

STEPHEN KUTAY

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Education

Master of Library and Information Science (MLIS), Archival Studies, University of California Los Angeles, 2010

Thesis: *A Discursive Medium: Audio appropriations as cultural and informational objects*
Committee: Anne Gilliland (Chair), Ramesh Srinivasan, Jonathan Furner

Bachelor of Arts (BA), Music Composition, University of California Los Angeles, 1991

Professional Experience

Librarian, Digital Services, University Library, California State University Northridge
Northridge, CA, August 2011 – Present

- Oversee the development of digital collections from the University Library Special Collections and Archives, and other local heritage institutions/organizations.
- Supervise and train staff, students, interns, and volunteers digitization and non-bibliographic resource description workflows.
- Assign descriptive metadata that conform to best practices and standards.
- Provide technical guidance and services for the preservation and access of digital records.
- Subject liaison and collection developer for Cinema & Television Arts (current), African Studies, Art, Accounting, Systems and Operations Management, Mathematics.
- Provide information literacy instruction in both class and one-on-one environments.
- Serve on multiple library and university committees.
- Research, publish and present on relevant topics to the field of library and information science.
- Tseng College graduate program development for Knowledge Management.

Library/Learning Resources Supervisor, Library Learning Resources, Moorpark College
Moorpark, CA, March 2011 – August 2011

- Coordinated and supervised the daily operations of the Learning Resources Departments.
- Oversaw the technical and public services of the Library and Learning Resource Departments.
- Planned, coordinated and directed workflow activities of classified staff and up to 60 student employees.
- Assisted in the development of Library and Learning Resources policies.
- Developed, administered and monitored annual budget in excess \$200,000.

Digital Archivist, Los Angeles Philharmonic Archives, Los Angeles Philharmonic Association
Los Angeles, CA , June 2010 – March 2011

- Created finding aids and inventories using *Describing Archives a Content Standard* (DACS).
- Created and managed metadata using Archivists' Toolkit.
- Surveyed the organizations needs for records retention and disposition schedules.
- Selected and digitized assets for the curator of the Hollywood Bowl Museum.
- Create system for coordinating requests via the Enterprise Management System.
- Lead the Local History Digital Resources Project (LHDRP).
- *Part-time employee from June through September 2010, independent contractor from October 2010 through March 2011.*

Graduate Intern, Los Angeles Philharmonic Archives, Los Angeles Philharmonic Association
Los Angeles, CA, January 2010 – May 2010

- Implemented recommendations submitted by archives consultant.
- Implemented and trained archives staff in the application of archival standards and best practices into existing and future workflows of the archives.
- Created inventories of the collections.

Graduate Intern, Performing Arts Library, CalArts | California Institute of the Arts
Valencia, CA, September 2009 – December 2009

- Designed and implemented a system and protocol for converting the archive of student performance recordings into streaming media.
- Created manual for digital processing of video.
- Worked with cataloging librarian to update MARC records with Links to streaming media.

Library Assistant, Southern Regional Library Facility, University of California, Los Angeles
Los Angeles, CA, January 1991 – May 2000

- Performed regular stacks management and maintenance of over 2 million items.
- Supervised, hired, trained, evaluated, and scheduled up to 25 full and part-time employees.
- Analyzed Statistics and budget expenses and made recommendations to department heads.
- Provided on-site reference, charged/discharged library items.
- Update MARC local information fields.

Grants Awarded

- *Farmworker Movement Digital Photo Archive, Multimedia Website, and On-Demand Exhibition.*
Investigator/Co-Author/Asset Manager (National Endowment for the Humanities, Awarded April 14, 2021, Term 2021-2023. Award \$350,000)

