

**Scope of Work**  
**Digitization of Water Resources Archive Materials**  
**Funded by the Colorado Water Conservation Board**  
**September 12, 2017**

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, 2018, 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 at least 19,245 pages/images 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 availability in various venues
- Final report at project completion

**Task 1: Paper digitization in-house**

Deliverables: ~4,000 pages from the Records of the San Luis Valley Irrigation District, the Records of the North Poudre Irrigation Company, the Irrigation Research Papers, and other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: November-March

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

**Task 2: Photograph digitization in-house**

Deliverables: ~125 glass plate negatives from the Irrigation Photograph Collection and ~120 large aerial photographs from the Records of the North Poudre Irrigation Company scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: September-December

Estimated Costs: \$2,000 total (all staff time)

**Task 3: Paper digitization by vendor**

Deliverables: ~15,000 pages from the Records of the San Luis Valley Irrigation District, the Records of the North Poudre Irrigation Company, and other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: October-May

Estimated Costs: \$12,000 scanning + shipping  
\$5,000 staff time  
\$17,000 total

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