Reason for the Policy
Electronic content resources are assets of the University. This policy establishes parameters for the purchasing and tracking of electronic content resources to ensure compliance with University purchasing policy and to ensure electronic content resources are used for University programs and purposes.

Definitions

Account
A collection of information, usually an email address and password, that allows a user to purchase or access an electronic content resource.

Electronic Content Resources
An electronic content resource is defined as any publication, software application, database, or service made available over the Internet, on DVD, or through any other electronic medium, including but not limited to electronic books, mobile applications, and subscription web services. It does not include site licensing of software to be run on University owned equipment.

Policy Statement

Approvals
All electronic content resource purchases should adhere to existing University purchasing approval procedures.

Tracking
Electronic content resources with a purchase price of $100 or greater must be tracked by the department making the purchase for the duration of the item’s lifecycle. When an employee leaves the University, ownership of tracked electronic content resources must be transferred back to the department.

Transference
Tracked electronic content resources must be purchased in a format that can legally be transferred between owners or be purchased using a University owned account. Contact Information Services or your college technology support for instructions on setting up a University owned account.
**Automatic Renewals**
The approving department is responsible for the reimbursement or payment of any charges made due to an automatic renewal process.

**Sales Tax**
Electronic content resources must be purchased through a channel that does not charge sales tax.

**Copyright**
Use of electronic content resources may not violate copyright or fair use law, including but not limited to conversion of an electronic content resource from one media type to another.

**Related Information**
- [Computer Use Policy](#)
- [Expenses Not Allowed on Federally Funded Projects](#)
- [Purchasing Card Policy](#)
- [Purchasing Policy](#)

**Revision History**
Policy first issued on 04/08/2013.