Scottish Parliament. These include Orders in Council, regulations, rules and orders.

**Availability:** The aim is that these documents are published on the Internet simultaneously or at least within 24 hours of their publication in printed form. Print and Braille copies are available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).

Local non-print SSIs which are of local application and in force for a limited period only, have been published on the QQPS website since January 2008 are available from [QQPS Publishing Services](#) (see Section 4.8 above for contact details).

for the current year and the two previous years. Copies of non-print SSIs prior to that can be obtained from:

The National Archives of Scotland  
HM General Register House  
2 Princes Street  
Edinburgh  
Scotland  
EH1 3YY

Tel: 0131 535 1334

Fax: 0131 535 1328  
Web: [www.nas.gov.uk](http://www.nas.gov.uk)

**Cost:** Details of charges for print and Braille copies are available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).. The current charge for copies of non-print SSIs supplied by OQPS is a minimum charge of £7.00 plus VAT. This is for SSIs up to 4 pages, 5 pages onwards is charged at £1.00 a page plus VAT.

#### **12.2.4 Draft Scottish Statutory Instruments**

**Description:** Draft Scottish Statutory Instruments are submitted for approval by the Scottish Parliament before they can be ‘made’ by the appropriate authority.

**Availability:** The aim is that these documents are published on the Internet simultaneously or at least within 24 hours of their publication in printed form. Print and Braille copies are available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).

**Cost:** Details of charges for print and Braille copies are available from our contractor.

#### **12.2.5 Executive Notes to Scottish Statutory Instruments and Draft Scottish Statutory Instruments**

**Description:** An Executive Note, setting out a brief statement of the purpose of an instrument and providing information about its policy objective and policy implications, is produced to accompany any Scottish Statutory Instrument or Draft Scottish Statutory Instrument laid before the Scottish Parliament.

**Availability:** Published alongside the instruments to which they refer on the OQPS website only.

**Cost:** Free of charge

#### **12.2.6 Statutory Instruments Statistics**

**Description:** Tables recording the number and subjects covered by Scottish Statutory Instruments which have been made by the Scottish administration since devolution in 1999 and registered by the Scottish Statutory Instruments Registrar.

**Availability:** Published on the OQPS website only.

**Cost:** Free of charge.

#### **12.2.7 Annual Bound Volumes of Acts of the Scottish Parliament**

**Description:** A cumulative collection of all legislation given Royal Assent during the year, including Acts of the Scottish Parliament (ASPs) in alphabetical and numerical order, Tables of Derivations and Destinations, Tables showing the effect of Legislation and an Index.

**Availability:** Published annually under contract and available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).

**Cost:** Details of charges are available from our contractor.

## 12.2.8 Annual Bound Editions of Scottish Statutory Instruments

**Description:** All Scottish Statutory Instruments of General effect produced in a calendar year, in numerical order with contents pages, lists of Instruments, Tables of Effect, Numerical and Issue List, Classified List and Index.

**Availability:** Published annually under contract and available from [our contractor](#) (for details see Section 4.6 “Obtaining Publications” above).

**Cost:** Details of charges are available from our contractor.

## 12.3 Publishing, Licensing and Copyright

### 12.3.1 OQPS Guidance Notes

**Description:** A series of guidance notes produced by OQPS which are designed to guide, alert and advise on a range of publishing, licensing and copyright issues.

**Availability:** Published on the [OQPS website](#) at [www.oqps.gov.uk/crown-copyright/guidance/](http://www.oqps.gov.uk/crown-copyright/guidance/) in HTML. Available in paper copy from [OQPS Information Policy](#) (for details see “Our Copyright Policy and Re-use” at Section 7 above).

**Cost:** Free of charge.

### 12.3.2 Information about the Click-Use Licence

**Description:** The OQPS and OPSI have developed online licences covering the re-use of Core and Value-added Crown copyright material. These licences are known as Click-Use Licences.

**Availability:** Information about the Click-Use Scheme and application forms are published online in HTML via the OQPS website at: [www.oqps.gov.uk/crown-copyright/guidance/](http://www.oqps.gov.uk/crown-copyright/guidance/) and on the OPSI website at: <http://www.opsi.gov.uk/click-use/index.htm>. They are available in paper copy from [OQPS Information Policy](#) (for details see “Our Copyright Policy and Re-use” at Section 7 above).

**Cost:** Free of charge

### 12.3.3 Information about the European Directive on the re-use of Public Sector Information

**Description:** Information about the EU Directive on Public Sector Information and about the obligations for most public sector bodies since the Directive was implemented in the UK on 1 July 2005.

**Availability:** Available in HTML via the OQPS website at: [www.oqps.gov.uk/crown-copyright/guidance/](http://www.oqps.gov.uk/crown-copyright/guidance/). Available in paper copy from [OQPS Information Policy](#) [OQPS Information Policy](#) (for details see “Our Copyright Policy and Re-use” at Section 7 above).

**Cost:** Free of charge.

### 12.3.4 Information about Crown Copyright

**Description:** Information about Crown copyright.

**Availability:** Available in HTML via the OQPS website at: <http://www.oqps.gov.uk/crown-copyright/>

**Cost:** Free of charge

## **12.4 e-Services**

### **12.4.1 OQPS Information Asset Register**

**Description:** Details of OQPS unpublished information assets are available via the inforoute search engine which provides information about the IAR, guidelines on the creation of IAR records and the latest information about the development of the IAR. Each IAR record describes the individual asset, what it comprises and from where copies can be obtained.

**Availability:** Documents can be accessed on the OPSI website in HTML and PDF formats at: <http://www.opsi.gov.uk/iar/index.htm>.

**Cost:** Free of charge.

### **12.4.2 OQPS Website information**

**Description:** Information and facts and figures about the OQPS website.

**Availability:** Published on the [OQPS website](http://www.oqps.gov.uk) at: <http://www.oqps.gov.uk>. Available in paper copy from the [OQPS Webmaster](#) at:

OQPS Webmaster  
Admail ADM 4058  
Edinburgh  
EH1 1NG

e-mail: [webmaster@oqps.gov.uk](mailto:webmaster@oqps.gov.uk)

**Cost:** Free of charge.