

Scope of Work
Digitization of Water Resources Archive Materials
Funded by the Colorado Water Conservation Board
September 2, 2010

The Colorado Water Conservation Board is granting the Colorado State University Water Resources Archive \$50,000 to fund digitization of materials. Of highest priority are documents related to groundwater research and administration in Colorado, especially in the South Platte, Rio Grande, and Arkansas river basins. The funding has no specified expiration date, but the target completion date is June 30, 2011.

Goals:

- Digitize ~32,000 pages/items from collections in the Water Resources Archive.
- Assign metadata to the materials at the item/folder level as appropriate.
- 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: Paper digitization by vendor

Deliverables: ~25,000 pages from the Groundwater Data Collection, the Papers of James L. Ogilvie, the Ival V. Goslin Water Resources Collection, the Papers of Gilbert G. Stamm, the Papers of Robert E. Glover, and/or the Papers of Whitney M. Borland scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: September-April

Estimated Costs: \$7,000 scanning + shipping
 \$15,000 staff time
 \$22,000 total

Task 2: Slide digitization by vendor

Deliverables: ~3,000 slides from the Papers of Ivan D. Wood, the Groundwater Data Collection, the Papers of Gilbert G. Stamm, and/or the Papers of Robert E. Glover scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: December-April

Estimated Costs: \$1,500 scanning + shipping
 \$3,000 staff time
 \$4,500 total

Task 3: Map digitization by vendor

Deliverables: ~100 maps from the Groundwater Data Collection

Timeline: January-May

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

Task 4: Paper digitization in-house

Deliverables: ~4,000 pages from the Papers of Delph E. Carpenter and Family, the Papers of Rollin Q. Tenney, and/or the Records of the Iliff and Platte Valley Ditch Company scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: September-June

Estimated Costs: \$18,000 total (all staff time)

Total for 4 tasks: \$50,000

The Water Resources Archive will provide the CWCB with a report upon completion of the project. If the extends past the target date of June 30, 2011, a report will be provided at that time and at the project's completion.

The Water Resources Archive would welcome the opportunity to make a presentation to the CWCB about the results their funding has achieved.