- *LA as Subject Digitization Residency and Training Program*. Investigator/Resident Supervisor (CSUN). (Institute of Museum and Library Sciences. Awarded October 29, 2018, Term 2019-2021. Award \$680,395.00/\$196,766 CSUN)
- *Creating a Digital Database of the Richard Cross Photographic Collection at the Tom & Ethel Bradley Center at California State University, Northridge*. Investigator/Co-Author/Asset Manager. (National Endowment for the Humanities. Awarded May 11, 2018. Term 2018-2021. Award \$315,000)
- *Digitizing Southern California Water Resource: A proposal to the Council on Libraries and Information Resources' Digitizing Hidden Special Collections and Archives program*. Co-Principal Investigator/Co-Author. (Multi-institutional proposal to the Council on Libraries and Information Resources. Awarded December 2016. Term 2017-2021. Award \$333,574 total distributed budget/\$38,272 CSUN).
- *California State University Japanese American Digitization Implementation Grant*. Co-Author/CSUN Project Manager. (Multi-institutional proposal to the National Endowment for the Humanities. Proposal accepted March, 2016. Term 2016-2018. \$260,000 total distributed budget/\$10,000 CSUN).
- *California State University Japanese American Digitization Project Grant*. Co-Author/Technical Consultant. (Multi-institutional proposal to the National Parks Service. Proposal accepted June, 2015. Term 2015-2017. Award \$321,000 total distributed budget/\$11,000 CSUN).
- *Digitizing the Gaps of the Daily Sundial Newspaper*. Author/Supervisor. (Campus Quality Fee proposal. California State University Northridge. Proposal accepted June, 2014. Term 2014-2015. Award \$12,438)
- *California State University Japanese American Digitization Planning Grant*. Co-Author/Technical Consultant. (Multi-institutional proposal to the National Endowment for the Humanities. Accepted March, 2014. Term 2014-2015. Award \$40,000 total distributed budget).
- *Cataloging and Digitizing the African American Photography Collection of the Institute for Arts & Media at California State University, Northridge*. Investigator/Co-Author/Database Manager. (National Endowment for the Humanities. Accepted April, 2013. Term 2014-2016. Award \$290,000)
- *Guided Resource Inquiry: Integrating Archives into Learning and Information Literacy Objectives using Document-Based Questions*. Co-Principal Investigator/Co-Author. California State University, Northridge Research Fellow, Academic Affairs Research Fellows Program, 2013-2014.
- *Digitizing Los Angeles Aqueduct-related Holdings*. Co-Author/Project Manager. (Metabolic Studio. Accepted January 2013. Term 2013-2014. Award \$15,000)

Academic Publications

Kutay, S. (2020). [Review of the book *Libraries that learn: Keys to managing organizational knowledge* by J. A. Bartlett et al.]. *Cataloging & Classification Quarterly*, 58(2), 180–182.

<https://doi.org/10.1080/01639374.2019.1708524>

Jarosz, E., & Kutay, S. (2019). Integrating historical texts from special collections into coursework. In B. Draxler & D. Spratt (Eds.), *Engaging the age of Jane Austen* (pp.307-311). Iowa City, IA: University of Iowa Press.

Jarosz, E., & Kutay, S. (2018). *California State University, Northridge*. Mount Pleasant, SC: Arcadia Publishing.

- Jarosz, E., & Kutay, S. (2017). Guided resource inquiries: Integrating archives into course learning and information literacy objectives. *Communications in Information Literacy*, 11 (1).
<https://doi.org/10.15760/comminfolit.2017.11.1.42>
- Kutay, S. (2017). [Review of the book Knowledge management in libraries and organizations by L. Bultrini et al.]. *Cataloging & Classification Quarterly*, 55(5), 318–320. <https://doi.org/10.1080/01639374.2017.1314400>
- Kutay, S. (2016). Visualizing archival context and content for digital collections. In L. Magnuson (Ed.), *Data visualization: A guide to visual storytelling for librarians* (pp.127-148). Chicago, IL: Harper & Row.
- Borchard, L., Biondo, M., Kutay, S., Morck, D., & Weiss, A. (2015). Making journals accessible front & back: Examining open journal systems at CSU Northridge. *OCLC Systems & Services: International Digital Library Perspectives*, 31(1), 35-50. doi: <http://dx.doi.org/10.1108/OCLC-02-2014-0013>
- Kutay, S. (2014). Advancing digital repository services for faculty primary research assets: An exploratory study. *Journal of Academic Librarianship*, 40(6), 642-649. doi: <http://dx.doi.org/10.1016/j.acalib.2014.08.006>
- Kutay, S. (2010). A discursive medium : audio appropriations as cultural and informational objects / by Stephen Donald Kutay. University of California, Los Angeles. [Thesis]

