



MISSISSIPPI STATE
UNIVERSITY™

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

Mississippi State University supports the use of a broad range of common copyrighted computer software products. University units must use software products licensed for University-wide use, commonly referred to as site licenses, where practical.

PROCEDURE

The Chief Information Officer (CIO) is responsible for 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 University-wide use. Unit heads purchasing new copyrighted computer software not for University-wide use are required to furnish the CIO information on the license, the conditions of the use, and the name of the designated license manager.

The CIO, in coordination with appropriate University personnel responsible for computer software, will evaluate software usage to determine when a University-wide site license is warranted. When usage justifies a University-wide site license, the CIO is responsible for managing the license.

REVIEW

This policy will be reviewed every four years, or sooner if needed, by the Chief Information Officer.

REVIEWED BY:

<u>/s/ Trey Breckenridge</u> Chief Information Officer	<u>07/10/2026</u> Date
---	---------------------------

<u>/s/ David Shaw</u> Provost and Executive Vice President	<u>07/11/2026</u> Date
---	---------------------------

<u>/s/ Tracey Baham</u> Associate Vice President, Institutional Strategy & Effectiveness	<u>07/11/2026</u> Date
---	---------------------------

<u>/s/ Joan Lucas</u> General Counsel	<u>07/13/2026</u> Date
--	---------------------------

APPROVED BY:

<u>/s/ Mark E. Keenum</u> President	<u>07/27/2026</u> Date
--	---------------------------