



Keeping It Legal:

Software Licenses

Frequently Asked Questions

Q: Do I need a license for every piece of software installed?

A: Yes, for each machine you have a piece of software installed on, you must have a license

Q: What if the software is disk based?

A: If the software is disk based, it can be installed on only the number of machines for which it was purchased

Q: What if the software is CD based?

A: If the software is CD based, and the CD is required for it to run, the number of CDs you have controls the usage

Q: How do I control network licensing?

A: If the software is a network version, the server will control the number of users

Q: What about site license agreements?

A: If the software is a site license, make sure of the software company's policy as this can vary from vendor to vendor.

Good Rule of Thumb: Document, Document, Document!

Keep your license documents filed for easy accessibility. Documentation may be:

- License agreement
- Copy of the purchase order
- Volume purchasing agreement