MISSISSIPPI STATE UNIVERSITY

OPERATING POLICY AND PROCEDURE

MANAGEMENT OF COPYRIGHTED SITE LICENSED COMPUTER SOFTWARE

**Purpose**
The purpose of this policy is to ensure cost-effective acquisition of computer software by leveraging campus or multi-user software licenses where practical.

**Policy**
It is the intent of Mississippi State University to support the use of a broad base of common copyrighted computer software products. To optimize this support university-wide site (multiple) use products should be utilized by University units where at all possible.

**Procedure**
The Chief Information Officer is responsible for obtaining and managing the site licenses for copyrighted computer software used on a university-wide basis. The CIO maintains resource data including the conditions of each license for any computer software products licensed for site (multiple) use at Mississippi State University. Unit heads purchasing new copyrighted computer software for limited site (multiple) use are required to furnish the CIO information on the license, the conditions of the use, and the name of the designated site manager.

The CIO, in cooperation with others responsible for computer software, continually attempts to determine when the use of any copyrighted computer software product has reached a level sufficient to warrant purchasing a university-wide site license. The CIO becomes responsible for site managing any copyrighted computer software when its usage grows to warrant a university-wide site license.

**Review**
This policy will be reviewed at least every four years by the Chief Information Officer with recommendations for revision presented to the Provost and Executive Vice President.
Authorization

RECOMMENDED BY:

/s/ Mike Rackley ................................................................. 05/14/2013
Chief Information Officer  Date

/s/ Jerome A. Gilbert ............................................................. 05/17/2013
Provost and Executive Vice President  Date

REVIEWED BY:

/s/ Lesia Ervin ................................................................. 08/20/2013
Director of Internal Audit  Date

/s/ Joan Lucas ................................................................. 08/29/2013
General Counsel  Date

APPROVED:

/s/ Mark Keenum ................................................................. 09/20/2013
President  Date

OP 30.03
Effective: October 1987
Revised: 04/10/13