

**MS. BROOKE FOX, MS, CA**  
CURRICULUM VITAE

Waring Historical Library  
175 Ashley Ave., MSC 403  
Charleston, SC 29425  
843-792-6477 / [foxeb@musc.edu](mailto:foxeb@musc.edu)

**EDUCATION**

***Master of Science in Library Science, Archives Management Concentration*** 1998  
Simmons College, Graduate School of Library and Information Sciences, Massachusetts

***Bachelor of Arts in Philosophy, History Minor*** 1996  
Salisbury University, Salisbury, Maryland

**PROFESSIONAL CERTIFICATION**

***Certified Archivist***, Academy of Certified Archivists 2000 – 2025

**HONORS AND AWARDS**

***Archivist of the Year***, South Carolina Archival Association 2012

***Program Innovation Award***, South Carolina Archival Association 2011

***Outstanding Service Award***, Office of NIH History, National Institutes of Health 2005

***Award for Excellence***, Office of Communications and Public Liaison,  
Office of the Director, National Institutes of Health 2003

***Outstanding Service Award***, Office of NIH History, National Institutes of Health 2002

***Hewlett Award***, History Associates Incorporated 2001

**PROFESSIONAL EXPERIENCE**

***Associate Professor and University Archivist*** August 2007 - present  
Waring Historical Library, Medical University of South Carolina  
Charleston, South Carolina

- Manages the MUSC University Archives;
- Oversees the acquisition, processing, cataloging, and preservation of permanent records;
- Solicits transfer of archival records from departments and collaborate with the MUSC Records Center in transferring permanent records;
- Provides training to administrators, faculty, and staff on archival records and general files management;
- Recruits, trains, and supervises part-time staff, interns and volunteers;
- Provides reference and research services;
- Solicits and administers grants;
- Develops and manages outreach activities;
- Manages the oral history program, including conducting interviews and providing oral history training to staff and volunteers;

- Curates and installs physical and online exhibits

**Archivist/Records Manager**

November 2002 – July 2007

Office of NIH History and Stetten Museum  
National Institutes of Health  
Bethesda, Maryland

- Administered archival collections, including appraisal, acquisition and accessioning of records, processing collections, cataloging, and preservation;
- Provided daily reference services to NIH staff and external researchers;
- Collaborated with the National Archives and the NIH records officer in promoting records management and the NIH records schedule within the NIH community;
- Consulted on archival issues with NIH scientists and administrators;
- Developed outreach activities to promote the History Office and its collections;
- Developed, implemented, and managed policies and procedures for collecting materials and for accessing the archives;
- Collaborated with IT staff in designing a database for cataloging archival collections.

**Archivist/Records Manager**

February 1999 – November 2002

History Associates Incorporated  
Rockville, Maryland

Full-time archivist/records manager assigned to various overlapping contract projects, including:

**National Park Service, Fort Union Trading Post National Historic Site**

Williston, North Dakota

November 2002

- Processed and cataloged 14 linear feet of historic park textual records.

**National Park Service, Grand Portage National Monument**

Grand Marais, Minnesota

April 2002

- Processed and cataloged 4.5 linear feet of historic park textual records;
- Provided recommendations for processing the photographic images collection and architectural drawings and maps.

**Smithsonian Institution Archives**

November 2001 – March 2002

Washington, DC

- Developed and implemented a central file plan;
- Inventoried office records, interviewed records custodians concerning the purpose and use of the records, identified central files, developed retention and disposition schedules, transferred files into a central location, and prepared reports addressing issues and concerns encountered during the project which included recommendations for maintaining the file plan.

**National Park Service, Pipestone National Monument**

Pipestone, Minnesota

October 2001 – January 2002

- Processed and cataloged 2 linear feet of park reference records;
- Made recommendations for processing the photographic images collection.

