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**USAIN**

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**Agricultural**

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**MEMBERSHIP  
DIRECTORY**

**2011**

Spring

**Web Site: [www.usain.org](http://www.usain.org)**



## ***USAIN Mission Statement***

*The United States Agricultural Information Network provides a forum for discussion of agricultural issues, takes a leadership role in the formation of a national information policy as related to agriculture, makes recommendations to the National Agricultural Library on agricultural information matters, and promotes cooperation and communication among its members.*

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USAIN Officers

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## ***USAIN OFFICERS***

<b>President</b>	<b>Allison Level</b> <a href="mailto:allison.level@colostate.edu">allison.level@colostate.edu</a>	
<b>President-Elect</b>	<b>Mary Ochs</b> <a href="mailto:mao4@cornell.edu">mao4@cornell.edu</a>	
<b>Past President</b>	<b>Sheila Merrigan</b> <a href="mailto:merrigan@cals.arizona.edu">merrigan@cals.arizona.edu</a>	
<b>Secretary/Treasurer</b>	<b>Anita M. Ezzo</b> <a href="mailto:ezzoa@msu.edu">ezzoa@msu.edu</a>	
<b>NAL Representative</b>	<b>Maria G. Pisa</b> <a href="mailto:maria.pisa@ars.usda.gov">maria.pisa@ars.usda.gov</a>	
<b>Directors</b>	<b>Nan Hyland</b> <a href="mailto:nch9@cornell.edu">nch9@cornell.edu</a>	(2009-2011)
	<b>Julie Kelley</b> <a href="mailto:jkelly@umn.edu">jkelly@umn.edu</a>	(2009-2011)
	<b>Marianne Stowell Bracke</b> <a href="mailto:mbracke@purdue.edu">mbracke@purdue.edu</a>	(2009-2011)
	<b>Constance J. Britton</b> <a href="mailto:britton.4@osu.edu">britton.4@osu.edu</a>	(2010-2011)
	<b>Valrie Davis</b> <a href="mailto:vdavis@uflib.ufl.edu">vdavis@uflib.ufl.edu</a>	(2010-2011)
	<b>Claudine Jenda</b> <a href="mailto:jendaca@auburn.edu">jendaca@auburn.edu</a>	(2010-2011)

## ***INTEREST GROUPS CONVENERERS***

<b>AgNIC</b>	<b>Diana Farmer</b> <a href="mailto:dmfarmer@k-state.edu">dmfarmer@k-state.edu</a>	(2009-2011)
<b>Animal Health Information</b>	<b>Helen Smith</b> <a href="mailto:hfs1@psu.edu">hfs1@psu.edu</a>	(2007-2011)
	<b>Cindy Mitchell</b> <a href="mailto:cmitchell42@ivytech.edu">cmitchell42@ivytech.edu</a>	(2008-2011)
<b>Collection Management</b>	<b>Jodee L. Kawasaki</b> <a href="mailto:afjk1@uaa.alaska.edu">afjk1@uaa.alaska.edu</a>	(2009-2011)
<b>International Agriculture</b>	<b>Barbara Hutchinson</b> <a href="mailto:barbarah@ag.arizona.edu">barbarah@ag.arizona.edu</a>	(2008-2011)
<b>Social Issues/Rural Information</b>	<b>Deva E. Reddy</b> <a href="mailto:devaereddy@tamu.edu">devaereddy@tamu.edu</a>	(2007-2011)
<b>Technology Trends</b>	<b>Peter Fernandez</b> <a href="mailto:pfernand@utk.edu">pfernand@utk.edu</a>	(2010-2011)
	<b>Martin A. Kesselman</b> <a href="mailto:martyk@rci.rutgers.edu">martyk@rci.rutgers.edu</a>	(2007-2011)

## ***GENERAL MEMBERSHIP 2011***

**INS** = Institutional Member  
**SI** = Secondary Institutional Member  
**PER** = Personal/Individual Member  
**STU** = Student Member  
**HON** = Honorary Member

## ***COMMITTEES AND CHAIRS***

<b>Awards and Honors</b>	<b>Mary Ochs</b> <a href="mailto:mao4@cornell.edu">mao4@cornell.edu</a>	(2010-2011)
<b>Budget Task Force</b>	<b>Anita M. Ezzo</b> <a href="mailto:ezzoa@msu.edu">ezzoa@msu.edu</a>	(2009-2011)
<b>Bylaws</b>	<b>Sheila Merrigan</b> <a href="mailto:merrigan@cals.arizona.edu">merrigan@cals.arizona.edu</a>	(2010-2011)
<b>Communications</b>	<b>Helen Smith</b> <a href="mailto:hfs1@psu.edu">hfs1@psu.edu</a>	(2007-2011)
<b>Legislative and Government Relations</b>	<b>Madeleine Charney</b> <a href="mailto:mcharney@library.umass.edu">mcharney@library.umass.edu</a>	(2009-2011)
<b>Membership</b>	<b>Vacant</b>	
<b>Nominations/Elections</b>	<b>Sheila Merrigan</b> <a href="mailto:merrigan@cals.arizona.edu">merrigan@cals.arizona.edu</a>	(2010-2011)
<b>Conference Planning</b>	<b>Philip Herold</b> <a href="mailto:herol008@umn.edu">herol008@umn.edu</a>	(2010-2012)
<b>Preservation</b>	<b>Amy Paster</b> <a href="mailto:alp@psu.edu">alp@psu.edu</a>	(2010-2011)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

SI

**Allen, Robert S.**

Head Librarian, Agricultural, Consumer  
and Government Sciences Library  
University of Illinois  
ACES Library  
1101 S Goodwin MC 633  
Urbana IL 61801  
Voice: (217) 244-2245  
Fax: (217) 333-0558  
[allen2@illinois.edu](mailto:allen2@illinois.edu)

PER

**Allison, Melody**

Agricultural, Consumer and Environmental  
Sciences Librarian  
University of Illinois at Urbana-Champaign  
Issac Funk Family Aces Library  
200 ACES Library, Information and Alumni Center  
1101 S Goodwin MC - 633  
Urbana IL 61801  
Voice: (217) 244-3918  
Fax: (217) 333-0558  
[mmalliso@illinois.edu](mailto:mmalliso@illinois.edu)

PER

**Aschmann, Althea**

Head of Cataloging  
Virginia Tech University  
University Libraries  
PO Box 90001  
Blacksburg VA 24062-9001  
Voice: (540) 231-9251  
Fax: (540) 231-3694  
[aschmann@vt.edu](mailto:aschmann@vt.edu)

SI

**Austin, Damon**

Agricultural Sciences Librarian  
University of Maryland  
2105 McKeldin Library  
College Park MD 20742-7011  
Voice: (301) 405-9666  
Fax: (301) 405-9191  
[daustin@umd.edu](mailto:daustin@umd.edu)

STU

**Awasom, Innocent**

Degree Program: Agricultural Education and  
Communication PHD 2014  
Texas Tech University  
521 N Kirby Ave  
Lubbock TX 79416  
Voice: (651) 497-8511  
Fax: (806)-742-1964  
[awasom.afuh@ttu.edu](mailto:awasom.afuh@ttu.edu)

PER

**Bedard, Amy**

Library Director  
W. H. Miner Agricultural Research Institute  
1034 Miner Farm Rd  
Chazy NY 12921  
Voice: (518) 846-7144 x149  
Fax: (518) 846-7774  
[bedard@whminer.com](mailto:bedard@whminer.com)

PER

**Berman, Elizabeth**

Science and Engineering Librarian  
University of Vermont  
Bailey/Howe Library  
538 Main St  
Burlington VT 05405  
Voice: (802) 656-8130  
[elizabeth.berman@uvm.edu](mailto:elizabeth.berman@uvm.edu)

PER

**Berenthal, Rebecca**

Reference and Liaison Librarian  
University of Nebraska - Lincoln  
322 Love Library  
13th & R Streets  
Lincoln NE 68588-4100  
Voice: (402) 472-4404  
Fax: (402) 472-5131  
[rberenthal1@unl.edu](mailto:rberenthal1@unl.edu)

INS

**Bird, Jim**

Department Head  
University of Maine  
5729 Raymond H. Fogler Library  
Orono ME 04469-5729  
Voice: (207) 581-1655  
Fax: (207) 581-1594  
[jim.bird@umit.maine.edu](mailto:jim.bird@umit.maine.edu)

PER

**Blake, Peggy J.**

Special Assistant  
National Agricultural Library  
10301 Baltimore Ave Rm 200  
Beltsville MD 20705-2351  
Voice: (301) 504-6780  
Fax: (301) 504-7042  
[peggy.blake@ars.usda.gov](mailto:peggy.blake@ars.usda.gov)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

PER

**Boden, Dana W. R.**

Associate Professor  
University of Nebraska - Lincoln  
C. Y. Thompson Library  
Lincoln NE 68583-0717  
Voice: (402) 472-4412  
Fax: (402) 472-7005  
[dboden@unlnotes.unl.edu](mailto:dboden@unlnotes.unl.edu)

PER

**Boyd, Trenton**

Veterinary Medical Librarian  
University of Missouri  
Verterinary Medical Library  
W218 Veterinary Medicine  
Columbia MO 65211  
Voice: (573) 882-2461  
Fax: (573) 882-2950  
[boydt@missouri.edu](mailto:boydt@missouri.edu)

PER

**Bracke, Marianne Stowell**

Agricultural Sciences Information Specialist  
Purdue University Libraries - LIFE  
504 W State St  
West Lafayette IN 47907-2508  
Voice: (765) 496-9620  
[mbracke@purdue.edu](mailto:mbracke@purdue.edu)

