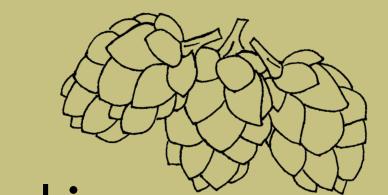
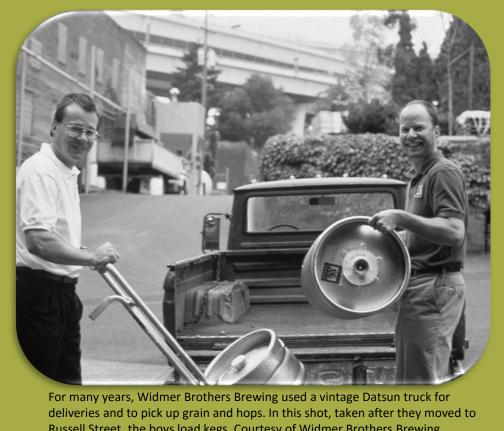


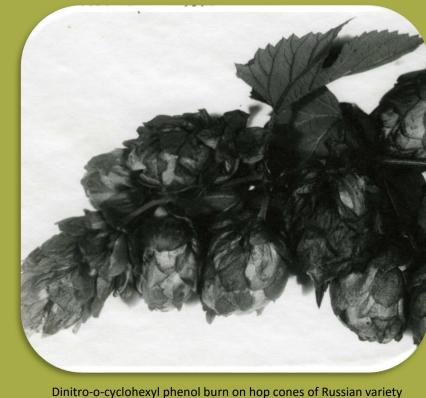
## A Hoppy Loan & Digitization Agreement

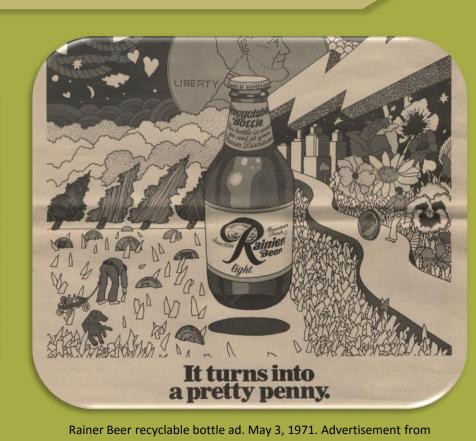


Designing an Incoming Loan and Digitization Agreement for the Oregon Hops and Brewing Archives

### What are the Oregon Hops & Brewing Archives?

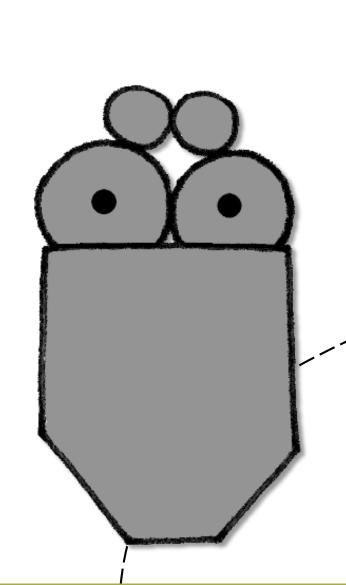






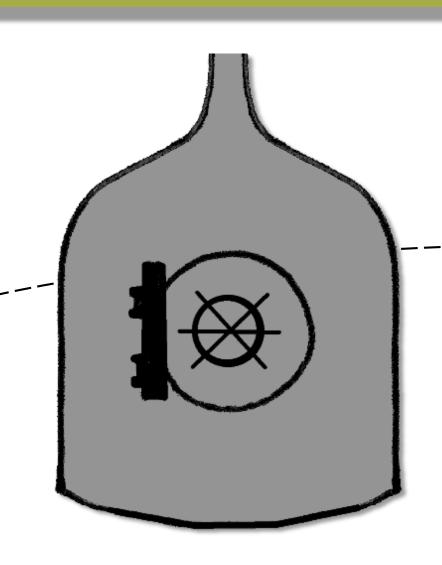
The Oregon Hops and Brewing Archives (OHBA) is part of Special Collections and Archives Research Center at Oregon State University. It is the first archive of it is kind in North America, and a diverse collection of photographs, printed documents, and physical artifacts. The OHBA works with intuitions such as the Widmer Brothers, McMenamins, and the department of Food Science and Technology at OSU.

Many of the items in the OHBA are not permanent parts of its collection, but loans from various breweries, individuals, and academic institutions in Oregon. The director of the OHBA works with donors on a regular basis to coordinate the items to be placed on loan, length of loans, and digitization permissions.



