

Scope of Work
Digitization of Water Resources Archive Materials
Funded by the Colorado Water Conservation Board
April 30, 2012

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, snow hydrology, ditch companies, the 1976 Big Thompson Flood, and the papers of early Colorado water leaders. The funding has no specified expiration date, but the target completion date is February 15, 2013.

Goals:

- Digitize ~36,000 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 in-house

Deliverables: ~4,000 pages from the Papers of Delph E. Carpenter and Family, the Papers of Louis G. Carpenter, the Papers of Rollin Q. Tenney, the Records of the Plumb and Dailey Ditch Company, 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: May-December

Estimated Costs: \$13,000 total (all staff time)

Task 2: Slide digitization by vendor

Deliverables: ~4,000 slides from the David McComb Big Thompson Flood Collection, the Digital Photographs of Bill Green, the Papers of Everett V. Richardson, and the Papers of Maurice L. Albertson scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: June-September

Estimated Costs: \$2,500 scanning + shipping
 \$2,500 staff time
 \$5,000 total

Task 3: Photograph digitization in-house

Deliverables: 79 glass plate negatives from the Papers of Delph E. Carpenter and Family
 ~120 glass lantern slides from the Papers of Louis G. Carpenter and the Ralph Parshall Collection
 ~1,000 photographs/negatives from the David McComb Big Thompson Flood Collection, the Records of Wright Water Engineers, the Papers of James L.

Ogilvie, the Papers of Harvey Johnson, and the Papers of Everett V.
Richardson

All scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: June-September

Estimated Costs: \$6,000 total (all staff time)

Task 4: Paper digitization by vendor

Deliverables: ~27,000 pages from the Groundwater Data Collection, the Records of Wright Water Engineers, the David McComb Big Thompson Flood Collection, the Papers of James R. Meiman, the Papers of James L. Ogilvie, the Papers of W. D. Farr, the Papers of Edwin W. Mogren, the Papers of Harvey Johnson, the Papers of Gilbert G. Stamm, the Papers of Robert E. Glover, and/or the Local Water Resources History Collection scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: May-January

Estimated Costs: \$16,000 scanning + shipping
\$10,000 staff time
\$26,000 total

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 February 15, 2013, 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.