PER

**Brazzeal, Bradley**

Engineering and Forest Resources  
Reference Librarian  
Mississippi State University  
Mississippi State University Libraries  
PO Box 5408  
Mississippi State MS 39762  
Voice: (662) 325-3834  
[bbrazzeal@library.msstate.edu](mailto:bbrazzeal@library.msstate.edu)

PER

**Britton, Constance J.**

Librarian  
Ohio State University  
Ohio Agricultural Research and  
Development Center  
1680 Madison Ave  
Wooster OH 44691  
Voice: (330) 263-3773  
Fax: (330) 263-3689  
[britton.4@osu.edu](mailto:britton.4@osu.edu)

PER

**Bryant, Sheila**

Health Sciences Librarian  
Michigan State University  
100 Library  
East Lansing MI 48824  
Voice: (517) 884-0896  
Fax: (517) 432-3797  
[bryants@msu.edu](mailto:bryants@msu.edu)

INS

**Carrigan, Esther**

Associate Dean and Director of Medical  
Sciences Library  
Texas A & M University  
Medical Sciences Library  
4462 TAMU  
College Station TX 77843-4462  
Voice: (979) 845-7540  
Fax: (979) 845-7493  
[ecarrigan@library.tamu.edu](mailto:ecarrigan@library.tamu.edu)

PER

**Charney, Madeleine**

Reference Services Librarian  
University of Massachusetts Amherst  
W. E. B. Du Bois Library  
154 Hicks Way  
Amherst MA 01003 - 9275  
Voice: (413) 577-0784  
Fax: (413) 577-1536  
[mcharney@library.umass.edu](mailto:mcharney@library.umass.edu)

PER

**Christie, Anne**

BioSciences Librarian  
University of Alaska Fairbanks  
BioSciences Library  
PO Box 757060  
Fairbanks AK 99775-7060  
Voice: (907) 474-1177  
Fax: (907) 474-7820  
[anne.christie@alaska.edu](mailto:anne.christie@alaska.edu)

INS

**Coleman, Frances**

Dean of Libraries  
Mississippi State University  
Mitchell Memorial Library  
PO Box 5408  
Mississippi State MS 39762-5408  
Voice: (662) 325-0812  
Fax: (662) 325-4263  
[fcoleman@library.msstate.edu](mailto:fcoleman@library.msstate.edu)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
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2011

SI

**Colthorpe, Chris**

Reference Librarian, Foods  
and Nutrition Sciences  
Clemson University  
R. M. Cooper Library Reference Unit  
PO Box 343001  
Clemson SC 29634-3001  
Voice: (864) 656-0694  
Fax: (864) 656-7608  
[colthor@clemson.edu](mailto:colthor@clemson.edu)

PER

**Cookingham, Pete**

Project Director  
Michigan State University  
Turfgrass Information Center  
324 E Riverside St  
Williamston MI 48895-1145  
Voice: (517) 884-8100  
Fax: (517) 353-1975  
[cooking1@msu.edu](mailto:cooking1@msu.edu)

SI

**Cox, Netta**

Head of Serials  
North Carolina A & T State University  
F D Bluford Library  
1601 E Market St  
Greensboro NC 27411  
Voice: (336) 285-4200  
Fax: (336) 334-7783  
[nscox1@ncat.edu](mailto:nscox1@ncat.edu)

PER

**Croft, Vicki**

Head Librarian  
Washington State University  
Animal Health Library  
PO Box 646512  
Pullman WA 99164-6512  
Voice: (509) 335-5544  
Fax: (509) 335-5158  
[croft@wsu.edu](mailto:croft@wsu.edu)

SI

**Cunetto, Stephen**

Administrator of Systems  
Mississippi State University  
Mitchell Memorial Library  
PO Box 5408  
Mississippi State MS 39762-5408  
Voice: (662) 325-8542  
Fax: (662) 325-4263  
[scunetto@library.msstate.edu](mailto:scunetto@library.msstate.edu)

INS

**Currie, Debra L.**

Collection Manager, Agricultural  
and Environmental Sciences  
North Carolina State University  
NCSU Libraries Box 7111  
Raleigh NC 27695-7111  
Voice: (919) 515-7556  
Fax: (919) 513-1108  
[debbie\\_currie@ncsu.edu](mailto:debbie_currie@ncsu.edu)

INS

**Davis, Valrie**

Agricultural Sciences Outreach Librarian  
University of Florida  
Marston Science Library  
PO Box 117011  
Gainesville FL 32611-7011  
Voice: (352) 273-2880  
Fax: (352) 392-4787  
[vdavis@uflib.ufl.edu](mailto:vdavis@uflib.ufl.edu)

PER

**Delserone, Leslie M.**

Science Librarian  
University of Nebraska - Lincoln  
201 C. Y. Thompson Library  
PO Box 830717  
Lincoln NE 68583-0717  
Voice: (402) 472-6297  
[ldelserone2@url.edu](mailto:ldelserone2@url.edu)

HON

**Demas, Sam**

College Librarian and Senior Lecturer  
Carleton College  
Laurence McKinley Gould Library  
One North College St  
Northfield MN 55057-4097  
Voice: (507) 222-4267  
Fax: (507) 222-4087  
[sdemas@carleton.edu](mailto:sdemas@carleton.edu)

INS

**Department, Serials**

University of Georgia  
320 S Jackson St  
Athens GA 30605  
Voice: (706) 542-7460  
[chjack@uga.edu](mailto:chjack@uga.edu)



UNITED STATES AGRICULTURAL INFORMATION NETWORK  
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2011

SI

**Diekmann Ph.D, Florian**

Librarian  
Ohio State University  
255B Thompson Library  
1858 Neil Ave Mall  
Columbus OH 43210  
Voice: (614) 688-8413  
Fax: (614) 292-0505  
[diekmann.4@osu.edu](mailto:diekmann.4@osu.edu)

PER

**Doyle, Carol**

Agricultural Sciences and Technology Librarian  
California State University Fresno  
5480 W Bluff Ave  
Fresno CA 93722-2316  
Voice: (559) 275-9100  
Fax: (559) 278-6952  
[carol\\_doyle@csufresno.edu](mailto:carol_doyle@csufresno.edu)

PER

**Dugan, Mary**

Resource Development Librarian  
Purdue University  
Management and Economics Library  
504 W State St  
Lafayette IN 47907  
Voice: (765) 494-9825  
[mdugan@purdue.edu](mailto:mdugan@purdue.edu)

PER

**Duran, Nancy**

Agriculture and Life Sciences Librarian  
Texas A & M University  
Medical Sciences Library  
4462 TAMU  
College Station TX 77843-4462  
Voice: (979) 862-1050  
Fax: (979) 845-2610  
[nduran@tamu.edu](mailto:nduran@tamu.edu)

HON

**Eaton, Nancy**

Dean of University Libraries  
Pennsylvania State University  
Pennsylvania State University Library  
University Park PA 16802  
Voice: (814) 865-0401  
Fax: (814) 865-3665  
[neaton@psulias.psu.edu](mailto:neaton@psulias.psu.edu)

PER

**Eells, Linda**

Associate Librarian, Head, Forestry Library  
and Entomology, Fisheries, and Wildlife Library  
University of Minnesota  
Forestry Library and Entomology, Fisheries and  
Wildlife Library  
375 Hodson Hall  
1980 Folwell Ave  
St Paul MN 55108  
Voice: (612) 624-4799  
Fax: (612) 624-0719  
[lle@umn.edu](mailto:lle@umn.edu)

PER

**Ezzo, Anita M.**

Science Collections Coordinator  
Michigan State University  
100 Library  
East Lansing MI 48824-1048  
Voice: (517) 884-6397  
Fax: (517) 432-8050  
[ezzoa@msu.edu](mailto:ezzoa@msu.edu)

SI

**Farmer, Diana**

Content Development Librarian - Sciences  
Kansas State University  
K-State Libraries  
509A Hale Library  
Manhattan KS 66506-1200  
Voice: (785) 532-7037  
Fax: (785) 532-6144  
[dmfarmer@k-state.edu](mailto:dmfarmer@k-state.edu)

PER

**Farmer, Diana**

Content Development Librarian - Sciences  
Kansas State University  
K-State Libraries  
5-9A Hale Library  
Manhattan KS 66506-1200  
Voice: (785) 532-7037  
Fax: (785) 532-6144  
[dmfarmer@k-state.edu](mailto:dmfarmer@k-state.edu)

PER

**Fernandez, Peter**

Research Services Librarian for Agriculture  
University of Tennessee  
2407 River Dr  
Knoxville TN 37996-4541  
Voice: (865) 974-2886  
Fax: (865) 974-4732  
[pfernand@utk.edu](mailto:pfernand@utk.edu)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
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2011

PER

**Fescemyer, Kathy**

Life Sciences Librarian  
Pennsylvania State University  
408 Paterno Library  
University Park PA 16802-1811  
Voice: (814) 865-3703  
Fax: (814) 863-9684  
[kaf12@psu.edu](mailto:kaf12@psu.edu)

PER

**Finch, Lori**

Thesaurus Coordinator  
National Agricultural Library  
10301 Baltimore Ave  
Beltsville MD 20705  
Voice: (301) 504-6853  
Fax: (301) 504-5213  
[lori.finch@ars.usda.gov](mailto:lori.finch@ars.usda.gov)