#### Planning

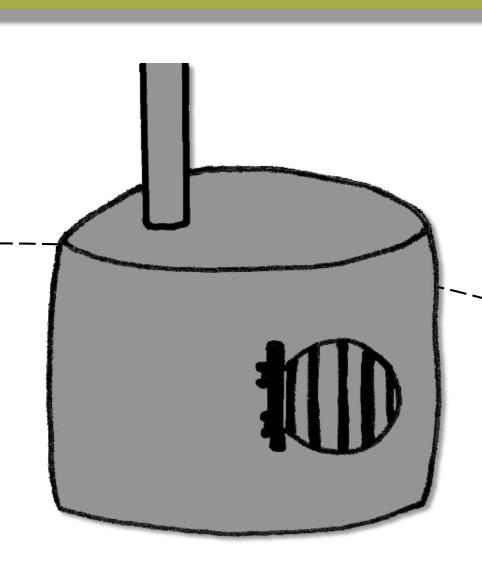
The planning process took 11 weeks. During this time we drafted a work plan, contacted similar institutions, and delegated primary responsibility. Through planning we were able to help visualize a timeline, which helped workflow progress smoothly.



#### Research

In the research portion of our project we spend several weeks focusing on copyright law, especially as it pertains to libraries, fair use, and temporary loans. We also examined loan agreements from similar institutions.

Incoming Loan & Digitization Agreement



#### Drafting

After completing our research, we started drafting the physical form. We created four different iterations of the form and a final form. After major changes or meetings occurred, we would increase the version count by one.

Semi-public use (physical copies only, digital copies upon request or via a Reading Room access terminal)

security of materials while they are on loan. By signing this agreement the lender acknowledges they have read and

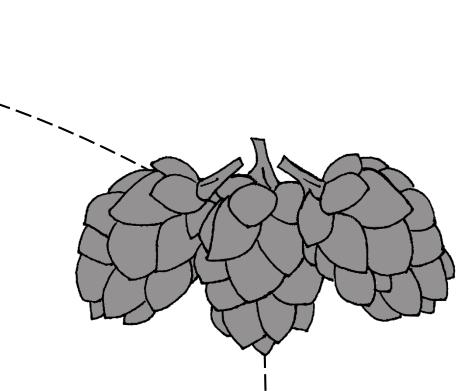
It is hereby acknowledged that all materials listed above or on attached sheets have been returned

Public access and use (digital display via SCARC websites)

I, the lender, give SCARC permission to use the digitized copies for a specified length of time:

☐ I would like copies of the material in \_\_

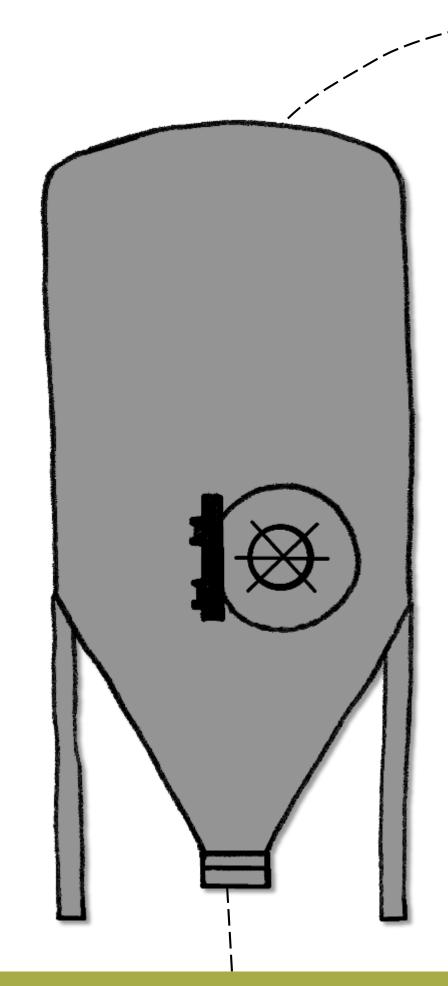
On-going use until this date: \_\_\_/\_\_/\_\_\_



The Brewing Process

#### Supplemental Information

One of the major constrictions was the total length, which could not exceed more than two pages. In order to include important information for donors, we created a online library guide which discusses the loan process and relevant laws.



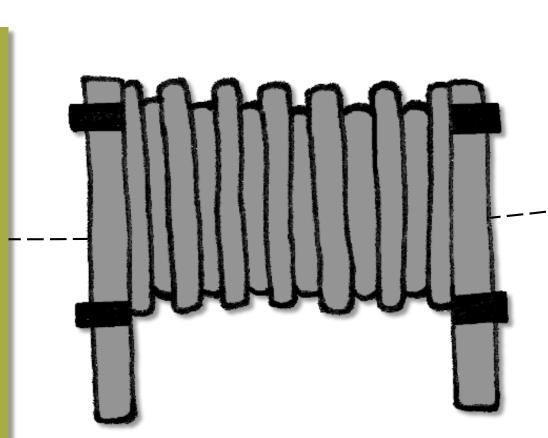
#### Finalization

Our final step in this project was the last consultation with our sponsor, and other members of special collections at OSU. After their approval, and a few final changes, we double checked font and spacing, giving the document one final edit.



## Survey Review

We received 14 responses from participants across the country. Over 80% of participants listed the form as 'very good'. The most frequent comment was the lack of writing space, and the overall layout of the form is 'extremely comprehensible'.



# Usability Survey

In order to make sure our survey was understandable by users outside of the project, we created a usability survey open to all archivists and curators. We asked questions about the structure, content, and comprehension.





