DEFINITIONS:

♦ EVMS includes
  ▪ Eastern Virginia Medical School (EVMS)
  ▪ Eastern Virginia Medical School Health Services (EVMSHS)
  ▪ Eastern Virginia Medical School Pediatric Faculty Associates (EVMSPFA)

♦ ITMT refers to the appropriate member of the Information Technology Management Team comprised of the management representatives of:
  ▪ The EVMSHS Data Processing Department
  ▪ The EVMS Business and Financial Information Systems Center
  ▪ The EVMS Network Information Center
  ▪ The EVMS Data Base Center
  ▪ The EVMS Communications Department
  ▪ The EVMS Library Services

♦ Information Services Department refers to the technology department/personnel responsible for the related services.

PURPOSE: To insure EVMS:
- From external vendor auditing by software developers, software resellers, and cooperative business partners.
- From potential litigation and fines for license violations by software developers, software resellers, and cooperative business partners.
- From software investment loss due to poor license documentation management and support.
- Maintains compatibility of all computing resources that will at any time require incorporation into the EVMS Campus Computer Network (CCN).
- Against the possibility of software fraud.
- An opportunity to improve corporate buying practices, thereby reducing costs.

POLICY: EVMS will acquire, install, implement and support only software licenses:
- Meeting EVMS’ published information technology standards for software and/or having the approval of an ITMT member,
- Owned by EVMS and acquired through proper legal procedures,
- Installed on EVMS owned hardware that has met EVMS’ published information technology standards for hardware and/or received prior ITMT approval.

In addition, EVMS will respect the related policies of our cooperative business partners regarding the acquisition, installation, implementation and support of software licenses so as not to compromise their business operations.
PROCEDURES:

Before purchasing:
- Verify that the equipment you will be installing the software on is owned by EVMS. If not, your software should be acquired according to the hardware owner’s procurement policy and not through EVMS.
- Verify that the software meets EVMS standards or get ITMT approval. If the hardware is not owned by EVMS, the software should meet the standards of the hardware owner.

Purchase:
- If you software meets EVMS standards or has ITMT approval and will run on EVMS owned hardware, generate an EVMS requisition and submit for institutional approvals. Normal procurement policies should be followed.

Installation:
- Make sure the software is installed on EVMS owned equipment only unless you have prior written approval from the ITMT and the cooperative business partner.

Support:
- EVMS will support software only if it has been installed on EVMS owned equipment. If you received written approval to install the software on equipment owned by a cooperative business partner, you should request support from the business partner.
- If EVMS information technology staff is asked to support software for which no original documentation exists and legal acquisition cannot be verified, the user will be notified that until such time as a legal licensing is verifiable no support will be provided.

Temporary licenses:
- If EVMS information technology personnel install temporarily licensed software in order to resolve users problems, it is the responsibility of the user to initiate the proper procurement procedures to acquire the appropriate legal licenses within thirty days (30). Information technology personnel should supply purchase specifications for use by the user.
- After thirty days (30) audit procedures will be followed and the software will be removed if licensing cannot be verified.
Audit:
  o If software is identified as lacking appropriate documentation to verify its licensing status, the user will be given thirty days (30) to rectify licensing either through discovery of the requisite documentation or procurement. If the licensing issue has not been resolved within that time frame, information technology personnel will remove the offending software.
  o Licensing documentation must include at least one (1) of the following:
    o Purchase orders for acquisition or reimbursement.
    o Billing documents such as invoices or statements.
    o Proof of delivery documents either internal or external (FEDX, UPS, etc.).
    o Distribution media (tapes, diskettes, CDs, original ZIP files).
    o Printed media (manuals, installation instructions, emails from vendor).
    o Shareware information indicating that the software is free.
    o Receipts.