PER

**Francis, Eboni A.**

Reference and Instruction Librarian  
Oberlin College  
Oberlin College Library  
148 W College St  
Oberlin OH 44074  
Voice: (440) 775-5026  
Fax: (440) 775-6586  
[eboni.francis@oberlin.edu](mailto:eboni.francis@oberlin.edu)

PER

**Fujitani, Sharon**

Agriculture Librarian Emeritus  
California Polytechnic State University  
Kennedy Library  
3145 Flora St  
San Luis Obispo CA 93401-6002  
Voice: (805) 756-1105  
[sfujitan@calpoly.edu](mailto:sfujitan@calpoly.edu)

INS

**Ganson, Judy**

Director for Collections Management Services  
and Systems  
University of Arkansas  
University of Arkansas Libraries  
365 N McIlroy Ave  
Fayetteville AR 72701-4002  
Voice: (479) 575-2130  
Fax: (479) 575-6656  
[jganson@uark.edu](mailto:jganson@uark.edu)

PER

**Gardner, Melanie**

AgNIC Coordinator  
National Agricultural Library  
10301 Baltimore Ave  
Beltsville MD 20705-2351  
Voice: (301) 504-6207  
Fax: (301) 504-7042  
[melanie.gardner@ars.usda.gov](mailto:melanie.gardner@ars.usda.gov)

INS

**Gleim, David**

Dean of Libraries  
South Dakota State University  
Hilton M. Briggs Library  
SBL 2115 N Campus Dr  
Brookings SD 57007-1098  
Voice: (605) 688-5106  
Fax: (605) 688-6133  
[david.gleim@sdstate.edu](mailto:david.gleim@sdstate.edu)

PER

**Goldbeck, Kyrille**

College Librarian for Natural Resources  
and Environment  
Virginia Tech University  
University Libraries (0434)  
PO Box 90001  
Blacksburg VA 24062-9001  
Voice: (540) 231-0495  
[kgoldbec@vt.edu](mailto:kgoldbec@vt.edu)

SI

**Green, Jennifer**

Monsanto Company  
800 N Lindbergh Blvd MZ R2B  
St Louis MO 63167  
[jennifer.e.green@monsanto.com](mailto:jennifer.e.green@monsanto.com)

PER

**Greider, Toni**

Director, International Programs  
University of Kentucky  
1-85 William T. Young Libraries  
500 S Limestone St  
Lexington KY 40506-0456  
Voice: (859) 257-0500 x2084  
Fax: (859) 257-8379  
[toni.greider@uky.edu](mailto:toni.greider@uky.edu)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

INS

**Haddock, Mike**

Assistant Dean, Research, Education  
and Engagement Division  
Kansas State University  
K-State Libraries  
504D Hale Library  
Manhattan KS 66506-1200  
Voice: (785) 532-7418  
Fax: (785) 532-7415  
[haddock@k-state.edu](mailto:haddock@k-state.edu)

SI

**Hale, Gracie**

Equine Information Specialist  
University of Kentucky  
Morris Equine Library  
202 Gluck Equine Research Center  
Lexington KY 40546-0099  
Voice: (859) 257-4757 x81147  
Fax: (859) 257-8542  
[ghale@email.uky.edu](mailto:ghale@email.uky.edu)

PER

**Hamel, Barbara**

Information Services Librarian  
University of Wisconsin-Madison  
Steenbock Memorial Library  
550 Babcock Dr  
Madison WI 53706  
Voice: (608) 263-6373  
Fax: (608) 263-3221  
[bhamel@library.wisc.edu](mailto:bhamel@library.wisc.edu)

INS

**Herold, Philip**

Program Director, Agricultural, Biological  
and Environmental Sciences  
University of Minnesota  
94A Magrath Library  
1984 Buford Ave  
St Paul MN 55108  
Voice: (612) 624-2779  
Fax: (612) 625-3134  
[herol008@umn.edu](mailto:herol008@umn.edu)

PER

**Herring, Eileen**

Agriculture Librarian  
University of Hawaii at Manoa Library  
2550 McCarthy Mall  
Honolulu HI 96822  
Voice: (808) 956-2543  
Fax: (808) 956-2547  
[eherring@hawaii.edu](mailto:eherring@hawaii.edu)

SI

**Hobbs, Shaun**

Global Director Content Development  
CABI  
CABI Head Office  
Nosworthy Way  
Wallingford Oxon OX10 8DE  
UNITED KINGDOM  
Voice: (+44) 149-183-2111  
Fax: (+44) 149-183-3508  
[s.hobbs@cabi.org](mailto:s.hobbs@cabi.org)

SI

**Hurst, Anne S.**

Agricultural and Consumer Sciences  
Bibliographer  
University of Georgia  
Science Library  
Athens GA 30602-7412  
Voice: (706) 542-0155  
Fax: (706) 542-7907  
[ahurst@arches.uga.edu](mailto:ahurst@arches.uga.edu)

PER

**Hutchinson, Barbara**

Director, International Program Development  
and Assistant to the Vice Dean and Director  
Agricultural Experiment Station  
University of Arizona  
College of Agriculture and Life Sciences  
Forbes Bld Room 306A  
Tucson AZ 85721-0036  
Voice: (520) 626-0329  
Fax: (520) 621-7196  
[barbarah@aq.arizona.edu](mailto:barbarah@aq.arizona.edu)

INS

**Hyland, Nan**

Reference and Information Services Coordinator  
Cornell University  
Albert R. Mann Library  
Tower Rd  
Ithaca NY 14853-4301  
Voice: (607) 255-5406  
Fax: (607) 255-0318  
[nch9@cornell.edu](mailto:nch9@cornell.edu)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
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2011

PER

**Jacques, Danielle**

Director  
Canadian Agriculture Library  
Agriculture and Agri-Food Canada  
1341 Baseline Rd Tower 6 Floor1  
Ottawa ON K1A 0C5  
CANADA  
Voice: (613) 773-1448  
Fax: (613) 759-6643  
[jacquesd@agr.gc.ca](mailto:jacquesd@agr.gc.ca)

PER

**Jansen, Hope**

Regional Sales Manager  
CABI  
875 Massachusetts Ave 7th Fl  
Cambridge MA 02139  
Voice: (617) 395-4051  
[h.jansen@cabi.org](mailto:h.jansen@cabi.org)

SI

**Jaros, Oliver J.**

Veterinary Historical Collections Librarian  
Texas A & M University  
Medical Sciences library  
4462 TAMU  
College Station TX 77843-4462  
Voice: (979) 845-7400  
Fax: (979) 845-7493  
[ijaros@medlib.tamu.edu](mailto:ijaros@medlib.tamu.edu)

SI

**Jenda, Claudine**

Agriculture Reference Librarian  
Auburn University  
Ralph Brown Draughon Main Library  
231 Mell St  
Auburn AL 36849-5606  
Voice: (334) 844-1714  
Fax: (334) 844-4424  
[jendaca@auburn.edu](mailto:jendaca@auburn.edu)

SI

**Jones, Shirley Thatcher**

Senior Librarian, Associate Professor,  
Cataloging/Acquisitions  
Samuel Roberts Noble Foundation, Inc.  
2510 Sam Noble Pkwy  
Ardmore OK 73401  
Voice: (580) 224-6262  
[spjones@noble.org](mailto:spjones@noble.org)

INS

**Kaufman, Paula**

University Librarian  
University of Illinois  
1408 W Gregory Dr  
Urbana IL 61801  
Voice: (217) 333-0790  
Fax: (217) 244-4358  
[ptk@illinois.edu](mailto:ptk@illinois.edu)

PER

**Kawasaki, Jodee L.**

Professor, Head, Collection Development  
University of Alaska Anchorage  
Consortium Library  
3211 Providence Dr  
Anchorage AK 99508-4614  
Voice: (907) 786-1875  
Fax: (907) 786-4639  
[jkawasaki@alaska.edu](mailto:jkawasaki@alaska.edu)

SI

**Kelly, Julie**

Science Librarian  
University of Minnesota  
83 Magrath Library  
1984 Buford Ave  
St Paul MN 55108-6040  
Voice: (612) 624-4781  
Fax: (612) 625-3134  
[jkelly@umn.edu](mailto:jkelly@umn.edu)

PER

**Kelly, Julie**

Science Librarian  
University of Minnesota  
83 Magrath Library  
1984 Buford Ave  
St Paul MN 55108-6040  
Voice: (612) 624-4781  
Fax: (612) 625-3134  
[jkelly@umn.edu](mailto:jkelly@umn.edu)

PER

**Kesselman, Martin**

Life Sciences Librarian  
Rutgers University  
Library of Science and Medicine  
165 Bevier Rd  
Piscataway NJ 08854  
Voice: (732) 445-1337 x202  
Fax: (732) 445-5703  
[martyk@rci.rutgers.edu](mailto:martyk@rci.rutgers.edu)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
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2011

PER

**Killion, Vicki**

Head, Health and Life Sciences Division  
Purdue University  
Purdue University Libraries  
504 W State St  
West Lafayette IN 47907-2058  
Voice: 765-494-1417  
[vkillion@purdue.edu](mailto:vkillion@purdue.edu)

PER

**Kilmartin, Patricia Neenan**

Head, Business Development  
CABI  
47 Dundas Dr  
Rochester NY 14625  
Voice: (585) 787-8838  
Fax: (585) 455-1627  
[p.neenan@cabi.org](mailto:p.neenan@cabi.org)

SI

**Kobzina, Norma**

Head, Information Services  
University of California Berkeley  
Marian Koshland Bioscience and  
Natural Resources Library  
2101 Valley Life Services Bldg #6500  
Berkeley CA 94720-6500  
Voice: (510) 643-6475  
Fax: (510) 642-8217  
[nkobzina@library.berkeley.edu](mailto:nkobzina@library.berkeley.edu)

