



**OP 30.03: 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.

**REVIEWED BY:**

/s/ Steve Parrott  
Chief Information Officer

08/01/2019

/s/ David R. Shaw  
Provost and Executive Vice President

08/02/2019

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

08/06/2019

/s/ Joan Lucas  
General Counsel

08/07/2019

**APPROVED:**

/s/ Mark Keenum  
President

08/22/2019