

Software Licensing Best Practices at Miami University

- Software is an asset, Miami property regardless of funding source
 - Departmental funds, grant money, IT Services funding, etc.
- Software Asset Management (SAM) has the potential to save money for the university
 - Volume purchasing
 - Educational discounts
 - Better management of maintenance agreements
- Software piracy (intentional or unintentional) is a **copyright** violation.
 - Software industry experts state that 1 in 4 licenses are illegal.
 - Organizations with 2500 or > employees will have a major compliance audit in next four years.
 - Audit organization partner with software companies to combat piracy.
 - Fines related to software non-compliance start at \$150K up to \$1-2 million dollars.
- Inconsistent licensing models increase the risk of compliance issues
 - Site licenses can be a finite number, cover a single campus or entire university.
 - Home use or second computer installation is not a component of all license agreements.
 - Volume license keys that are a part of educational pricing make piracy easy.

Building a Departmental Software Asset Management Program

- Identify a departmental or divisional point(s) of contact.
- Create and implement a departmental software management policy
 - Who can buy?
 - How the software is tracked?
 - Who has access to the physical media? (Must be locked up!)
 - Who do the client's contact when they need software installed?
- Create a repository for software documents and registration materials.
 - Know what constitutes proof of purchase
 - Credit card receipts
 - Invoices
 - Purchase Orders
 - Copy of license with attached receipt.
- Teach and Promote awareness
 - New employees
 - Annual review of software policy
- Empower the technical staff to be compliance officers
 - Employee should be expected to provide proof of purchase if installed software does not have a proper proof of purchase on file.
 - Require employees to provide proof of purchase for personal software on institutional computers or require that they uninstall.