PER

**Kopriva, Noël**

Agriculture, Forestry and Design Librarian  
and Instruction Coordinator  
West Virginia University  
Evansdale Library  
PO Box 6105  
Morgantown WV 26506-6105  
Voice: (304) 293-9747  
Fax: (304) 293-7330  
[noel.kopriva@mail.wvu.edu](mailto:noel.kopriva@mail.wvu.edu)

PER

**Leach, Sandra Sinsel**

Head Librarian  
University of Tennessee  
Webster C. Pendergrass Agriculture  
and Veterinary Medicine Library  
A113 Veterinary Teaching Hospital  
Knoxville TN 37996-4500  
Voice: (865) 974-7922  
Fax: (865) 974-4732  
[sandra-leach@utk.edu](mailto:sandra-leach@utk.edu)

INS

**Leonard, Tom C.**

University Librarian  
University of California Berkeley  
245 Doe Library 6000  
Berkeley CA 94720-6000  
Voice: (510) 642-3773  
Fax: (510) 643-1879  
[tleonard@library.berkeley.edu](mailto:tleonard@library.berkeley.edu)

PER

**Letnes, Louise**

Librarian  
University of Minnesota  
Waite Library Department  
of Applied Economics  
1994 Buford Ave  
St Paul MN 55108-6040  
Voice: (612) 625-1705  
Fax: (612) 625-6245  
[lletnes@umn.edu](mailto:lletnes@umn.edu)

PER

**Level, Allison**

Natural Resources Librarian  
Colorado State University  
Morgan Library  
1019 Campus Delivery  
Fort Collins CO 80523-1019  
Voice: (970) 491-3918  
Fax: (970) 491-1195  
[allison.level@colostate.edu](mailto:allison.level@colostate.edu)

SI

**Lindell, Lisa**

Catalog Librarian  
South Dakota State University  
Hilton M. Briggs Library  
SBL 2115 N Campus Dr  
Brookings SD 57007-1098  
Voice: (605) 688-5561  
Fax: (605) 688-6133  
[lisa.lindell@sdstate.edu](mailto:lisa.lindell@sdstate.edu)

INS

**Liu, Dr. Simon**

National Agricultural Library  
10301 Baltimore Ave Rm 200  
Beltsville MD 20705-2351  
Voice: (301) 504-5248  
Fax: (301) 504-7042  
[simon.liu@ars.usda.gov](mailto:simon.liu@ars.usda.gov)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

PER

**Loews, Donna M.**

Sales Manager  
BIO ONE  
875 Massachusetts Ave  
Cambridge MA 02139  
Voice: (617) 395-4044  
Fax: (617) 395-4045  
[donna.loews@bioone.org](mailto:donna.loews@bioone.org)

INS

**Madison, Olivia M. A.**

Dean of the Library  
Iowa State University  
302 Parks Library  
Ames IA 50011-2140  
Voice: (515) 294-1443  
Fax: (515) 294-2112  
[omadison@iastate.edu](mailto:omadison@iastate.edu)

PER

**Marshall, Nancy**

Distance Information Services Librarian,  
Professor  
South Dakota State University  
H. M. Briggs Library  
Box 2115 North Campus Dr  
Brookings SD 57007-1098  
Voice: (605) 688-5093  
Fax: (605) 688-6133  
[nancy.marshall@sdstate.edu](mailto:nancy.marshall@sdstate.edu)

PER

**Mayer, Pamela**

Library Associate II  
Missouri State University  
Paul Evans Library of Fruit Science  
9740 Red Spring Rd  
Mountain Grove MO 65711-2999  
Voice: (417) 547-7515  
[pmayer@missouristate.edu](mailto:pmayer@missouristate.edu)

PER

**McCarthy, Susan**

Head, Strategic Programs Branch  
National Agricultural Library  
10301 Baltimore Ave  
Beltsville MD 20705-2351  
Voice: (301) 504-5510  
Fax: (301) 504-6951  
[susan.mccarthy@ars.usda.gov](mailto:susan.mccarthy@ars.usda.gov)

PER

**McClusky, Duncan**

Branch Librarian  
University of Georgia  
CAES Tifton Campus Library  
PO Box 748  
Tifton GA 31793  
Voice: (229) 386-3447  
Fax: (229) 391-2501  
[mcclusky@uga.edu](mailto:mcclusky@uga.edu)

PER

**McGeachin, Dr. Rob B.**

Agriculture and Digital Services Librarian  
Texas A & M University  
5000 TAMU  
College Station TX 77843-5000  
Voice: (979) 862-1066  
Fax: (979) 458-0112  
[r-mcgeachin@library.tamu.edu](mailto:r-mcgeachin@library.tamu.edu)

PER

**Merrigan, Sheila**

Information Resources Program Coordinator  
University of Arizona  
Cooperative Extension  
301 Forbes Bldg  
Tucson AZ 85721-0036  
Voice: (520) 626-6543  
Fax: (520) 621-1314  
[merrigan@cals.arizona.edu](mailto:merrigan@cals.arizona.edu)

PER

**Merrill, Margaret C.**

Agriculture Librarian  
Virginia Tech University  
University Libraries  
PO Box 90001  
Blacksburg VA 24062-9001  
Voice: (540) 231-9670  
Fax: (540) 231-9263  
[mmerrill@vt.edu](mailto:mmerrill@vt.edu)

PER

**Mitchell, Cindy**

Library Director  
Ivy Tech Community College Library - Lafayette  
3101 S Creasy Lane  
Lafayette IN 47905  
Voice: (765) 269-5381  
Fax: (765) 269-5383  
[cmitchell42@ivytech.edu](mailto:cmitchell42@ivytech.edu)



UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

INS

**Mitchell, Doris M.**

Dean of Libraries  
North Carolina A & T State University  
F D Bluford Library  
1601 E Market St  
Greensboro NC 27411  
Voice: (336) 285-4153  
Fax: (336) 334-7281  
[mitcheled@ncat.edu](mailto:mitcheled@ncat.edu)

INS

**Moberly, Heather K.**

Professor, Veterinary Medicine Librarian  
Oklahoma State University  
William E. Brock Memorial Library  
102 McElroy Hall  
Stillwater OK 74078-2013  
Voice: (405) 744-6655  
Fax: (405) 744-5609  
[heather.k.moberly@okstate.edu](mailto:heather.k.moberly@okstate.edu)

PER

**Newman, Dr. Katie**

Biotechnology Librarian  
University of Illinois  
Biotechnology Information Center  
2130 Institute for Genomic Biology  
1206 W Gregory Ave MC 195  
Urbana IL 61801-3832  
Voice: (217) 265-5386  
Fax: (217) 244-1800  
[florador@illinois.edu](mailto:florador@illinois.edu)

PER

**Ng Kee Kwong, Rosemay**

Manager, Library, Scientific Information  
and Publications Dept  
Mauritius Sugar Industry Research Institute (MSIRI)  
Moka Rd  
Reduit  
MAURITIUS INDIAN OCEAN  
Voice: (230) 454-1061  
Fax: (230) 454-1971  
[rnkkwong@msiri.mu](mailto:rnkkwong@msiri.mu)

PER

**Nickerson, Robert**

Sales Manager  
CABI  
875 Massachusetts Ave  
Cambridge MA 02139  
Voice: (800) 528-4841  
Fax: (617) 354-6875  
[b.nickerson@cabi.org](mailto:b.nickerson@cabi.org)

PER

**Ochs, Mary**

Director  
Cornell University  
Albert R. Mann Library  
Tower Rd  
Ithaca NY 14853-4301  
Voice: (607) 255-2285  
Fax: (607) 255-0318  
[mao4@cornell.edu](mailto:mao4@cornell.edu)

INS

**O'Clair, Katherine**

Agriculture and Environmental Sciences Librarian  
California Polytechnic State University  
Kennedy Library  
One Grand Ave  
San Luis Obispo CA 93407  
Voice: (805) 756-2690  
Fax: (805) 756-2346  
[koclair@calpoly.edu](mailto:koclair@calpoly.edu)

PER

**Oleen, Jenny**

Scholarly Communications Librarian  
Kansas State University  
K-State Libraries  
414B Hale Library  
Manhattan KS 66506  
Voice: (785) 532-0708  
Fax: (785) 532-6144  
[jkoleen@k-state.edu](mailto:jkoleen@k-state.edu)

HON

**Olsen, Dr. Jan**

Retired  
PO Box 465  
4 Springbriar Ln  
Brooklandville MD 21022

PER

**Olsen, Livia**

Science Reference Generalist  
Kansas State University  
K-State Libraries  
126 Hale Library  
Manhattan KS 66506  
Voice: (785) 532-0738  
[livia@k-state.edu](mailto:livia@k-state.edu)

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2011

INS

**O'Reilly, Carolyn**

Technical Information Specialist  
Monsanto Company  
800 N Lindbergh Blvd MZ R2B  
St Louis MO 63167

Voice: (314) 694-1041

Fax: (314) 694-6001

[carolyn.c.oreilly@monsanto.com](mailto:carolyn.c.oreilly@monsanto.com)

INS

**Page, Jessica**

Librarian  
Ohio State University  
225 Veterinary Medicine Academic Building  
1900 Coffey Rd  
Columbus OH 43210

Voice: (614) 688-8474

Fax: (614) 292-7476

[page.84@osu.edu](mailto:page.84@osu.edu)

