

DATE LAST REVISED: June 19, 2012

SUBJECT: SOFTWARE CONTROL GUIDELINES

1. GENERAL

- 1.1 Software is subject to ownership of, copyrights of, and license agreements from software owners, vendors, or licensees. The right to use software normally stipulates restrictions on copying, distribution and use. In addition, unauthorized software may be incompatible with other software in use, or infected with a virus. Therefore, Spokane Public Library has implemented guidelines regarding the acquisition, installation, and use of commercial and non-commercial computer programs within the library. All employees are expected to comply with the spirit, intent, and terms of the guidelines outlined below.
- 1.2 This policy is divided into the following sections:

SECTION 1 - GENERAL
SECTION 3 - PROCEDURES

3. GUIDELINES

- 3.1 All software installed on computer equipment owned by Spokane Public Library will be purchased by the library specifically for use on that equipment; exceptions must be pre-approved by the Information Technology Manager.
- 3.2 All software that personnel believe is necessary or desirable for the performance of their jobs must be ordered through the Business Office. Library personnel are not authorized to purchase copies of software for the library without the approval of the Information Technology Manager.
- 3.3 All software installed on computer equipment owned by Spokane Public Library must be registered. Registration provides the library with software update notices and demonstrates the library's compliance with software licensing agreements. Software registration is handled by the Business Office.
- 3.4 All personal computer and application passwords must be registered with the Information Technology Manager prior to their implementation.
- 3.5 Library personnel are not authorized to install any personally owned software, public domain software, or shareware on the library's computer equipment unless the Information Technology Manager has been informed in writing before installation of such software, and approval has been obtained. Such software

will be registered with the Information Technology Manager as personally owned, public domain or shareware.

- 3.6 Library personnel will not make, possess, distribute, or use any unauthorized or infringing copy of software. Library personnel will not make any copy of software without the express authorization of the Information Technology Manager or his/her designee.
- 3.7 Software will not be loaned or transferred from one individual within the library to another without advising the Information Technology Manager so that records can be updated. Software will not be loaned to any person or entity outside the library. Library personnel will not accept or use software from outside the library, except public domain software or shareware as outlined above.
- 3.8 If, during any maintenance of computer equipment owned by the library, unauthorized or possibly infringing copies of software are discovered, the Information Technology Manager will notify the Support Services Manager or the Library Director of the nature and location of such software, and the infringing or unauthorized copies will be removed.
- 3.9 Library personnel will not make any copy of software, owned or licensed by the library, for personal use. Library personnel will not take any copies of library-owned software off the library premises except for use in conjunction with library-owned computer equipment that has been authorized for use off the library's premises.
- 3.10 The library views software control as a serious matter. The unauthorized duplication, misappropriation, or other improper use of software by library personnel may violate the copyrights of the owners of the software or place the library in breach of its license agreements with the owners of software, resulting in substantial penalties to the library. Any willful violation of any section of these guidelines will result in disciplinary action, including termination. The copying of software or removal of a copy of software from the library's premises for personal use will be viewed as a misappropriation or theft of library-owned property.