Other Publications

- Kutay, S. (2023, April 4). *Autism Activists Harvey and Connie Lapin*. <https://library.csun.edu/SCA/Peek-in-the-Stacks/autism> (Web log)
- Kutay, S. (2023). *CSU Digital Archives DAMS Pilot*.
https://calstate.atlassian.net/wiki/pages/viewpageattachments.action?pageId=12877843&sortBy=date&highlight=CSU+Archives+Samvera+Pilot_Report_2023.pdf&&preview=/12877843/2723545089/CSU%20Archives%20Samvera%20Pilot_Report_2023.pdf (Report, CSU Libraries)
- Kutay, S. (2022). *Assessment of Samvera/Hyrax for CSU digital collections*.
https://calstate.atlassian.net/wiki/pages/viewpageattachments.action?pageId=12877843&sortBy=date&highlight=Samvera-Hyrax+Assessment_Report_2022.pdf&&preview=/12877843/2569142308/Samvera-Hyrax%20Assessment_Report_2022.pdf (Report, CSU Libraries)
- Kutay, Stephen and Beck, E. (2021). *Evaluation of Alma Digital for CSU digital collections*.
https://calstate.atlassian.net/wiki/download/attachments/12877843/AlmaDigital_FinalReport_2021.pdf?api=v2 (Report, CSU Libraries)
- Kutay, Stephen, Loera, A. & Cloud, K. (2019). *CSU libraries DAMS report: Requirements for implementing shared digital library services*. <https://calstate.atlassian.net/wiki/download/attachments/12877843/DAMS-Requirements-Report-2019.pdf?api=v2> (Report, CSU Libraries)
- Kutay, Stephen (2016, Spring). Current library exhibit celebrates (and investigates) Black culture. *University Library eNews*. <http://library.csun.edu/eNews/Spring-2016/featured-historicizin-contemporizin> (Newsletter article)
- Kutay, Stephen (2015, Winter). NPS funds the CSU Japanese American Digitization Project. *University Library*

- eNews. <http://library.csun.edu/eNews/Winter-2015/spotlight-digitization-project> (Newsletter article)
- Borchard, L., Jefferson, C., Kutay, S., & Weiss, A. (2015). *Final report of the 2014 student library survey*. <http://scholarworks.csun.edu/handle/10211.3/177517> (Report)
- Kutay, Stephen & Jarosz, E. (2013, November 5). *Happy 100th birthday, Los Angeles Aqueduct*. <http://library.csun.edu/SCA/Peek-in-the-Stacks/Metabolic> (Web log)
- Kutay, Stephen (2013, August 20). *Slavery and the law*. <http://library.csun.edu/SCA/Peek-in-the-Stacks/Slavery> (Web log)
- Mayberry, Christina, Kutay, S., Silva, V., & Weiss, A. (2013, May 1). *Student library survey executive summary*. (Report)
- Kutay, Stephen. (2013). *Digital darwinism: A brief guide to personal information management*. <http://hdl.handle.net/10211.2/2787> (Poster)
- Weiss, A., Biondo, M., Borchard, L., Kutay, Tsay, R., & Woodley, M. (2013, January 30). *Print and digital assets – new models of ownership, licensing, and Access: Toward a digital learning commons environment*. (Report)
- Kutay, Stephen (2013). *Toward local frameworks for library/faculty collaboration on digital collections*. <http://hdl.handle.net/10211.2/1833> (Poster)
- Kutay, S. (2009). Bigger than big: The game audio explosion: A guide to great game sound. In Drew Sikora & John Hattan (Eds.), *Design and content creation : A GameDev.net collection* (pp.459-472). Boston, MA: Course Technology Cengage Learning. (Book chapter)
- Kutay, S. (2006, December). Got ya surrounded. *Remix*, 50-53, 54. (Feature article)
- Kutay, S. (2006, July). Get in the game. *Remix*, 59-60, 62. (Feature article)

Publications Edited

- Black, J., Kutay, S., Shibata, N. & Delara, P. (Eds.). (2016, Fall - 2019, Summer). *Society of California Archivists Newsletter* (160-171). <https://calarchivists.org/Publications/SCANewsletter> [12 issues]

