

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

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Subject: <b>SOFTWARE COPYING</b>	Original Issue Date: 10/20/98	Policy # <b>451</b>
	Supersedes: 9/16/20	Effective Date: 10/6/23
Policy Owner(s): Chief Information Officer Executive Sponsor(s): Chief Executive Officer		
Departments Consulted: Information Services	Reviewed & approved by: Information Management Attending Staff Association Executive Committee Senior Executive Officer	Approved by:  Chief Executive Officer
		Chief Executive Officer

## **PURPOSE**

To prevent unauthorized duplication of software at Los Angeles General Medical Center.

## **POLICY**

The Los Angeles General Medical Center has a legal obligation to prevent illegal distribution of computer software protected by United States copyright laws.

It is the responsibility for Los Angeles General to establish, enforce, and monitor necessary license and copyright controls to prevent illegal copying and distribution of computer software. Therefore, anyone who installs, uses, or makes unauthorized copies of software, in violation of the License Agreement ("License"), is subject to disciplinary action, including dismissal and prosecution under existing laws.

## **DEFINITIONS**

### **Licensing Agreement**

The software's license is a legal agreement between the user and the manufacturer. By opening the sealed software package(s) and/or by using the software, the employee agrees to be bound by the terms of the license.

Generally, a license permits the purchaser to install one copy of the software in only one computer. If more than one computer will be running a particular piece of software, then there must be the same number of licenses of the software.

Software upgrades are regarded as improvements to the original software and not a new copy. Therefore, earlier versions cannot be given away or used on another computer.

Questions regarding this policy and software licensing must be directed to the Information Technology Management.

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**RESPONSIBILITY**

Information Services  
Administrators  
Division/Department Managers

**REFERENCES**

United States Copyright Laws  
County Administrative Offices Copyright Policy  
Department of Health Services (DHS) Information Systems Branch Software Copying Policy

**REVISION DATES**

October 20, 1998; April 16, 2002; August 23, 2006; October 03, 2008; February 11, 2014;  
September 22, 2017; September 16, 2020; October 6, 2023