

**Scope of Work**  
**Digitization of Water Resources Archive Materials**  
**Funded by the Colorado Water Conservation Board**  
**August 13, 2018**

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 \$20,000 to be spent by June 30, 2019, 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 18,000 pages and ~10 photo albums and scrapbooks 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: ~3,000 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: September-December

Estimated Costs: \$5,000 total (all staff time)

**Task 2: Photo album and scrapbook digitization in-house**

Deliverables: ~10 photo albums and scrapbooks from the Records of the North Poudre Irrigation Company and the Photographs of the Arkansas Valley Sugar Beet and Irrigated Land Company scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: September-October

Estimated Costs: \$3,000 total (all staff time)

**Task 3: Paper digitization by vendor**

Deliverables: ~15,000 pages from the Records of the North Poudre Irrigation Company, the Papers of the National Water Resources Association, the Records of the Colorado Office of the Attorney General, and other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: September-December

Estimated Costs: \$9,000 scanning + shipping  
\$3,000 staff time  
\$12,000 total

**Total for 3 tasks: \$20,000**