SOFTWARE LICENSING & PIRACY

With each passing year, evolving software technology brings us faster, more sophisticated, versatile and easy-to-use products. The software industry is thriving and end-users stand to benefit just as much as the publishers.

Along with these advances, the problem of software theft has developed, and threatens to hinder the development of new software products. Often called “piracy”, the unauthorized duplication of software is a Federal offense and may result in civil and criminal action, fines of up to $250,000 and jail time of up to 5 years for each infringement.

Software is automatically protected by federal copyright law from the moment of its creation. Anyone who purchases a license for a copy of software does not have the right to make additional copies without the permission of the copyright owner, except to 1) copy the software onto a single computer and 2) make “another copy for archival purposes only”. Many people don’t realize that when they purchase software they only buy the right to use that software – they don’t own it.

Harvard is specifically at risk for an audit by the SIIA (Software & Information Industry Association). The incentives to audit Harvard are significant. Few academic institutions enjoy the name recognition that Harvard does, and the uncovering of even relatively minor instances of copyright infringement here would receive significant publicity. The SIIA will target high profile organizations to maximize press coverage.

WHAT YOU CAN DO

Read and understand each license agreement. The limits of software licenses vary widely. Some, for instance, will allow the use of business purchased software on home computers and on laptops while traveling. Check each license for exceptions.

Establish clear guidelines for software acquisition, inventory management and filing of software licenses. Ultimately, you are responsible for demonstrating that the software on your computer is legal. Find out if your department has appointed someone to be in charge of software management. Check to see that all software licensing verification (purchase orders, invoices, etc) is filed and readily accessible.

Conduct a self-audit. Know what software is on your computer. Conduct periodic software audits and keep inventories of all the applications purchased or installed on your PC.

WHAT YOU CANNOT DO (unless the software license stipulates otherwise)

1. Copy University-owned software for use on privately owned computers.
2. Copy privately owned software for use on University or other privately owned computers.
3. Distribute copies of single licensed software to others for educational or research purposes.
4. Keep and use demonstration copies of software that are not purchased.
5. Continue using shareware software past the trial period without purchasing it.
6. Rent software to faculty or students for the purpose of instruction research.

For more information on software licensing and what you and your department can do to make sure you are in compliance with the law, contact the IT Department at 432-HELP (4357) or contact Gene Madden (Risk Management & Audit Services) at 495-3642.

All information on this page provided by SIIA and the Harvard University’s Department of Risk Management & Audit Services.
The mission of the Operations Office at the Harvard School of Public Health is to provide a healthful environment, which fosters learning and discovery.

The Operations Office is divided into several main area’s of responsibility:

**General Services:**
Assist with Department moves, plans special events, and assists in purchasing office furniture and equipment.

**Ancillary Services:**
Responsible for housekeeping, security, locksmith, fire alarm procedures, photo id cards, and environmental health and safety.

**Energy Management:**
Takes care of HVAC, utilities, and mechanical systems.

**Construction:**
Handles all aspects of construction, including carpentry, plumbing, electrical work, etc.

**Mailroom:**
Receives all incoming packages & shipments; processes incoming and outgoing mail.

*Effective 4/3/00 the Mailroom’s new hours are 7:30 a.m. – 4:00 p.m.*

**Support Staff:**
Provides general office support and triages all incoming requests for service.

The Operations office is located in Kresge, Rm LL16 and can be reached at either 432-1152 or 432-1153. For after hours emergencies, call 432-1901.

**CONSTRUCTION NEWS**

Construction of a new HMS/HSPH animal research facility in SPH, Building 2 is scheduled to commence in early April 2000. The involved area primarily includes the basement, ground and roof areas of the building as well as isolated areas on each floor of the building. Proposed new work includes new HVAC systems, rehabilitation of all SPH 2 elevators, utility improvements and a state of the art animal research facility. A project of this magnitude requires tedious scheduling for the multitude of construction components, specifically in the utilities category as several building shutdowns may be required to upstart new utilities infrastructures. The project is a shared venture with HMS/HSPH and is presently in the site exploration and contractor selection processes. Project management will be provided by the HSPH Operations office.

**FIRE ALARM SYSTEM**

A recent fire alarm requiring evacuation of two SPH buildings caused some confusion relative to procedures to be followed during an emergency.

The “High Rise” fire alarm system (mandated by the Boston Fire Department) provides the following instructions:

1. The Alert (pre-signal) is a series of 4 tones at approximately one-second intervals. Also, the strobe lights at each enunciator in the affected building will flash.

2. The alarm system will then provide a taped message:

   “Attention please, the signal you just heard indicated a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway and leave the floor while the report is being verified. Occupants on other floors should await further instructions.”

3. The evacuation signal shall be a standard “slow whoop” tone.

The “High Rise” alarm system is designed to evacuate a building in an orderly manner. The floor experiencing the emergency and the floors directly above and below it will experience the evacuation signal if warranted.

If you are two floors away from the affected area, you may not receive an evacuation signal at all. However, if you are uncomfortable in a building emergency situation, please secure your office or lab and leave the building.

Designated assembly areas outside the buildings for FXB and SPH2 are Huntington Ave or the back parking lot adjacent to SPH1. The assembly area for SPH3 is the Countway Plaza and for SPH1, it is the back parking lot, Huntington Ave or SPH3.

For further information on the “High Rise” alarm system or emergency procedures, contact the Operations office at 432-1152.