SI

**Parker-Gibson, Necia**

Crops, Soils, and Environmental Sciences  
Librarian

University of Arkansas  
University of Arkansas Libraries  
365 N McIlroy Ave  
Fayetteville AR 72701-4002

Voice: (479) 575-4592

Fax: (479) 575-6656

[neciap@uark.edu](mailto:neciap@uark.edu)

INS

**Paster, Amy**

Head, Life Sciences Library  
Pennsylvania State University  
408 Paterno Library  
University Park PA 16802-1811

Voice: (814) 865-3708

Fax: (814) 863-9684

[alp4@psu.edu](mailto:alp4@psu.edu)

SI

**Paulson, Joy**

Digital Collections Librarian  
Cornell University  
Albert R. Mann Library  
Tower Rd  
Ithaca NY 14853-4301

Voice: (607) 255-7950

Fax: (607) 255-0318

[jp243@cornell.edu](mailto:jp243@cornell.edu)

SI

**Pellack, Lorraine**

Head, Science and Technology Department  
Iowa State University  
152 Parks Library  
Ames IA 50011-2140

Voice: (515) 294-5569

Fax: (515) 294-5525

[pellack@iastate.edu](mailto:pellack@iastate.edu)

PER

**Pereira, Monica**

Reference Librarian  
University of Georgia  
PO Box 607

Athens GA 30603-0607

Voice: (706) 542-0696

Fax: (706) 542-6523

[pokey@uga.edu](mailto:pokey@uga.edu)

PER

**Perry, Valerie**

Head Librarian, Agricultural Information Center  
University of Kentucky  
N-24 Agricultural Science Center North  
Lexington KY 40546-0091

Voice: (859) 257-2758

Fax: (859) 323-4719

[vperry@uky.edu](mailto:vperry@uky.edu)

PER

**Pfander, Jeanne**

Associate Librarian  
University of Arizona Library  
744 N Highland Ave  
PO Box 210054

Tucson AZ 85721-0054

Voice: (520) 621-6375

Fax: (520) 621-3655

[pfanderj@u.library.arizona.edu](mailto:pfanderj@u.library.arizona.edu)

PER

**Phillips, Vicki W.**

Head, Science and Engineering  
Oklahoma State University  
1601 McElroy PI  
Stillwater OK 74075

Voice: (405) 744-6309

Fax: (405) 744-5183

[vicki.phillips@okstate.edu](mailto:vicki.phillips@okstate.edu)



UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

SI

**Pisa, Maria G.**

Associate Director for Public Services  
National Agricultural Library  
10301 Baltimore Ave Rm 205  
Beltsville MD 20705-2351  
Voice: (301) 504-5834  
Fax: (301) 504-6951  
[maria.pisa@ars.usda.gov](mailto:maria.pisa@ars.usda.gov)

PER

**Pisa, Maria G.**

Associate Director for Public Services  
National Agricultural Library  
10301 Baltimore Ave Rm 205  
Beltsville MD 20705-2351  
Voice: (301) 504-5834  
Fax: (301) 504-6951  
[maria.pisa@ars.usda.gov](mailto:maria.pisa@ars.usda.gov)

PER

**Porter, Majorie**

Clearinghouse Librarian  
National Agricultural Library  
3903 Morrison St NW  
Washington DC 20015  
Voice: (225) 302-4844  
[jorie.porter@gmail.com](mailto:jorie.porter@gmail.com)

INS

**Poteet-Sill, Lois**

Reference Librarian Agriculture  
and Life Sciences  
Clemson University  
R. M. Cooper Library Reference Unit  
PO Box 343001  
Clemson SC 29634-3001  
Voice: (864) 656-5185  
Fax: (864) 656-7608  
[slois@clermson.edu](mailto:slois@clermson.edu)

INS

**Powell, Andrea**

Sales and Marketing Director  
CABI  
CABI Head Office  
Nosworthy Way  
Wallingford Oxon OX10 8DE  
UNITED KINGDOM  
Voice: (+44) 149-183-2111  
Fax: (+44) 149-182-9198  
[a.powell@cabi.org](mailto:a.powell@cabi.org)

SI

**Ramaswamy, Dr. Mohan**

Research Librarian for Life Sciences  
North Carolina State University  
NCSU Libraries Box 7111  
Raleigh NC 27695-7111  
Voice: (919) 513-3157  
Fax: (919) 515-8264  
[mohan\\_ramaswamy@ncsu.edu](mailto:mohan_ramaswamy@ncsu.edu)

PER

**Reddy, Dr. Deva Eswara**

Associate Professor  
Agriculture and Life Sciences Librarian  
Texas A & M University  
Sterling C. Evans Library  
College Station TX 77843-5000  
Voice: (979) 862-1062  
Fax: (979) 458-0112  
[dereddy@tamu.edu](mailto:dereddy@tamu.edu)  
[devaeredy@library.tamu.edu](mailto:devaeredy@library.tamu.edu)

INS

**Rempel, Hannah**

Agricultural Librarian  
Oregon State University  
121 The Valley Library  
Corvallis OR 97331-4501  
Voice: (541) 737-7602  
Fax: (541) 737-8224  
[hannah.rempel@oregonstate.edu](mailto:hannah.rempel@oregonstate.edu)

SI

**Rempel, Hannah**

Agricultural Librarian  
Oregon State University  
121 The Valley Library  
Corvallis OR 97331-4501  
Voice: (541) 737-7602  
Fax: (541) 737-8224  
[hannah.rempel@oregonstate.edu](mailto:hannah.rempel@oregonstate.edu)

PER

**Ridgway, Richard**

BioManage Services  
4613 Wildhoney Court  
Flower Mound TX 75022-1033  
Voice: (972) 539-9173 (972) 539-1956  
Fax: (972) 539-9629  
[ridgwayr@verizon.ent](mailto:ridgwayr@verizon.ent)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

INS

**Roberts, Juanita M.**  
Treasurer  
1890 Library Directors/Deans Association  
Ford Motor Company Library  
Tuskegee University  
Tuskegee AL 36088  
Voice: (334) 727-8892  
Fax: (334) 727-9282  
[jrobert@tuskegee.edu](mailto:jrobert@tuskegee.edu)

SI

**Royster, Melody**  
Visiting Assistant Science Librarian  
University of Florida  
Marston Science Library  
PO Box 117011  
Gainesville FL 32611-7011  
Voice: (352) 273-2661  
Fax: (352) 392-4787  
[mroyster@uflib.ufl.edu](mailto:mroyster@uflib.ufl.edu)

PER

**Schneider, Karl**  
3KC Natural Solutions  
4145 Main St  
Grasonville MD 21638  
Voice: (410) 310-2250 Cell  
(410) 827-9339  
[krschneider@bluecrab.org](mailto:krschneider@bluecrab.org)

PER

**Shannon, Amy**  
Life Sciences Librarian  
University of Nevada Reno  
Mail Stop 0322 University Libraries  
1664 N Virginia St  
Reno NV 89557-0206  
Voice: (775) 682-6624  
Fax: (775) 784-1046  
[ashannon@unr.edu](mailto:ashannon@unr.edu)

SI

**Simpson-Scott, Lynne**  
Agricultural Sciences Librarian  
Oklahoma State University  
306 Edmon Low Library  
Stillwater OK 74078  
Voice: (405) 744-2135  
Fax: (405) 744-7579  
[lynn.simpson@okstate.edu](mailto:lynn.simpson@okstate.edu)

SI

**Smith, Helen**  
Agricultural Sciences Librarian  
Pennsylvania State University  
408 Paterno Library  
University Park PA 16802-1811  
Voice: (814) 865-3706  
Fax: (814) 863-9684  
[hfs1@psu.edu](mailto:hfs1@psu.edu)

INS

**Staggs-Neel, Jo**  
Reference Librarian  
University of Kentucky  
2-1 William T. Young Library  
500 S Limestone St  
Lexington KY 40506-0456  
Voice: (859) 257-0500 x2112  
Fax: (859) 257-0505  
[jo.staggs-neel@uky.edu](mailto:jo.staggs-neel@uky.edu)

INS

**Steele, Patricia A.**  
Dean of Libraries  
University of Maryland  
6131 McKeldin Library  
College Park MD 20742-7011  
Voice: (301) 405-9128  
Fax: (301) 314-9408  
[pastele@umd.edu](mailto:pastele@umd.edu)

SI

**Straus, Cynthia**  
Electronics Information Manager  
Michigan State University  
MSU Extension  
RM 221 Agriculture Hall  
East Lansing MI 48824-1039  
Voice: (517) 353-4890 x198  
Fax: (517) 353-5341  
[strausc@msu.edu](mailto:strausc@msu.edu)

INS

**Sullenger, Paula**  
Serials Acquisitions Librarian  
Auburn University  
Ralph Brown Draughon Main Library  
231 Mell St  
Auburn AL 36849-5606  
Voice: (334) 844-1725  
Fax: (334) 844-3148  
[sullepa@auburn.edu](mailto:sullepa@auburn.edu)

UNITED STATES AGRICULTURAL INFORMATION NETWORK  
GENERAL MEMBERSHIP  
2011

PER

**Taylor, Mary K.**

Natural Resources Librarian  
Southern Illinois University Carbondale  
Morris Library MC 6632  
605 Agriculture Dr  
Carbondale IL 62901  
Voice: (618) 453-5492  
Fax: (618) 453-5706  
[mtaylor@lib.siu.edu](mailto:mtaylor@lib.siu.edu)

INS

**Teghtmeyer, Suzanne**

Agriculture, Botany and Forestry Librarian  
Michigan State University  
Collections Management  
100 Library  
East Lansing MI 48824-1048  
Voice: (517) 884-0894  
Fax: (517) 432-3532  
[suzirt@gmail.com](mailto:suzirt@gmail.com)

