Messiah College ITS Contract Information Policy

I. Purpose

The purpose of this policy is to ensure that we have a consistent process in place when an ITS employee receives service or software information, including: software media, invoices, contract details, license information, software update information, vendor contact information and all other documentation or media that pertain to college software or services. This process will ensure that ITS can efficiently locate software on an as needed basis as well as allow for increased contract compliancy.

II. Scope

This policy includes all copies of media, invoices, contract details, license information, software update information, vendor contact information, and all other documentation or media that pertain to college software or services. This policy also includes all copies of older software as they will also need to be cataloged in the Media Services software library.

III. Policy

A. Background

1. In the past ITS has not maintained appropriate compliance in regards to software and/or service licensing boundaries.
2. The current process that ITS uses to archive contract information is not widely followed or known.
3. This method will standardize the process for archiving software to ensure that we remain in compliance within licensing agreements.
4   This method will also allow for a more consistent process for locating the software on an as needed basis.

B. Process

1. Receiving software or service related information or media from vendor
    a. When an ITS employee receives software media, invoices, contract details, license information, software update information, vendor contact information, or any other documentation or media that pertain to college software or services, they must deliver to the Assistant to the CIO.
    b. This process needs to be completed before they begin installing it onto campus systems as it will help enable effective software compliancy and allow for more accurate recording of the contract details.

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2. Software Archiving
   a. After the software has been received by the Assistant to the CIO the information will be scanned and entered into the ITS Operations Contracts Database. Once the information has been updated, the media and user manual (if applicable) will be given to the Media Services Office Manager who will then archive the software package within 2 weeks after receiving.
3. Software Check out
   a. ITS staff are required to check out the software from the Media Services Office Manager.
   b. ITS staff should not leave software with users to install if the college does not have a site license. This will help ITS to ensure software compliance.

IV. FAQ

Q. What do I do when I receive any of the following: software media, invoices, contract details, license information, software update information, vendor contact information, or any other documentation or media that pertain to college software or services?

A. Before installing it onto campus systems you must first give the information to the Assistant to the CIO for processing.

Q. How will I check out software to install on campus systems?

A. All software must be checked out through the Media Services Office Manager.

Q. What items need to be given to the Assistant to the CIO?

A. All software media, invoices, contract details, license information, software update information, vendor contact information, or any other documentation or media that pertain to college software or services?

Q. Do I need to bring older contract information to the Assistant to the CIO to process?

A. Yes, ITS Operations will be updating the Contracts Database with information about older versions of software to ensure we can effectively archive all contract information.

Q. Do I need to bring old versions of college owned software that I currently have in my possession to the Assistant to the CIO?

A. Yes, ITS Operations will be updating the Contracts Database with information about older versions of software to ensure we can effectively archive all contract information. Also, the Media Services Office Manager will archive older versions of college owned software in case current software is not backwards compatible.

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