

Scope of Work
Digitization of Water Resources Archive Materials
Funded by the Colorado Water Conservation Board
August 28, 2019

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, 2020, 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 24,000 pages and ~3 photo albums 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: ~12,000 pages from the Records of the Arkansas Valley Sugar Beet and Irrigated Land Company or other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: October-April

Estimated Costs: \$11,000 total (all staff time)

Task 2: Photo album digitization in-house

Deliverables: ~3 photo albums from the Records 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: \$1,000 total (all staff time)

Task 3: Paper digitization by vendor

Deliverables: ~12,000 pages from the Groundwater Data Collection, the Records of the North Poudre Irrigation Company, the Papers of the National Water Resources Association, and other appropriate collections scanned, assigned metadata, and made available through the Digital Repository and finding aid links

Timeline: September-February

Estimated Costs: \$10,000 scanning + shipping
 \$3,000 staff time
 \$13,000 total

Total for 3 tasks: \$25,000