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## INFORMATION TECHNOLOGY

### **05.03.01      Software Licensing and Management**

Pueblo City-County Library District (PCCLD) requires the responsible, lawful, and secure use of all software utilized within the organization. This policy establishes requirements for the acquisition, licensing, installation, and management of software in order to ensure compliance with licensing agreements, support operational needs, control costs, and reduce cybersecurity and legal risks associated with unauthorized or unmanaged software.

This policy applies to all employees, contractors, and authorized users of PCCLD technology resources, and to all software installed on or accessed through PCCLD-owned or managed devices, servers, systems, and cloud-based platforms.

All software used within the PCCLD environment must be properly licensed, approved, and managed by the IT Department. Software may only be acquired through authorized procurement processes and must align with organizational business needs, security requirements, and technical standards.

The IT Department is responsible for installing, maintaining, and management of software. Software licensing vetting and management will be completed through various means including but not limited to advisory oversight. PCCLD reserves the right to conduct software audits and to remove or restrict access to software that is found to be unlicensed, unsupported, insecure, or otherwise non-compliant with this policy.

Unauthorized, unlicensed, or personally obtained software is strictly prohibited from being installed or used on PCCLD systems.

Failure to comply with this policy may result in the removal of unauthorized software and may lead to disciplinary action in accordance with PCCLD policies and employee guidelines.