

Scope of Work
Digitization of Water Resources Archive Materials
Funded by the Colorado Water Conservation Board
June 19, 2015

The Colorado Water Conservation Board has generously funded digitization of materials from Colorado State University's Water Resources Archive for a number of years. Upon receiving a CWCB grant of \$25,000 to be spent by June 30, 2016, the Water Resources Archive will digitize a selection of its historical materials. Of highest priority are documents related to groundwater research and administration in Colorado, irrigation, river compacts, and significant litigation in any of these areas.

Deliverables:

- Digitize ~16,500 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
- Publicity of achievements in various venues
- Progress reports at 6-month intervals and/or project completion

Task 1: Paper digitization in-house

Deliverables: ~6,000 pages from the Papers of Delph E. Carpenter and Family, the Irrigation Research Papers, the Records of the Montezuma Valley Irrigation Company, the Records of the Consolidated Home Supply Ditch and Reservoir Company, and other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: July-March

Estimated Costs: \$12,000 total (all staff time)

Task 2: Photograph digitization in-house

Deliverables: ~500 glass plate negatives/photographs/film negatives from the Irrigation Research Papers scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: July-December

Estimated Costs: \$4,000 total (all staff time)

Task 3: Paper digitization by vendor

Deliverables: ~10,000 pages from the Papers of Arthur L. Littleworth, the Papers of James L. Ogilvie, the Papers of Frank Milenski, the Papers of Robert E. Glover, and other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: July-December

Estimated Costs: \$6,000 scanning + shipping
 \$3,000 staff time
 \$9,000 total

Total for 3 tasks: \$25,000