**Office of NIH History, National Institutes of Health**

April 2001 – October 2002

Bethesda, Maryland

- Organized historical collections of the Office and improved access to them;

- Created file plan, designated supplies required for project implementation, reboxed files and labeled folders;
- Created file indexes to serve as finding aids for records and developed procedures for accessioning records into current office system;
- Designed and implemented a collection development policy;
- Provided reference services to researchers and NIH staff.

**Howard Hughes Medical Institute Archives** June – December 2001  
Chevy Chase, Maryland

- Processed a discreet series of personal papers.

**University of Maryland at Baltimore** April – June 2001  
Baltimore, Maryland

- Cataloged architectural records into an Access database system.

**IBM Archives** January 1999 – March 2001  
Kingston, New York

- Served as project archivist on a team that organized the historical records of one of the world's largest corporations. Worked with a wide variety of textual and non-textual records;
- Fulfilled duties including all aspects of processing, including arrangement, preservation, rehousing, and labeling. Made appraisal decisions as necessary. Created records hierarchies and did extensive descriptive work, such as folder-level and series-level descriptions;
- Wrote progress reports on a regular basis, participated in corporate marketing activities, and performed other duties as assigned.

**Reference & Children's Librarian** April 1999 – October 2000  
The Kingston Public Library,  
Kingston, New York

**Archives Assistant** September 1996 – December 1997  
Harvard Business School, Historical Collections,  
Cambridge, Massachusetts

**Interlibrary Loan Assistant** September 1995 – April 1996  
Baker Library, Salisbury University  
Salisbury, Maryland

**Curatorial Assistant** September 1995 – April 1996  
Furnace Town Living Heritage Village  
Snow Hill, Maryland

**Archives Assistant** June – August 1995/1996  
Special Collections & University Archives  
J. Murray Atkins Library, University of North Carolina – Charlotte  
Charlotte, North Carolina

## **INTERNSHIPS**

**Archives Intern** May – August 1998  
Presbyterian Historical Society  
Montreat, North Carolina

**Records Management Intern**

Jackson Homestead Museum  
Newton, Massachusetts

September – December 1997

**Archives Intern**

Special Collections & University Archives  
J. Murray Atkins Library, University of North Carolina – Charlotte  
Charlotte, North Carolina

June – August 1994, 1995, 1996

**TEACHING EXPERIENCE**

Fox, B. (2020, February 11). *The Purge: MUSC Library Edition*. Instructor for a seminar on preparing records for a move at the MUSC Library, Charleston, SC.

Fox, B. (2020, February 20). *The Purge: MUSC Library Edition*. Instructor for a seminar on preparing records for a move at the MUSC Library, Charleston, SC.

Fox, B. (2017, November 7). *Keeping Records: An Introduction to Archives and Records Management at MUSC.* Instructor for a seminar at the MUSC Library, Charleston, SC.

Fox, B. (2017, March 23). *Keeping Records: An Introduction to Archives and Records Management at MUSC.* Instructor for a seminar at the MUSC Library, Charleston, SC.

Fairchild, M. J., Fox, B. (2012, January 20). *Introduction to Oral History*. Instructor for a Lowcountry Oral History Alliance (LOHA) workshop at the Miller F. Whittaker Library, South Carolina State University, Orangeburg, SC.

Fox, B., Robbins, E. Taylor, K. (2011, March 30). *Oral History in the Archives: From Planning to Preservation*. Pre-conference workshop instructor at the Society of North Carolina Archivists (SNCA) and the South Carolina Archival Association (SCAA) Joint Meeting, Morehead City, NC.

Recruit, train, and supervise students in archival processing projects, 2008 – present.

**PUBLICATIONS AND BOOK REVIEWS****BOOKS**

Susan Dick Hoffius and E. Brooke Fox. *Medical University of South Carolina*. Mount Pleasant, SC: Arcadia Pub., 2011.

**ARTICLES**

Lisa Kerr, **Brooke Fox**, et al. "Minding the Gap: One Institution's Strategy for Infusing Health Humanities into Multiple Academic Programs across a Graduate Health Science University." *Blog/Medical Humanities*. BMJ Journals, <https://blogs.bmj.com/medical-humanities/2019/12/02/minding-the-gap-one-institutions-strategy-for-infusing-health-humanities-into-multiple-academic-programs-across-a-graduate-health-science-university-2/>. Published December 2019.

