

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.

OP 30.03

Effective: October 1987

Revised: 04/10/13

THIS POLICY HAS BEEN SUPERSEDED

Authorization

RECOMMENDED BY:

/s/ Mike Rackley
Chief Information Officer

05/14/2013
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

05/17/2013
Date

REVIEWED BY:

/s/ Lesia Ervin
Director of Internal Audit

08/20/2013
Date

/s/ Joan Lucas
General Counsel

08/29/2013
Date

APPROVED:

/s/ Mark Keenum
President

09/20/2013
Date

THIS POLICY HAS BEEN SUPERSEDED