HON

**Thomas, Dr. Sarah**

Bodley's Librarian and Director,  
Oxford University Library Services  
Oxford University Library  
Bodleian Library Broad St  
Oxford OX1 3BG  
UNITED KINGDOM  
Voice: (+44) 18-6527-7166  
Fax: (+44) 18-6527-7187  
[sarah.thomas@ouls.ox.ac.uk](mailto:sarah.thomas@ouls.ox.ac.uk)

PER

**Thorne, Abby**

132 Hemingway Place  
Georgetown KY 40324  
Voice: (859) 539-5810  
[abby.thorne@gmail.com](mailto:abby.thorne@gmail.com)

SI

**Toomer, Dr. Clarence**

Dean of Learning Resources Center and State  
Black Archives and Research Museum  
Alabama A & M University  
J. F. Drake Learning Resources Center  
PO Box 489  
Normal AL 35762  
Voice: (256) 372-4747  
Fax: (256) 372-5768  
[clarence.toomer@aamu.edu](mailto:clarence.toomer@aamu.edu)

SI

**Vuotto, Frank**

Business Librarian  
California Polytechnic State University  
Kennedy Library  
One Grand Ave  
San Luis Obispo CA 93407  
Voice: (805) 756-6247  
Fax: (805) 756-2346  
[fvuotto@calpoly.edu](mailto:fvuotto@calpoly.edu)

INS

**Watkins, Cindy**

Reference and Research Services  
New Mexico State University  
Box 30006 Dept 3475  
Las Cruces NM 88003-0006  
Voice: (505) 646-7484  
Fax: (505) 646-7477  
[cwatkins@lib.nmsu.edu](mailto:cwatkins@lib.nmsu.edu)

PER

**Weaver, Bobbi**

Foreign and International Law  
Reference Librarian  
California Western School of Law  
225 Cedar St  
San Diego CA 92101  
Voice: (619) 525-1497  
[baw@cwsl.edu](mailto:baw@cwsl.edu)

INS

**Weaver-Meyers, Pat**

Library Director  
Samuel Roberts Noble Foundation, Inc.  
2510 Sam Noble Pkwy  
Ardmore OK 73401  
Voice: (580) 224-6261  
Fax: (580) 224-6265  
[plweavermeyers@noble.org](mailto:plweavermeyers@noble.org)

PER

**Weingart, Sandra**

Reference Librarian  
Utah State University  
Merrill-Cazier Library  
3000 Old Main Hil  
Logan UT 84322-3000  
Voice: (435) 797-0739  
[sanwei@cc.usu.edu](mailto:sanwei@cc.usu.edu)

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2011

PER

**Werhane, Amanda**

Plant and Insect Science Librarian  
University of Wisconsin - Madison  
550 Babcock Dr  
Madison WI 53706  
Voice: (608) 890-2684  
[awerhane@library.wisc.edu](mailto:awerhane@library.wisc.edu)

PER

**Whitaker, Susanne**

Public Services Librarian  
Cornell University  
Flower-Sprecher Veterinary Library  
S2 160 Veterinary Education Center  
Ithaca NY 14853-6401  
Voice: (607) 253-3499  
Fax: (607) 253-3090  
[skw2@cornell.edu](mailto:skw2@cornell.edu)

PER

**Williams, Sarah**

Science and Technology Librarian  
Illinois State University  
Milner Library Campus Box 8900  
Normal IL 61790  
Voice: (309) 438-5225  
Fax: (309) 438-3676  
[ssteini@ilstu.edu](mailto:ssteini@ilstu.edu)

PER

**Wilson, Pat**

Director of Digital Scholarship  
University of Kentucky  
1-15 William T. Young Library  
500 S Limetone St  
Lexington KY 40506-0456  
Voice: (859) 257-0500 x2011  
Fax: (859) 257-8379  
[pwilson@email.uky.edu](mailto:pwilson@email.uky.edu)

PER

**Youngen, Gregory K.**

Veterinary Medicine Librarian  
University of Illinois  
Veterinary Medicine Library  
2001 S Lincoln Ave  
Urbana IL 61802  
Voice: (217) 333-8778  
Fax: (217) 333-2286  
[youngen@illinois.edu](mailto:youngen@illinois.edu)

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INS

**1890 Library Directors/Deans Association**

Juanita M. Roberts  
Treasurer  
Ford Motor Company Library  
Tuskegee University  
Tuskegee AL 36088  
Voice: (334) 727-8892  
Fax: (334) 727-9282  
[jrobert@tuskegee.edu](mailto:jrobert@tuskegee.edu)

INS

**Auburn University**

Paula Sullenger  
Serials Acquisitions Librarian  
Ralph Brown Draughon Main Library  
231 Mell St  
Auburn AL 36849-5606  
Voice: (334) 844-1725  
Fax: (334) 844-3148  
[sullepa@auburn.edu](mailto:sullepa@auburn.edu)

INS

**CABI**

Andrea Powell  
Sales and Marketing Director  
CABI Head Office  
Nosworthy Way  
Wallingford Oxon OX10 8DE  
UNITED KINGDOM  
Voice: (+44) 149-183-2111  
Fax: (+44) 149-182-9198  
[a.powell@cabi.org](mailto:a.powell@cabi.org)

INS

**California Polytechnic State University**

Katherine O'Clair  
Agriculture and Environmental Sciences Librarian  
Kennedy Library  
One Grand Ave  
San Luis Obispo CA 93407  
Voice: (805) 756-2690  
Fax: (805) 756-2346  
[koclair@calpoly.edu](mailto:koclair@calpoly.edu)

INS

**Clemson University**

Lois Poteet-Sill  
Reference Librarian Agriculture  
and Life Sciences  
R. M. Cooper Library Reference Unit  
PO Box 343001  
Clemson SC 29634-3001  
Voice: (864) 656-5185  
Fax: (864) 656-7608  
[slois@clermson.edu](mailto:slois@clermson.edu)

INS

**Cornell University**

Nan Hyland  
Reference and Information Services Coordinator  
Albert R. Mann Library  
Tower Rd  
Ithaca NY 14853-4301  
Voice: (607) 255-5406  
Fax: (607) 255-0318  
[nch9@cornell.edu](mailto:nch9@cornell.edu)

INS

**Iowa State University**

Olivia M. A. Madison  
Dean of the Library  
302 Parks Library  
Ames IA 50011-2140  
Voice: (515) 294-1443  
Fax: (515) 294-2112  
[omadison@iastate.edu](mailto:omadison@iastate.edu)

INS

**Kansas State University**

Mike Haddock  
Assistant Dean, Research, Education  
and Engagement Division  
K-State Libraries  
504D Hale Library  
Manhattan KS 66506-1200  
Voice: (785) 532-7418  
Fax: (785) 532-7415  
[haddock@k-state.edu](mailto:haddock@k-state.edu)

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INS

**Michigan State University**

Suzanne Teghtmeyer  
Agriculture, Botany and Forestry Librarian  
Collections Management  
100 Library  
East Lansing MI 48824-1048  
Voice: (517) 884-0894  
Fax: (517) 432-3532  
[suzirt@gmail.com](mailto:suzirt@gmail.com)

INS

**Mississippi State University**

Frances Coleman  
Dean of Libraries  
Mitchell Memorial Library  
PO Box 5408  
Mississippi State MS 39762-5408  
Voice: (662) 325-0812  
Fax: (662) 325-4263  
[fcoleman@library.msstate.edu](mailto:fcoleman@library.msstate.edu)

INS

**Monsanto Company**

Carolyn O'Reilly  
Technical Information Specialist  
800 N Lindbergh Blvd MZ R2B  
St Louis MO 63167  
Voice: (314) 694-1041  
Fax: (314) 694-6001  
[carolyn.c.oreilly@monsanto.com](mailto:carolyn.c.oreilly@monsanto.com)

INS

**National Agricultural Library**

Dr. Simon Liu  
10301 Baltimore Ave Rm 200  
Beltsville MD 20705-2351  
Voice: (301) 504-5248  
Fax: (301) 504-7042  
[simon.liu@ars.usda.gov](mailto:simon.liu@ars.usda.gov)

INS

**New Mexico State University**

Cindy Watkins  
Reference and Research Services  
Box 30006 Dept 3475  
Las Cruces NM 88003-0006  
Voice: (505) 646-7484  
Fax: (505) 646-7477  
[cwatkins@lib.nmsu.edu](mailto:cwatkins@lib.nmsu.edu)

INS

**North Carolina A & T State University**

Doris M. Mitchell  
Dean of Libraries  
F D Bluford Library  
1601 E Market St  
Greensboro NC 27411  
Voice: (336) 285-4153  
Fax: (336) 334-7281  
[mitcheld@ncat.edu](mailto:mitcheld@ncat.edu)

INS

**North Carolina State University**

Debra L. Currie  
Collection Manager, Agricultural  
and Environmental Sciences  
NCSU Libraries Box 7111  
Raleigh NC 27695-7111  
Voice: (919) 515-7556  
Fax: (919) 513-1108  
[debbie\\_currie@ncsu.edu](mailto:debbie_currie@ncsu.edu)

INS

**Ohio State University**

Jessica Page  
Librarian  
225 Veterinary Medicine Academic Building  
1900 Coffey Rd  
Columbus OH 43210  
Voice: (614) 688-8474  
Fax: (614) 292-7476  
[page.84@osu.edu](mailto:page.84@osu.edu)