Tabitha Samuel and Brooke Fox. "Constructing history: digital collections and online exhibit highlight the history of the architectural expansion of MUSC." *The Watermark*, Winter 2017: 52-54.

Tabitha Samuel and Brooke Fox. "Constructing history: digital collections and online exhibit highlight the history of the architectural expansion of MUSC." *SCDL Newsletter*, December 2016: 18-19.

Brooke Fox. "Marguerite Andell's World War I scrapbook: From battlefield experience to local nursing pioneer." *Charleston Mercury*, May 2015: 22.

Jennifer M. Welch, MLIS; Susan D. Hoffius, MS; E. Brooke Fox, MS. "Archives, accessibility, and advocacy: a case study of strategies for creating and maintaining relevance." *Journal of the Medical Library Association*. 2011 Jan; 99 (1): 57-60. (Peer-reviewed)

Brooke Fox. "Partners in history: College of Nursing works with MUSC Archives to help preserve history." *Lifelines*, 7 (1) Spring/Summer 2010: 23.

## BOOK REVIEWS

Fox, B. "Health Care for Some: Rights and Rationing in the United States Since 1930," by Beatrix Hoffman. *The Watermark*, 37 (4) Fall 2014: 38-39.

Fox, B. "Neurasthenic Nation: America's Search for Health, Happiness, and Comfort, 1869-1920," by David G. Schuster. *The Watermark*, 35 (4) Fall 2012: 41-42.

Fox, B. "Fit to Be Tied: Sterilization and Reproductive Rights in America, 1950-1980," by Rebecca M. Kluchin. *The Watermark*, 34 (3) Summer 2011: 71-72.

Fox, B. "Condom Nation: The U.S. Government's Sex Education Campaign from World War I to the Internet," by Alexandra M. Lord. *The Watermark*, 33 (4), Fall 2010: 48-49.

Fox, B. "The State Library and Archives of Texas: A History," 1835-1962, by David B. Gracy II. *Provenance: Journal of the Society of Georgia Archivists*, Vol. 28, 2010: 121-123.

## PRESENTATIONS AND POSTERS

### INVITED PRESENTATIONS

Fox, B. (2020, March 26). *Feminine Pulchritude: Women at MUSC*. Guest Lecturer for IP 732, Topics in the History of the Health Sciences, Medical University of South Carolina, Charleston, SC.

Fox, B. (2018, March 7). *Feminine Pulchritude: Women at MUSC*. Guest Lecturer for IP 732, Topics in the History of the Health Sciences, Medical University of South Carolina, Charleston, SC.

Fox, B. (2016, May 24). *What is an Archivist?* Presentation to students at Career Day at Marrington Middle School of the Arts, Goose Creek, SC.

Fox, B. (2012, March 25). *Innovating for Health: MUSC's Contributions to Improving Healthcare*. Presentation to the Student Medical History Club, Waring Historical Library, Charleston, SC.

Fox, B. (2012, May 4). *100 Days: The 1969 MUSC Hospital Workers Strike*. Presentation to students at Marrington Middle School of the Arts, Goose Creek, SC.

Fox, B. (2011, September 27). *Civil Practice to Civil War*. Panel presenter for the Charleston History and Inspiration Series at the Culinary Institute of Charleston and Division of Education and Economic Development at Trident Technical College, Charleston, SC.

Fox, B. (2011, April 11). *Civil Practice to Civil War: The Medical College of the State of South Carolina, 1861-1865*. Panel presenter at the Patriot's Point Naval & Maritime Museum, Mount Pleasant, SC.

Fox, B. (2010, December 14). *Secession and the Civil War: Exploring Charleston's Historical Collections*. Panel presenter at the Charleston Archives, Libraries & Museums Council (CALM) Symposium at The Citadel, Charleston, SC.