Media Interviews

- Errebhi, A. (2015, October 14). *California State University-Northridge is leading the effort to digitize ten thousand documents related to the internment of Japanese Americans during World War Two* [Audio podcast]. Evening Update, KCSN News. <http://sundial.csun.edu/2015/10/evening-update-weds-oct-14/>
- O’Sullivan, M. (Producer). (2012, March 27). *Amid Library-Wide Digitization, Books Keep Foothold* [Video]. Voice of America News. <http://www.voanews.com/content/amid-library-wide-digitization-books-keep-foothold-144713295/180454.html> ; https://youtu.be/Qan_demhavk

Presentations

Peer-reviewed

- *Black Deaf Life in California*. Delivered at the 2022 CSU Annual Digital Repositories Meeting, (Virtual), June 2, 2022. (With Ramirez-Stapleton, L., Shibata, N., Altman, E.)
- *Extending Grant Deliverables for Digital Collections (CSUJAD)*. Delivered at the 2021 CSU Digital Repositories meeting, (Virtual), July 14, 2021.
- *Local heritage online: The LAAS residency model*. Delivered at the California Library Association Conference, (Virtual), May 13, 2021.
- *Anything is better than nothing: minimum viable actions for born digital accessioning*. Delivered at the Annual General Meeting of the Society of California Archivists (SCA), Long Beach, CA, April 25, 2019. (With Dundon, K., Duckworth, S., Vigor, E.) <https://escholarship.org/uc/item/7p0276q8>
- *UX Strategies for Digital Collections using Metadata*. Delivered at the Annual General Meeting of the Society of California Archivists (SCA), Yosemite, CA, April 13, 2018.
- *Consolidating Histories: Transforming Archival Collections for Digital Scholarship*. Delivered at the American Society for Environmental History (ASEH) Conference, Riverside, CA, March 15, 2018.
- *Designing for Synergy: The CSU Japanese American Digitization Project Exhibits*. Delivered at the California Visual Resources Association Conference 2017, University of California Berkeley. Berkeley, CA. June 13, 2017.
- *Visualizing Archival Context (and Content) for Digital Collections*. Delivered at the Annual General Meeting of the Society of California Archivists 2016, Hyatt Vineyard Creek Hotel. Santa Rosa, CA. April 8, 2016. (Speaker and Moderator)
- *Digital Educational Asset Library (DEAL): A Needs Assessment at California State University Northridge*. Delivered at Internet Librarian 2015, Portola Hotel. Monterey, CA. October 26, 2015.
- *Guided Resource Inquiries: Integrating Archives into Learning and Information Literacy Objectives*. Delivered at the 2015 Western Roundup, Embassy Suites Downtown Convention Center. Denver, CO. May 29, 2015.
- *Guided Resource Inquiries: Integrating Archives into Learning and Information Literacy Objectives using Document-Based Questions (DBQs)*. Delivered at the Research Fellows Colloquium. California State University Northridge. Northridge, CA. October 14, 2014. With Jarosz, E.)
- *Toward a 'Glass Box': Seeing into "Water Works: Documenting Water History in Los Angeles"*. Delivered at the Annual General Meeting of the Society of California Archivists. Palm Springs, CA. May 9, 2014.
- *Guided Resource Inquiries: Integrating Archives into Learning and Information Literacy Objectives using Document-Based Questions*. Delivered at the 'Digital Humanities SoCal Research Slam. Northridge, CA. May 4, 2013. (With Jarosz, E.)
- (Poster) *Digital Darwinism: A Brief Guide to Personal Information Management*. Delivered at the Faculty Retreat of the California State University Northridge. Northridge, CA. January 14, 2013.
- *eReader/Tablet Use and Preferences at California State University Northridge*. Internet Librarian Conference. Monterey, CA. October 22, 2012. (With Altman, E., Helfer, D., Woodley, M.)
- (Poster) *Sharing Space between Neighbors: Toward Local Frameworks for Library/Faculty Collaboration on Digital Collections*. Annual Meeting of the Society of American Archivists, Research Forum. San Diego, CA. August 7, 2012.