INS

**Oklahoma State University**

Heather K. Moberly  
Professor, Veterinary Medicine Librarian  
William E. Brock Memorial Library  
102 McElroy Hall  
Stillwater OK 74078-2013  
Voice: (405) 744-6655  
Fax: (405) 744-5609  
[heather.k.moberly@okstate.edu](mailto:heather.k.moberly@okstate.edu)

INS

**Oregon State University**

Hannah Rempel  
Agricultural Librarian  
121 The Valley Library  
Corvallis OR 97331-4501  
Voice: (541) 737-7602  
Fax: (541) 737-8224  
[hannah.rempel@oregonstate.edu](mailto:hannah.rempel@oregonstate.edu)

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INS

**Pennsylvania State University**

Amy Paster  
Head, Life Sciences Library  
408 Paterno Library  
University Park PA 16802-1811  
Voice: (814) 865-3708  
Fax: (814) 863-9684  
[alp4@psu.edu](mailto:alp4@psu.edu)

INS

**Samuel Roberts Noble Foundation, Inc.**

Pat Weaver-Meyers  
Library Director  
2510 Sam Noble Pkwy  
Ardmore OK 73401  
Voice: (580) 224-6261  
Fax: (580) 224-6265  
[plweavermeyers@noble.org](mailto:plweavermeyers@noble.org)

INS

**South Dakota State University**

David Gleim  
Dean of Libraries  
Hilton M. Briggs Library  
SBL 2115 N Campus Dr  
Brookings SD 57007-1098  
Voice: (605) 688-5106  
Fax: (605) 688-6133  
[david.gleim@sdstate.edu](mailto:david.gleim@sdstate.edu)

INS

**Texas A & M University**

Esther Carrigan  
Associate Dean and Director of Medical  
Sciences Library  
Medical Sciences Library  
4462 TAMU  
College Station TX 77843-4462  
Voice: (979) 845-7540  
Fax: (979) 845-7493  
[ecarrigan@library.tamu.edu](mailto:ecarrigan@library.tamu.edu)

INS

**University of Arkansas**

Judy Ganson  
Director for Collections Management  
Services and Systems  
University of Arkansas Libraries  
365 N McIlroy Ave  
Fayetteville AR 72701-4002  
Voice: (479) 575-2130  
Fax: (479) 575-6656  
[jganson@uark.edu](mailto:jganson@uark.edu)

INS

**University of California Berkeley**

Tom C. Leonard  
University Librarian  
245 Doe Library 6000  
Berkeley CA 94720-6000  
Voice: (510) 642-3773  
Fax: (510) 643-1879  
[tleonard@library.berkeley.edu](mailto:tleonard@library.berkeley.edu)

INS

**University of Florida**

Valrie Davis  
Agricultural Sciences Outreach Librarian  
Marston Science Library  
PO Box 117011  
Gainesville FL 32611-7011  
Voice: (352) 273-2880  
Fax: (352) 392-4787  
[vdavis@uflib.ufl.edu](mailto:vdavis@uflib.ufl.edu)

INS

**University of Georgia**

Serials Department  
320 S Jackson St  
Athens GA 30605  
Voice: (706) 542-7460  
[chjack@uga.edu](mailto:chjack@uga.edu)

INS

**University of Illinois**

Paula Kaufman  
University Librarian  
1408 W Gregory Dr  
Urbana IL 61801  
Voice: (217) 333-0790  
Fax: (217) 244-4358  
[ptk@illinois.edu](mailto:ptk@illinois.edu)

INS

**University of Kentucky**

Jo Staggs-Neel  
Reference Librarian  
2-1 William T. Young Library  
500 S Limestone St  
Lexington KY 40506-0456  
Voice: (859) 257-0500 x2112  
Fax: (859) 257-0505  
[jo.staggs-neel@uky.edu](mailto:jo.staggs-neel@uky.edu)

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INS

**University of Maine**

Jim Bird  
Department Head  
5729 Raymond H. Fogler Library  
Orono ME 04469-5729  
Voice: (207) 581-1655  
Fax: (207) 581-1594  
[jim.bird@umit.maine.edu](mailto:jim.bird@umit.maine.edu)

INS

**University of Maryland**

Patricia A. Steele  
Dean of Libraries  
6131 McKeldin Library  
College Park MD 20742-7011  
Voice: (301) 405-9128  
Fax: (301) 314-9408  
[pastele@umd.edu](mailto:pastele@umd.edu)

INS

**University of Minnesota**

Philip Herold  
Program Director, Agricultural, Biological  
and Environmental Sciences  
94A Magrath Library  
1984 Buford Ave  
St Paul MN 55108  
Voice: (612) 624-2779  
Fax: (612) 625-3134  
[herol008@umn.edu](mailto:herol008@umn.edu)



# United States Agricultural Information Network Bylaws

## United States Agricultural Information Network Bylaws

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### Article I. Name, Scope, and Objectives ([top](#))

**Section 1.** The name of this organization shall be the United States Agricultural Information Network, hereinafter referred to as the Network. The scope of the Network shall include information activities relating to agriculture, food, human ecology, natural resources, and rural sociology. In these Bylaws, the terms "agriculture" and "agricultural" will be used in a broad sense to encompass these related fields.

**Section 2.** This Network is organized for educational and scientific purposes, and is dedicated to the support of agricultural research, education, and applied agriculture. The objectives of the Network shall be: to provide a forum for discussion of agricultural issues; to take a leadership role in the formation of a national information policy as related to agriculture; to make recommendations to the National Agricultural Library (NAL) on agricultural information matters; and, to promote cooperation and communication among its members in order to strengthen agricultural libraries and other sources of agricultural information.

### Article II. Membership ([top](#))

**Section 1.** The membership of the Network shall consist of the following classes of members: Individual, Institutional, Student, and Honorary. Any person or institution involved with or interested in agricultural information may become a member of the Network by complying with the provisions of the Bylaws.

**Section 2.** Individual Members are persons involved with or interested in access to agricultural information, such as information and communications technology, provision of electronic agricultural resources, teaching of agricultural sciences, preservation of agricultural information, or other information activities relating to agriculture.

**Section 3.** Institutional Members include libraries, information centers, government agencies, companies and corporations, not-for-profit organizations, and academic institutions (including, but not limited to, Land Grant and 1890 Land Grant Universities) involved with agricultural information. The authorized representatives of an Institutional Member shall be up to two persons designated in writing by the appropriate administrator at any time before the meeting or elections in which the representative is to vote.

**Section 4.** Student Members are persons currently enrolled in a graduate library or information science degree program with interests similar to those stated for Individual members (see Article II. Section 2). Student member status is limited to a maximum of five years.

**Section 5.** An Honorary Member shall be an individual elected to this honor by the Network, either as an outstanding individual in the field of agricultural information or for outstanding service to the Network. At the time of election, a candidate shall not be an Individual, Institutional, or Student Member of the Network. Nominations with supporting documentation shall be presented in writing to

the President and may be proposed by one or more Network members; nominations will be presented to the membership with the recommendation of the Executive Council.

**Section 6.** Individual and Institutional Members shall have the right to vote and to hold any elective office or appointive position. Any authorized representative of an Institutional Member who also holds an Individual Membership shall have the right to cast one vote as an Individual Member and one vote as an Institutional Member. Student Members shall have the right to vote and may serve as members of committees or interest groups except where otherwise noted in the By-Laws, but not as chair or convener. Student Members shall not serve on the Executive Council. The rights and benefits of Honorary Members shall be determined by the Executive Council.

**Section 7.** The membership and fiscal year shall be the calendar year.

**Section 8.** Dues shall be determined by majority vote of ballots returned after advance notice of Executive Council or Network membership discussion of any proposed change. Any Individual, Institutional, or Student Member who has not paid dues by January 31st shall be terminated as a member; however, a member so terminated may be reinstated upon procedures adopted by the Executive Council.

### **Article III. Executive Council** [\(top\)](#)

**Section 1.** There shall be an Executive Council, hereinafter referred to as the Council, that shall have the power and authority to manage the affairs of the Network between meetings of the membership. The Council shall act on behalf of the Network, be responsible for its fiscal affairs and budgeting, and be responsible for overall planning. The Council shall determine all policies for the Network, within the limits of the Bylaws, shall take such actions as it considers necessary to carry out the objectives of the Network, and shall perform such other functions as the membership may direct.

**Section 2.** The Council shall consist of eleven Councilors, ten elected and one ex officio. The ten elected Councilors shall be the President, the President-Elect, the Secretary / Treasurer, the most recent Past President, and six Directors, nominated and elected as stipulated in these Bylaws. The ex-officio Councilor shall be a representative of the National Agricultural Library and shall be a non-voting member of the Council.

**Section 3.** The ten elected Councilors shall take office as of June 1st following their election and shall serve until May 31st at the end of their term of office. Notwithstanding, if there is a delay in balloting and elections, all members of the Council shall serve until their successors are elected and assume their duties. The President-Elect will serve for one year, succeeding to the office of President in the second year and remaining on the Council as the most recent Past President in the third year. The Secretary/ Treasurer and the Directors will serve two-year terms, with a maximum of two consecutive terms. Three Directors shall be elected annually.

**Section 4.** The Council shall hold at least one meeting annually and may hold additional meetings upon call of the President or upon written request (including electronic mail) of any two members of the Council. Meetings of the Council shall be open to members of the Network and, by invitation of the President, to nonmembers. Six member of the Council shall constitute a quorum.