Fox, B. (2010, March 10). *A Brief History of MUSC*. Presentation to students at Marrington Middle School of the Arts, Goose Creek, SC.

### **PAPER PRESENTATIONS AND POSTERS**

Fox, B. (2020, May 7). *Netflix and Shoes: Embracing the Side Hustle*. Lightning Talk presented at the Librarians, Archivists and Museum Professionals in the History of the Health Sciences (LAMPHHS) Annual Meeting, Online.

Fox, B. (2018, October 13). *The Best Laid Plans Often Go Awry: Learning from Failure*. Poster presented at the Oral History Association (OHA) Annual Meeting, Montreal, Canada.

Hoffius, S., Fox, B. (2017, May 4). *Preserving a Medical History Time Capsule: A Rural South Carolina Doctor's Office*. Paper presented at the Archivists and Librarians in the History of the Health Sciences/Medical Museums Association (ALHHS/MeMA) Joint Annual Meeting, Nashville, TN.

Fox, B., et al. (2016, August 5). *A Call to Action: Archiving the Memorial Materials from the Mother Emanuel AME Church*. Panelist on a presentation at the Society of American Archivists and Council of State Archivists (SAA/CoSA) Joint Annual Meeting, Atlanta, GA.

Fox, B. (2015, November 17). *Out of Obscurity: Celebrating Obscura Day at the Waring Historical Library*. Lightning Talk presented at the South Carolina Archival Association (SCAA) Fall Meeting, Columbia, SC.

Fox, B. (2014, October 10) *Archives & Natural Disasters: Documenting MUSC's Response to Hurricane Hugo*. Paper presented at South Carolina Archival Association (SCAA) Annual Meeting, Newberry, SC.

Fox, B, et al. (2009, October 21). *Cooperative Ventures, Easy on Your Pocketbook*. Panelist on a presentation at the South Carolina Archival Association (SCAA) and Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP) Joint Meeting, Columbia, SC.

Fox, B. (2007, March 8). *Dissent to the Vietnam War at the National Institutes of Health: An Oral History*. Paper presented at The Society for History in the Federal Government (SHFG) Annual Meeting, Washington, DC.

Fox, B., (2006, March 2). *Perspectives on Records Management and Electronic Records*. Paper presented at The Society for History in the Federal Government (SHFG) Annual Meeting, Washington, DC.

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## EXHIBITIONS

1969 MUSC Hospital Workers Strike (in progress)

*WARNING: May Cause Death! When the Cure is Worse Than the Disease*, MUSC Library, 2018

*Alumni Memorial House*, MUSC Wellness Center/Harper Student Center, 2017

*Out of the Box: Rarely Seen Treasures from the Waring Historical Library* (Rotating Exhibitions), MUSC Library, 2016-present

*Educate and Inspire: The MUSC College of Nursing*, 2016  
<http://waring.library.musc.edu/exhibits/nursing/>

*Building a Medical Center: The Construction of the 1955 Medical College Hospital*, 2015  
<http://waring.library.musc.edu/exhibits/1955Hospital/index.php>

*MUSC College of Nursing*, College of Nursing Building, 2014

*College of Nursing: A History*, Charleston Library Society, November 2013

*Surviving Flexner: How the Medical College of the State of South Carolina Became a State Institution, 1913*, 2013  
<http://waring.library.musc.edu/exhibits/SurvivingFlexner/index.php>

*The Charleston Heart Study*, 2013  
<http://waring.library.musc.edu/exhibits/CharlestonHeartStudy/>

*Innovative Healthcare: MUSC's Legacy of Progress*, 2012  
<http://waring.library.musc.edu/exhibits/Innovation/>

*Birth and Rebirth: A History of St. Luke's Chapel*, 2012  
<http://waring.library.musc.edu/exhibits/stlukes/>

*Faults and Fractures: The Medical Response to the Charleston Earthquake of 1886*, 2011  
<http://waring.library.musc.edu/exhibits/EarthQuake/>