Invited

- *CSU Digital Archives Update*. Presented at the CSU Digital Repositories Annual Meeting. Virtual. June 7, 2023.
- *Beyond the Boundaries of Manzanar: Connecting to Japanese American Experiences through American History & Literature*. Workshop presenter for LAUSD teachers. University Library, California State University, Northridge. May 6, 2023.
- *Access to Archival Sound recordings at CSUN*. Speaker at IS 289 Media Description & Access, Graduate School of Education and Information Studies, University of California Los Angeles, (Virtual), May 27, 2022.
- *Digital Collections and Preservation*. Speaker at LIB-124 Survey of Digital Preservation. Pasadena City College. Pasadena, CA. (Virtual). July 27, 2021.
- *DAMS Performance Evaluation Tool and Alma Digital Evaluation*. Delivered at the Breakout Session of the 2021 CSU Digital Repositories Meeting (Virtual). July 13, 2021.
- *Building a Digital Preservation Program*. Delivered to course LIB-124-Survey of Digital Preservation. Pasadena City College. Pasadena, CA. June 16, 2019.
- *Building a Digital Preservation Lab*. Delivered to the Academic Technology Committee. California State University, Northridge. Northridge, California. May 3, 2019.
- *History of the Daily Sundial Digitization Project*. Presented to the Senate Faculty Library Committee. California State University, Northridge. Northridge, California. April 3, 2019.
- *Google Scholar vs. OneSearch*. Delivered to the Academic Technology Committee. California State University, Northridge. Northridge, California. November 3, 2017.
- *Guided Resource Inquiries: Integrating Archives into Learning and Information Literacy Objectives*. Delivered at Endless Images: A SoCal Summer Program organized by the Visual Resources Association (VRA), Society of CA Archivists (SCA), and Art Libraries Society of North America (ARLIS-SC). Delivered at the Dennis and Leslie Power Library, Laguna College of Art + Design, Laguna, California. August 15, 2016.
- *2016 Spring Composition Orientation*. Delivered at Jerome Richfield Hall Rm 319. California State University, Northridge. Northridge, California. January 21, 2016. (With Quiñónez-Skinner, J., Mendes, L., Embleton, K.)
- *Information Systems and Higher Education*. Delivered to the Academic Technology Committee. California State University, Northridge. Northridge, California. December 5, 2014.
- *Information Literacy and Research Tools & Services*. Delivered at the Department of Africana Studies Writing Faculty Orientation. California State University, Northridge. Northridge, California. August 18, 2014.
- *Digital Asset Management Systems/Repositories*. Delivered at the Summer Meetup for Code4Lib – SoCal. University of California at Los Angeles, Los Angeles, California. August 7, 2014. (With Coles, B., Conrad, S., Critchlow, M., Fleming, D., and Smith, E.)
- *Student Information Literacy Outcomes*. Delivered at the Research Strategies Workshop for Stretch Composition Faculty. California State University Northridge, Northridge, California. April 16, 2014. (With Hansen-Brown, L., Jamison, J. and Quiñónez-Skinner, J.)
- *Digital Library Resources*. Delivered at the 'Finding Digital Content Workshop' for the myCSUNtablet Initiative Kickoff. Northridge, California. April 25, 2013.
- *Digital Library Resources*. Delivered at the 'Finding Digital Content Workshop' for the myCSUNtablet Initiative Kickoff. Northridge, California. April 24, 2013.
- *Oviatt Library Digital Collections: An Overview*. Presented to the Senate Faculty Library Committee. California State University, Northridge. Northridge, California. April 27, 2012.

