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 product 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.

THIS POLICY HAS BEEN SUPERSEDED
Authorization

RECOMMENDED BY:

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

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

REVIEWED BY:

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

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

APPROVED:

/s/ Mark Keenum 09/20/2013
President

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