*Civil Practice to Civil War: The Medical College of the State of South Carolina, 1861-1865, 2010-2011*  
<http://waring.library.musc.edu/exhibits/civilwar/>

*Opening Doors: Women at the Medical University of South Carolina*, 2010  
<http://waring.library.musc.edu/exhibits/MUSCwomen/>

*A History of the College of Dental Medicine*, Basic Science Building, 2010

*With Integrity and Dignity: The Life of James W. Colbert, Jr., M.D.*, 2009  
<http://waring.library.musc.edu/exhibits/colbert/>

*Just What the Doctor Ordered: Tobacco Companies and False Advertising*, MUSC Library, 2009

*20 Years Later: MUSC Remembers Hugo*, 2009  
<http://waring.library.musc.edu/exhibits/hurricanehugo/>

*Overcoming the Rejection Factor: MUSC's First Organ Transplant*, 2008  
<http://waring.library.musc.edu/exhibits/kidney/>

*Anatomy, So Indispensable... Anatomy at MUSC*, MUSC Library, 2008

*O'Driscoll's Anatomy*, MUSC Library, 2008

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## ORAL HISTORIES

*1969 MUSC Hospital Workers Strike* (in progress)

*MUSC and the Early Years of the AIDS Crisis* (in development)

*College of Dental Medicine* (2011-2012)

- W. Eugene Atkinson, DMD
- Walter W. Fingar, DMD
- Charles W. Hanna, DMD
- David Ivey, DMD
- Harold W. Jablon, DMD
- Charles J. King, DMD
- Terry L. Kunkle, DMD
- Cathy Moss Owens, DMD
- Wanda Roberts

*Faculty & Staff* (2010-present)

- Hazel Doris Alston
- Maria G. Buse, MD
- Hilda S. Debacker, PhD
- Margo Freudenberg
- Perry Halushka
- Thomas S. Hargest, III
- Dean Kilpatrick, MD
- Isabel Lockard, PhD
- R. Layton McCurdy, MD
- Jerry Reves, MD
- Marion Woodbury
- W. Curtis Worthington, Jr., MD

*Early African American Students* (2009-present)

- James W. Adamson, MD
- Elouise Frazier
- Gwendolyn B. Brown, DDS
- Rose Delores Gibbs, MD
- Charles Whittenberg, MD
- Rudolph Laverne Wise, MD

*Hurricane Hugo* (2009)

- Fred A. Crawford, Jr., MD
- Hal S. Currey

- Victor E. Del Bene, MD
- Sherry Gillespie Miller, RN, MSN
- William H. Golod, PhD
- M. David McDaniel
- H. Biemann Othersen, Jr., MD
- Peter B. Rock
- Gail W. Stuart, PhD, RN, FAAN
- George F. “Tony” von Kolnitz, IV
- W. Curtis Worthington, Jr., MD

*James W. Colbert, Jr., MD (2009)*

- The Colbert Family (Lorna Tuck, Edward Tuck, Margaret, John, Elizabeth, and Stephen)
- William H. Golod, PhD
- R. Layton McCurdy, MD
- H. Biemann Othersen, Jr., MD
- W. Curtis Worthington, Jr., MD

*MUSC’s First Kidney Transplant (2008-2009)*

- The Family of William R. Ashley (Charles Ashley, Robin Ashley, Velma McAlister, and Joyce Townes)
- Mary Brown
- Fletcher C. Derrick, Jr., MD
- Thomas S. Hargest, III
- Lloyd L. Martin
- H. Biemann Othersen, Jr., MD

## GRANTS

### Principal Investigator

National Film Preservation Foundation, 2014 (Funded, \$1,510)

National Film Preservation Foundation, 2013 (Funded, \$2,170)

National Film Preservation Foundation, 2011 (Funded, \$1,540)

