



# Copyright Risk Assessment Checklist

## For Institutions of Higher Education

Consider the questions below as you assess your institution’s level of risk of copyright infringement. If you have more yellow and red check marks than green you could be at risk of copyright infringement.

Questions	Green	Yellow	Red
How many faculty, staff, administrators, and students do you have in your institution?	<input type="radio"/> Less than 2,000	<input type="radio"/> Less than 10,000	<input type="radio"/> Over 10,000
Does your institution have a documented copyright compliance policy?	<input type="radio"/> Yes	<input type="radio"/> Don't know	<input type="radio"/> No
Is copyright behavior addressed in your faculty/student handbook?	<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 faculty/students?	<input type="radio"/> Each semester	<input type="radio"/> Annually	<input type="radio"/> Don't know
How frequently does your institution provide copyright training sessions for faculty/staff?	<input type="radio"/> Annually	<input type="radio"/> Bi-annually	<input type="radio"/> Never
How frequently do you conduct audits to gauge compliance?	<input type="radio"/> Quarterly	<input type="radio"/> Annually	<input type="radio"/> Never
Do you believe that the majority of content sharing at your institution is covered by Fair Use?	<input type="radio"/> No	<input type="radio"/> Don't know	<input type="radio"/> Yes
If your policy relies on a designated copyright administrator, do you know who that person is within your institution?	<input type="radio"/> Yes	<input type="radio"/> Don't know	<input type="radio"/> No
Do you know who maintains the records for written permission releases for coursepacks, e-reserves, learning management systems, and distance learning?	<input type="radio"/> Yes	<input type="radio"/> Multiple people	<input type="radio"/> No
How much did your institution spend on copyright permissions last year?	<input type="radio"/> More than \$50,000	<input type="radio"/> Up to \$25,000	<input type="radio"/> Less than \$10,000
What percent of content subscriptions provide reuse rights for course materials and scholarly sharing?	<input type="radio"/> More than 50%	<input type="radio"/> Up to 25%	<input type="radio"/> Less than 10%
How are subscriptions with reuse rights managed?	<input type="radio"/> Centrally	<input type="radio"/> Various depts.	<input type="radio"/> Don't know

The **Annual Copyright License for Higher Education** from CCC can help minimize the risk of copyright infringement to your institution. To learn more, please email us at [licensing@copyright.com](mailto:licensing@copyright.com) or visit [www.copyright.com/academia](http://www.copyright.com/academia).