

SOFTWARE LIBRARY POLICY

Kitsap Regional Library is increasingly taking advantage of computers. Not only can they be used as terminals to our circulation system, they can also be used for word processing, budget management, and many other tasks appropriate to library operations. Software for these machines is also being purchased, most of which is not copy protected. The Board of Trustees recognizes the substantial investment software developers may make in providing products for use on these machines. The Board affirms that it intends to adhere strictly to copyright regulations for software.

1. Any software normally used on a particular computer will be purchased for use only with that computer.
2. Software that is installed on a hard disk of a particular computer may not also be installed on another computer.
3. Employees may make copies of software for Library back-up purposes only. Copies for personal use are prohibited.
4. The Library will maintain a Central registry of software and computers which indicates which software package is assigned to which computers.
5. Back-up copies of protected software may be made by whatever means are necessary if guidelines above are followed and all other provisions of the copyright holder's licensing are met.
6. Employees are not authorized to use software packages purchased elsewhere or by the employee without the knowledge and permission of the library.