FONT COMPLIANCE & RISK ASSESSMENT TOOL

Evaluate Your Font Risk

Fonts are seemingly innocuous pieces of software, but when treated improperly can cause legal risk for you and your organization.

Organizations of any size or category can fall victim to font compliance issues. Presidential candidates, toy manufacturers, broadcast companies, publishers, and creative agencies have all suffered serious consequences; including multi-million dollar lawsuits.

Here are a few common ways fonts can introduce risk to your organization:

- Casual font copying & trading
- Misuse of open source fonts
- Under-licensing of fonts
- Distribution of fonts to outside groups
- No formal internal training procedures
- Misunderstanding of copyright laws
- Inadvertent or overt font piracy

Volvo was sued $1.5 million in damages recently for copyright infringement surrounding the creation and use of the Volvo Sans 2012 OT Pro font family.

START YOUR FONT RISK SELF-ASSESSMENT

Check each box that applies to you, your team and your organization to determine your level of risk.

☐	We don't know how many people are using each font we license.	5 pts
☐	We allow users to convert fonts from one format to another.	5 pts
☐	We're not sure if we have web use licenses for fonts we use on the web.	5 pts
☐	We don't have a policy that restricts users from copying and distributing our font collection.	5 pts
☐	We have been sued due to font licensing issues.	5 pts
☐	We have font purchases going back over many years.	1 pts
☐	We don't know the source of our team's entire font collection.	1 pts
☐	We allow team members to install software and fonts on their own machines.	1 pts
☐	We worry that non-licensed fonts are used in our work.	1 pts
☐	We don't know how many licenses we are buying for each font.	1 pts
☐	We get frequent helpdesk calls related to font issues.	1 pts
☐	We don't have an organization-wide font purchase policy.	1 pts
☐	We allow teams to self-regulate software purchases.	1 pts
☐	We don't have a policy to examine all software license agreements.	1 pts
☐	We don't have a common place to store our licensing records.	1 pts
		Total Score

If you scored 1-3 points:
SOME RISK
Certain font uses and activities are introducing risk to your organization. Some of these actions may be precursors to higher risk activities. It is recommended that you review your font practices.

If you scored 4-6 points:
DEFINITE RISK
Your organization is very likely at risk with your font use. Examine your internal procedures to avoid violating font licensing terms. Consider installing a font server to help mitigate your risk.

If you scored 7 or more points:
HIGH RISK
Immediate action is needed. Examine your internal font purchasing, installation, usage and distribution processes. Update procedures, improve policies, and add periodic examinations of font usage in your organization. Implementing a font server is highly recommended to clean up your workflow, and place structure around compliance efforts.

Extensis can help. We have font management solutions that can help address your font risks.

Visit www.extensis.com to learn more.

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