

**Scope of Work**  
**Digitization of Water Resources Archive Materials**  
**Funded by the Colorado Water Conservation Board**  
**March 23, 2009**

The Colorado Water Conservation Board is granting the Colorado State University Water Resources Archive \$25,000 to spend on digitization of materials. Funds are to be spent by June 30, 2009.

**Goals:**

- Digitize ~10,000 pages/items from collections in the Water Resources Archive.
- Assign metadata to the materials at the item/folder level.
- Make the digital objects and metadata available through the CSU Libraries' Digital Repository.
- Link to the digital objects from the collections' finding aids.

**Task 1: Slide digitization by vendor**

Deliverables: ~700 slides from the Papers of Robert E. Glover and the Papers of Gilbert G. Stamm scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: March-May

Estimated Costs:     \$4,500 scanning  
                             \$1,000 staff time  
                             \$5,500 total

**Task 2: Paper digitization by vendor**

Deliverables: ~6,500 pages from the Groundwater Data Collection, the Papers of Robert E. Glover, the Papers of James L. Ogilvie, and the Papers of Gilbert G. Stamm, as well as additional Colorado Water Congress newsletters scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: April-June

Estimated Costs:     \$1,800 scanning + shipping  
                             \$9,700 staff time  
                             \$11,500 total

**Task 3: Paper digitization in-house**

Deliverables: ~2,000 pages from the Papers of Delph E. Carpenter and Family scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: April-June

Estimated Costs:     \$8,000 total (all staff time)

**Total for 3 tasks:             \$25,000**