Computer programs are protected under the Copyright Act of Canada. The Act is available for you to read at the reference desks of the McPherson Library, the Diana Priestly Law Library, and the Curriculum Laboratory. Computer programs are usually licensed rather than purchased. There are various common arrangements.

1. **Single User or Machine**

   Computer programs bought "off-the-shelf" are generally licensed for use on only a single machine at any given time. If your department has several machines, you must acquire a license for each machine unless you have a "site license" or unless there is an exception contained in the license. Any number of people may use a computer program as long as extra copies of the software are not made and the single use copy of the program is not used simultaneously by 2 or more people.

2. **Site Licenses**

   It is possible in some cases for institutions or departments to buy site licenses that allow a number of copies of the computer program to be used within the institution or department. Some software suppliers impose conditions on the use of their products under a site license agreement. You must use the software according to those conditions. Before purchasing computer programs, you might want to determine whether your faculty or the University has bought a site license. Computing and System Services will be able to tell you which programs are available under site license to the University and departments and units if they have registered their site licenses with CASS.

3. **Networks**

   Where computer programs are available as part of a network of computers, or are available on a computer that can be accessed by more than one person at a time, it is usually possible to buy a multi-user license. This license might specify a maximum number of simultaneous users.

4. **Free Programs**

   Some programs are distributed without charge. In most cases the programs' distributors impose some conditions on their use. The most common
requirement is that the program not be redistributed in modified form and that the copyright notice be copied with the program. These restrictions are imposed to protect the reputation of the programmer and should be respected.

5. **Shareware**

Certain computer program are distributed on a trial basis. Usually the conditions of use are very clear, and may require that a registration fee be paid.

6. **Copies and Back-up**

The Copyright Act of Canada permits a single copy of a computer program to be made if it is essential for compatibility with a particular computer or for back-up purposes, is solely for the owner’s use, and will be destroyed when you cease to be the owner of the computer program. Some software licenses may allow additional copies of the back-up disk.

7. **Your Responsibility**

All computer programs used in the University must be properly licensed. Programs that are used on networked computers must be licensed for multi-user or networked use. All users of computers should be informed of their liability if they make unauthorized copies of computer programs.

8. **Internal and External Grant Holders**

Applications for grants to purchase equipment should include computer software in the budget where permitted by the granting agency. Programs must be properly licensed and research assistants and graduate students who use these computer programs must be made aware of this policy and the Copyright Act of Canada.