## UNIVERSITY SERVICE

Standing University Faculty Hearing Committee, 2018-2021

University Records Management Taskforce, 2019-present

Academic Affairs Faculty (AAF) Advancement Committee, 2018-present

- Co-chair, 2018-2020

National Library of Medicine Traveling Exhibitions Planning Group, 2015-present

- Team Leader

1969 Hospital Workers Strike Commemorative Program and Risk Assessment Committee, 2018-2019

MUSC Humanities Committee, 2018-2019

MUSC Reads Committee, 2018-2019

Waring Historical Library Curator, Search Committee, MUSC Library, 2018-2019

Director of Digital Strategies and Innovation, Search Committee, MUSC Library, 2018

SC Conference on Innovations in Teaching and Learning in Higher Education, MUSC Libraries, session moderator, July 14, 2017

Waring Library Society Futures Strategic Planning Committee, 2016-2017

MUSC Domestic Violence Steering Committee, 2016-2018

MUSC Support Services Manager Search Committee, peer interviewer, November 2016

Waring Historical Library Grand Reopening Committee, 2016

MUSC Libraries Disaster Preparedness and Safety Committee, 2015-2016

MUSC Library Food Truck Fun Committee, 2015-2016

MUSC Library Promotional Video Group, 2015

College of Health Professions 50<sup>th</sup> Anniversary History Committee, 2014-2016

Digital Archivist Search Committee, Waring Historical Library, June-October 2014

University Records Center Task Force, September-November 2013

MUSC Faculty Senate

- Promotion & Tenure Workshop, Academic Affairs Faculty representative, 2016, 2017
- Senator, 2009-2011
- Alternate, 2008-2009, 2011-2012, 2012-2013
- Governance Committee, 2008-2013
  - Chair, 2010-2011
- Ad hoc Post-Tenure Review Committee, 2010

MUSC Women's History Month Planning Committee, 2009

## **PROFESSIONAL ASSOCIATION MEMBERSHIP AND SERVICE**

Academy of Certified Archivists (ACA), 2000-2025

- Recertification Petition Review Team, 2017, 2018, 2019
  - Team Leader, 2019
- Exam Proctor, August 2013
- Exam Proctor, August 2011

American Association for the History of Medicine (AAHM), 2016-present

Archives Consultant, Tidelands Health, Murrells Inlet, SC, 2017

Librarians, Archivists and Museum Professionals in the History of the Health Sciences (LAMPHHS), 2004-present

- Layout Editor, *The Watermark*, November 2014-present

- Chair, Recognition Award Committee, 2018
- Co-Chair, Local Arrangements Committee, Annual Meeting, 2013
- Program Committee, Annual Meeting, 2007, 2011, 2017
- Secretary/Treasurer, May 2007-May 2009

Charleston Archives, Libraries, and Museums Council (CALM), 2007-present

- Mother Emanuel AME Church Memorial Archiving Project, 2015-present
- President, 2009, 2018
- Vice President, 2017
- Nominating Committee, 2011, 2014
- Program Chair, 20<sup>th</sup> Anniversary of Hurricane Hugo Symposium, 2009

Lowcountry Oral History Alliance (LOHA), 2008-present

- Founding Member, 2008
- Executive Committee, 2008-2010

Society for History in the Federal Government (SHFG), 2002-2007

- Chair, Membership Committee, 2005-2007

South Carolina Archival Association (SCAA), 2008-present

- Outreach and Advocacy Committee, 2014-2016
- Interim 2<sup>nd</sup> Year Director, July-September 2014
- Co-Chair, Planning Committee, Tri-State Archives Conference, 2013
- Planning and Programming Committees (Annual Meetings), 2010-2013
- Director, 2010-2012
- Ad Hoc Strategic Plan Committee, 2010

Southern Association for the History of Medicine and Science (SAHMS), 2017-2019

- Session moderator, Annual Conference, 2016, 2017

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## COMMUNITY SERVICE

CALM, Mother Emanuel AME Church Memorial Archiving Project, volunteer, 2015–present

Pet Helpers, volunteer, 2012–present