

Policy: 310 **Page:** 310.1
Subject: COMPUTER SOFTWARE COPYING RESTRICTIONS

Approved by: LMAC
Contact: Coordinator, Collections Management **Approved:** April 9, 1998
Prepared by: Carol Steer **Revised:**

Purpose

This policy is intended to ensure that all computer software within the UM Libraries is labelled with a copying restriction warning prior to being circulated.

Definition

This policy applies to all computer software, including diskettes and CD-ROMs, whether they are acquired separately or as accompanying material to books or periodicals.

Policy Statement

Computer software is lent to borrowers with the understanding that they are not to copy the software for any purpose whatsoever. All software is to be labelled with a notice to that effect.

In the event that individual instructors provide the Libraries with software with the intention of having students copy it, the instructors are responsible for providing proof of copyright clearance.

Procedures

1. A self-adhesive, pre-printed label, 1 1/2 x 3 " in size, is to be attached either to the software or to its packaging. A sample label is provided in Attachment 1.
2. In the case of CD-ROMS, the label must not be affixed to the CD-ROMs themselves, but only to their packaging.
3. Libraries staff should ensure that instructors placing software on reserve note the following statement (to be added to the instructions accompanying the Reserve Request Form): "Faculty placing computer software on reserve in the Libraries are thereby stating that they have received permission from the copyright holder or licensor to do so. Software will be marked with a notice "Do Not Copy" unless faculty provide a written statement detailing what may be copied or modified."

Attachment 1

Warning of Copying Restrictions

This material is lent subject to a legal licence and the Copyright Act - borrowers are not authorized to copy this software for any purpose whatsoever.