Library Service

- Department Personnel Committee (CAMS), Chair 2023-24 (elected)
- Digital Collections Specialist Search and Screen Committee, Chair, 2023 (volunteer)
- Special Collections and Archives Librarian Search and Screen Committee, 2021-22 (elected)
- Special Collections and Archives Archivist Search and Screen Committee, 2022 (volunteer)
- DISH Advisory Group, Chair, 2021-22 (appointed)
- Library Personnel Committee, 2019-21 (2-year term, elected)
- Department Personnel Committee (CAMS), Chair 2018-19 (elected)
- Department Personnel Committee (CAMS), 2017-18 (elected)
- Metadata Librarian Search and Screen Committee, Chair, 2017-18 (elected)
- Systems Librarian Search and Screen Committee, 2017-18 (elected)
- Department Personnel Committee (RIOS), 2017-18 (elected)
- CSUN Local Unified Library Management System Discovery Group, 2015-17 (volunteer)
- Strategic Planning Task Force, 2016 (volunteer)
- Digital Asset Management System Working Group, 2015-16 (appointed)
- Research Fellows Committee, 2015-16 (1-year term, elected)
- Digital Sandbox Group 2013-17 (appointed core member)
- Library Accessible Technology Team, 2012- (appointed)
- Web Content Usability Group, 2012- (appointed)
- ScholarWorks Assistant Search and Screen Committee, 2015 (invited)
- Library Assessment Committee, 2012-15 (3-year term, appointed), Chair 2014-15
- Library Elections Committee, 2013-15 (2-year term, elected)
- Disposition of Records to the University Archives Implementation Group, 2013-15 (appointed)
- Research Fellow, 2013-14 (1-year term, elected)
- Digital Collections Implementation Group, 2013-14 (appointed)
- Repository for University Records Planning Implementation Group, 2013-14 (appointed)
- Collection Access and Management Services Digital Librarians Search & Screen Comte, 2014
- Business and Data Librarian Search and Screen Committee, 2013
- Diagonal Slice Group, Print and Digital Resources, 2012 (appointed)
- Archives Coordinator Search and Screen Committee, 2012
- Strategic Planning Committee (Technical Services), 2011-12
- Strategic Planning Committee (Special Collections and Archives), 2011-12

University Service

- Faculty Senate Academic Technology Committee, 2022-25 (3-year term, elected)
- Faculty Senate Academic Technology Committee, 2016-19 (3-year term, elected)
- Black House Advisory Board, 2018-20 (invited)
- Ron and Elizabeth-Ann Purcell Fellow Selection Committee 2013-21 (invited)
- Faculty Senate Academic Technology Committee, 2013-16 (3-year term, elected)
- Academic Assessment Liaison Committee, 2014-15
- Student Research and Creative Works Symposium, 2013-15 (volunteer Judge)
- Symposium Committee: *Revolution of Knowledge – The Digital Order of Things*, 2013 (invited)

- myCSUNtablet Initiative, 2013 - Supporting faculty (invited)

California State University Service

- Digital Archives Working Group, 2023-24, Co-Chair
- Digital Repositories Committee, 2022-23
- Digital Archives Working Group, 2021-23, Chair 2022-23 (appointed)
- Digital Archives Working Group, 2019-21, Chair 2019-20 (appointed)
- Digital Archives Interest Group, 2018-19, Co-Chair 2019 (volunteer)

Community Service

- Black History Month Planning Committee 2020-21, Chair (volunteer)
- Black History Month Planning Committee 2019-20, Chair (volunteer)
- Black History Month Planning Committee 2018-19 (volunteer)
- Black History Month Planning Committee 2017-18 (volunteer)
- Black History Month Planning Committee 2016-17, Chair (volunteer)
- Black History Month Planning Committee 2015-16, (volunteer)

Professional Service

- UCLA MLIS Graduate Student Interview, 2024
- SJSU MLIS Graduate Student Co-Mentor 2022
- UCLA MLIS Graduate Student Mentor, Preservation of Visual Resources Internship, 2019
- UCLA MLIS Graduate Student Mentor, Preservation of Visual Resources Internship, 2018
- UCLA MLIS Graduate Student Mentor, Preservation of Visual Resources Internship, 2017
- UNT MLIS Graduate Student Mentor, CAMS Internship, 2017
- SJSU MLIS Graduate Student Mentor, CAMS Internship, 2016

Professional Affiliations

ALA – American Library Association (member)

ALCTS - Association for Library Collections and Technical Services (member)

SCA – Society of California Archivists (member)

Communications and Outreach Committee, 2021-24 Co-Chair

Communications and Outreach Committee, 2018-21

Publications Committee, 2016-2019, Co-Editor Newsletter

Outreach and Publicity Committee, 2014 -2017

Electronic Communications Committee, 2016-17

BMI – Broadcast Music, Inc., (member)