



Memorandum

To: Faculty, Administrators and Staff

Date: October 7, 2010

From: Software Licensing Committee

Re: Software Licensing at NYU

NYU is a vast organization using a myriad of software products and tens of thousands of machines and systems to aid in accomplishing its academic mission. All of these computers run software programs, most of which are copyrighted. Just like books, DVDs, and audio CDs, computer software is intellectual property that is owned by the people who created the software. Permission to use software legally is given to the end user in the form of a license or a license agreement. NYU expects that all software installed or run on NYU owned equipment is licensed appropriately.

A Software Licensing Committee, with representation from ITS, Office of General Counsel, the NYU Computer Store, Purchasing Services and Office of Compliance and Risk Management, was convened to increase the awareness of copyright and Software Licensing issues, and to create tools to assist the NYU community to achieve greater Software License compliance. The committee has identified some simple processes that will significantly improve software licensing at NYU, and everyone who uses an NYU-owned computer is strongly urged to review and implement these processes:

1. **Keep Proof of Purchase:** It is critical to keep the receipts for all purchased software in order to prove that the license was actually purchased. Unfortunately, agencies like the Business Software Alliance (who represent big software companies like Microsoft) consider software on your computer unlicensed if it is not accompanied by the [proper proof of purchase](#). Signed and dated license agreements, dated invoices in the name of NYU and cash register receipts where product, version, quantity, and price are included are all considered valid proofs of purchase. Software provided by ITS (such as Meeting Maker, Novell and Symantec) are covered by site licenses for which you will not be required to have proof of purchase. A list of available licensed software purchased by the University is available on the [ITS website](#).
2. **Self Check:** Users of NYU-owned computers should regularly check their computers to determine what software is present. There are several ways in which unlicensed software can end up on a computer. Most commonly, this happens when publishers offer customers a free download for a trial period. If the software is not subsequently purchased and the downloaded program is not *uninstalled*, there will be unlicensed software on your computer. For detailed instructions on running self checks, visit the [Software Licensing Website](#) where additional resources are listed to help automate the auditing of software licenses on your computer.
3. **Maintain an Inventory:** As new software is purchased, continue to update and maintain an inventory of these purchases. This record should include the date of purchase, publisher, serial number, hardware on which the software is installed, the location of any backup copies of the software, and location of purchase receipts (a [template](#) can be downloaded from the [Software Licensing website](#)).

To learn about your individual obligations with respect to Software Licensing, please see the University's *Policy on Responsible Use of NYU Computers and Data* at: <http://www.nyu.edu/its/policies/responsibleuse.html>

If you have a question, please email the Software Licensing committee at software.licensing@nyu.edu or contact Norma Kenigsberg, Manager, IT Policy Development and Compliance, at norma.kenigsberg@nyu.edu.

Thank you all for your continuing and critical cooperation in helping to ensure that NYU complies with all copyright laws and regulations in order to fulfill its Software Licensing obligations.