**Section 5.** Whenever in the judgment of the President, a question arises that should be put to a vote of the entire Council and cannot await a regular or special meeting, the Council may vote by mail ballot, telephone, or electronic means on such questions, provided that all members of the Council have consented to having such a vote conducted by such stated means, and that a two-thirds affirmative vote of all Council members with voting privileges must be received for a measure to pass.

### **Article IV. Officers** [\(top\)](#)

**Section 1.** The President shall be the chief executive officer of the Network and, subject to the Council, shall have general supervision and control over its affairs. The President shall recommend to the Council such measures as are considered desirable to further the objectives and broaden the effectiveness of the Network; shall prepare the annual summary of USAIN activities for the business meetings held at ALA and SLA annual conferences; shall set the agendas for all Council meetings and all business meetings of the membership; and shall appoint the chairs of all Standing Committees

except Nominations/Elections Committee and any committees that are designated at establishment as being chaired by the holders of specific Council positions. With the Secretary/Treasurer, the President shall sign all contracts and legal documents, unless otherwise determined by the Council. In the event of disability or withdrawal of the President, the title and all duties and obligations shall be assumed by the President-Elect. Should further succession to the office become necessary, the title, duties, and obligations shall be assumed by the most recent Past President. A Director shall fill a vacancy on the Council created by such succession.

**Section 2.** The President-Elect shall assist the President in the performance of the duties of the office and shall perform such other duties as the President or Council may assign.

**Section 3.** The Past-President shall provide pertinent files on past Network activities and plans to the President; shall prepare a report on the past year to assist the President in assuming the responsibilities of the office; shall chair the Nominations/Elections Committee; and shall perform such other duties as the President or Council may assign.

**Section 4.** The Secretary/Treasurer supervises the financial records of the Network and of the Council; shall furnish such financial statements as may be required by the Council; shall submit a statement of account of the Network's funds at each Council and membership meeting; shall supervise all mailings concerned with Network business except for election ballots; shall chair any Network committee or task force concerned with finances; and, shall be the Council's liaison with the Network committee concerned with membership. With the President, the Secretary/Treasurer shall sign all contracts and other legal documents and shall sign all checks drawn upon Network funds, unless otherwise determined by the Council. The Secretary/Treasurer shall also perform such other duties as the President or Council may assign.

**Section 5.** Each Director shall be assigned Committee Liaison responsibilities as determined by the President. Directors shall also perform other duties as the President or the Council may assign.

**Section 6.** A vacancy in the membership of the Council shall be filled by majority vote of the remaining members of the Council, this Council-elected member to serve until the next annual election. A vacancy in the office of President-Elect or most recent Past President shall be filled from among the Directors.

## **Article V. Meetings** [\(top\)](#)

**Section 1.** Business meetings of the Network will be held at program meetings of the Network. They may also be held in conjunction with conferences of the American Library Association, the Special Libraries Association, and/or other appropriate professional organizations. The USAIN President will call and schedule such meetings.

**Section 2.** Special business meetings may be held upon call of the Council or by petition of fifteen members of the Network. Notice of a special meeting shall specify the business to be transacted, and no business other than that stated in the notice shall be considered.

**Section 3.** A quorum for the transaction of business shall be fifteen voting members. If action by the membership is required and a quorum has not been present at a regular or special business meeting, any question may be resolved by a majority vote of returned ballots, provided that (a) the balloting procedure has been approved by two-thirds of the Council and that (b) thirty percent of the Network members have voted on the question.

**Section 4.** The Secretary/Treasurer shall provide that written notice of all business meetings is sent to the membership at least 30 days before each regular or special business meeting.

**Section 5.** Program meetings (national or regional conferences) may be held at such times and places as the Council may direct. Program meetings shall be held at least every three years.

## **Article VI. Committees** [\(top\)](#)

**Section 1.** Standing and Special Project Committees shall be established by the Council. All Committees shall be responsible to the Council, which will delegate such powers and functions to

them as the Council finds desirable for the conduct of their business and for carrying out the objectives of the Network. Committees shall report annually to the Council and shall provide additional reports upon request of the Council or the President.

**Section 2.** The President shall appoint the chairs of all Standing Committees except the Nominations/Elections Committee and any committees that are designated at establishment as being chaired by the holders of specific Council positions; members of all Standing Committees except the Nominations/Elections Committee may be appointed either by the President or by the Committee Chair. Appointments to Standing Committees shall be made to provide continuity of membership. No member may serve on any one Committee in excess of four consecutive years.

**Section 3.** Special Project Committees shall be established to meet specific needs of the Network not met by a Standing Committee. They may be of short or long-term duration, according to the parameters of the project. The President shall appoint either a chair or two co-chairs to head each Special Project Committee and shall appoint the members of each Committee in consultation with the chair/co-chair. The President shall either serve, ex officio, on all Special Project Committees or designate another member of the Executive Council to serve. The President may solicit recommendation from current or past members of a Special Project Committee when making appointments. Consideration should be given to staggering appointments to long-term Special Project Committees to provide both continuity and fresh ideas/ approaches.

#### **Article VII. Interest Groups [\(top\)](#)**

**Section 1.** Interest Groups relating to areas of interest actively represented among the membership of the Network may be established by petition of fifteen members and with the approval of the Council. The activities of each Interest Group shall include, but not be limited to: advising the Council on matters pertaining to the Group's area of interest; collecting and disseminating information concerning its special interest; and, organizing USAIN Conference programs related to such interest.

**Section 2.** All members may participate in the activities of all Interest Groups whose concerns they share.

**Section 3.** Interest Groups may meet at their discretion, or they may engage in ongoing Council-approved activities, which do not require face-to-face meetings. Interest Group Conveners may be appointed by the President or elected by the Group from among their number, with the approval of Council. Further organizational structure is not required but may be developed, with the approval of Council, if necessitated by a Group's activities. Interest Groups shall report annually to the Council and shall provide such other reports as requested by the Council or President. Inactive Interest Groups may be dissolved by the Council.

#### **Article VIII. Network Affiliations and Liaisons [\(top\)](#)**

**Section 1.** The Executive Council may vote to affiliate the Network with any national, regional or international organization whose objectives are consistent with those of the Network, provided that any associated costs are covered within the Network's budget. Network Representatives to such organizations shall be authorized by the Council and appointed by the President; they shall report annually to the Council and shall provide such other reports as requested by the Council or the President.

**Section 2.** The President, subject to approval of the Council, may appoint liaisons to other organizations, agencies, and meetings of other associations. Liaisons shall report annually to the Council and shall provide other reports as requested by the Council or President.

#### **Article IX. Nominations and Elections [\(top\)](#)**

**Section 1.** There shall be a Nominations/Elections Committee consisting of three voting members, one of whom shall be the most recent Past President, and no one of whom should be a candidate at the succeeding election. This Committee shall be appointed by the Council no later than September 1st of each year and shall be representative of the geographic distribution of the Individual and Institutional categories of membership. Members of the Committee shall serve one-year terms, and no more than three consecutive terms.

**Section 2.** Each year the Nominations/Elections Committee shall present two candidates for President-elect and two candidates for each open Director position, in accordance with the provisions of Article III, Section 2. In alternate years, the Committee shall also present two candidates for Secretary/Treasurer. The Committee shall aggressively solicit the names of suggested candidates from the membership, so as to present a slate of nominees that is representative of the composition of the membership, and shall obtain the written acceptance of each nominee prior to submission of its pre-election report. The proposed slate shall be presented to the Council on or before February 1st.

**Section 3.** Election information shall be sent to each member no later than March 15th. If feasible, the election shall be conducted electronically, with election information provided by electronic means. The chair of the Committee shall be responsible for the official ballot. The qualifications of each nominee shall accompany the ballot. The ballot will include a space for write-in candidates. Every effort shall be made to ensure a fair election and confidentiality of the election. The candidates receiving the largest number of votes for each office shall be declared elected. In case of a tie vote, lot conducted by the Chair of the Nominations/Elections Committee shall determine the successful candidate.

#### **Article X. Authority [\(top\)](#)**

**Section 1.** These bylaws and the standing rules of the Network shall govern this organization.

**Section 2.** The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for the Network on matters not governed by the bylaws and the standing rules.

#### **Article XI. Amendment of the Bylaws [\(top\)](#)**

**Section 1.** Amendments may be proposed by The Council, the Network committee concerned with the Bylaws, or by petition of at least fifteen voting members of the Network. Proposals originating in the Council or in the Committee shall be approved by a two-thirds vote of the Council before submission to the membership. Proposals originating by petition shall be submitted in writing to the Council and shall be presented to the membership with the recommendation of the Council.

**Section 2.** Notice containing the text of any proposal shall be sent to each voting member at least thirty days before the business meeting at which it is to be discussed. If approved by a majority vote at the meeting, the proposal shall be submitted to the entire voting membership for final decision by ballot. A two-thirds vote of the returned ballots shall be required for approval. If feasible, the vote shall be conducted electronically, with the proposal provided by electronic means.

#### **Article XII. Dissolution of the Network [\(top\)](#)**

**Section 1.** In the event that at some future time it should be determined that the Network is no longer serving the purposes for which it was organized, dissolution may be accomplished by the adoption of a resolution that the Network be dissolved. This resolution, which shall be preceded by a preamble setting forth the reasons for the dissolution, requires for its adoption the same notice and vote as to amend these Bylaws (see [Article XI](#) above).

**Section 2.** The resolution of dissolution shall be coupled with other resolutions relating to administrative details and directing the disposition of the Network's assets, in accordance with any federal and state tax law which apply.

**Approved at the USAIN Virtual Business Meeting, October 18, 2010**

**Approved by Entire Voting Membership, December 15, 2010**