

Electronic Content Resources

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Scope

This policy applies to all systems and university employees that are subjected to and must adhere to the Payment Card Industry Data Security Standards (PCI-DSS). Other systems and employees are advised to use this document as a best practice.

Policy Statement

Approvals

All electronic content resource purchases must 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 using a university-owned account or in a format that may be legally transferred between owners. Contact Information Services (IS) 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 the conversion of an electronic content resource from one media type to another.

Reason for 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 the [NU Purchasing Policy](#) and to ensure electronic content resources are used only 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: 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. This does not include site licensing of software to be run on university-owned equipment.

Related Information

[NU Executive Memorandum 16](#)

[UNO Expenses Not Allowed on Federally Funded Projects](#)

[UNO Purchasing Card Policy](#)

[NU Purchasing Policy](#)

History

This policy is an update to the Electronic Content Resources Policy and Procedures that was previously updated in 2013.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.