



# Assessing Your Organization's Copyright Risk

Consider the questions below as you assess your organization's level of risk of copyright infringement.

Questions	Green	Yellow	Red
How many knowledge workers (executive, managerial and professional employees) do you have in your organization?	<input type="radio"/> Fewer than 100	<input type="radio"/> Fewer than 250	<input type="radio"/> Over 250
Does your organization have a documented copyright compliance policy?	<input type="radio"/> Yes	<input type="radio"/> Don't know	<input type="radio"/> No
Is copyright covered in your code of conduct?	<input type="radio"/> Yes	<input type="radio"/> Don't know	<input type="radio"/> No
Where is the policy displayed?	<input type="radio"/> Multiple places	<input type="radio"/> Intranet	<input type="radio"/> Don't know
How often is your policy communicated to employees and how?	<input type="radio"/> Quarterly	<input type="radio"/> Annually	<input type="radio"/> At time of hire
How frequently does your organization schedule employees for copyright training sessions?	<input type="radio"/> Quarterly	<input type="radio"/> Annually	<input type="radio"/> At time of hire
How frequently do you conduct audits to gauge compliance?	<input type="radio"/> Quarterly	<input type="radio"/> Annually	<input type="radio"/> Never
Do your copyright compliance efforts rely on a "no-copy" policy?	<input type="radio"/> No	<input type="radio"/> Don't know	<input type="radio"/> Yes
If your policy relies on a designated contact, do you know who that person is within your organization?	<input type="radio"/> Yes	<input type="radio"/> Don't know	<input type="radio"/> No
Who maintains the records for written permission releases?	<input type="radio"/> A single person	<input type="radio"/> Multiple people	<input type="radio"/> Don't know
How many publications does your company subscribe to?	<input type="radio"/> Fewer than 25	<input type="radio"/> Fewer than 75	<input type="radio"/> More than 75
How are those subscriptions managed?	<input type="radio"/> Centrally	<input type="radio"/> Don't know	<input type="radio"/> Various depts.
What percentage of your population has access to the Internet?	<input type="radio"/> Fewer than 5%	<input type="radio"/> 10%	<input type="radio"/> More than 10%

If you have more yellow and red check marks than green you could be doing more to manage copyright compliance. CCC's Annual Copyright Licenses can help minimize the risk of copyright infringement to your organization. U.S. organizations can visit [copyright.com/acl](http://copyright.com/acl) or email us at [solutions@copyright.com](mailto:solutions@copyright.com). Outside U.S. organizations can visit [rightsdirect.com/mcl](http://rightsdirect.com/mcl) or email [solutions@rightsdirect.com](mailto:solutions@rightsdirect.com).