

EDUCATION

<i>M.S. in Library and Information Science, Archives Management Concentration</i>	1998
Simmons University Graduate School of Library and Information Sciences Boston, Massachusetts	
<i>B.A. in Philosophy, History Minor</i>	1996
Salisbury University Salisbury, Maryland	

PROFESSIONAL CERTIFICATION

<i>Certified Archivist</i> , Academy of Certified Archivists	2000 – 2025
---	-------------

HONORS AND AWARDS

<i>Thank You Award for Collaboration</i> , MUSC	2024
<i>Archivist of the Year</i> , South Carolina Archival Association	2012
<i>Program Innovation Award</i> , South Carolina Archival Association	2011
<i>Outstanding Service Award</i> , Office of NIH History, National Institutes of Health	2005
<i>Award for Excellence</i> , Office of Communications and Public Liaison, Office of the Director, National Institutes of Health	2003
<i>Outstanding Service Award</i> , Office of NIH History, National Institutes of Health	2002
<i>Hewlett Award</i> , History Associates Incorporated	2001

PROFESSIONAL EXPERIENCE

<i>Professor (Tenured) and University Archivist</i>	2023 – present
<i>Associate Professor (Tenured) and University Archivist</i>	2021 – 2023
<i>Associate Professor and University Archivist</i>	2016 – 2020
<i>Assistant Professor and University Archivist</i>	2007 – 2016
Academic Affairs Faculty Waring Historical Library, MUSC Libraries Medical University of South Carolina Charleston, South Carolina	

- Manages the MUSC University Archives;
- Oversees the acquisition, processing, cataloging, and preservation of permanent records;
- Solicits the transfer of archival records from departments and collaborates with the MUSC Records Center in transferring permanent records;
- Trains administrators, faculty, and staff on archival records and the state records schedule;

- Provides reference and research services;
- Develops and manages outreach activities;
- Curates physical and online exhibits;
- Manages the oral history program, including conducting interviews and providing oral history training to staff and volunteers;
- Manages artifacts collections for the Waring Historical Library, the College of Nursing, and the College of Pharmacy;
- Recruits, trains, and supervises part-time staff, interns and volunteers;
- Solicits and administers grants.

Project Manager

2022 – present
2019

Holy Trinity Greek Orthodox Church Archives
Charleston, South Carolina

- Oversees the establishment of the Church Archives;
- Supervises project archivist;
- Trains and supervises volunteers;
- Creates policies and procedures;
- Processes records.

Archivist/Records Manager

2002 – 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

1999 – 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

Nov 2002

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

National Park Service, Grand Portage National Monument

Apr 2002

Grand Marais, Minnesota

- 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

Nov 2001 – Mar 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

Oct 2001 – Jan 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

Apr 2001 – Oct 2002

Bethesda, Maryland

- Organized historical collections of the Office and improved access to them;
- Created file plan, designated supplies required for project implementation, rehoused 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

Jun – Dec 2001

Chevy Chase, Maryland

- Processed a discreet series of personal papers.

University of Maryland at Baltimore

Apr – Jun 2001

Baltimore, Maryland

- Cataloged architectural records into an Access database system.

IBM Archives

Jan 1999 – Mar 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 1999 – 2000
The Kingston Public Library
Kingston, New York

Archives Assistant 1996 – 1997
Harvard Business School,
Baker Library, Historical Collections
Cambridge, Massachusetts

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

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

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

INTERNSHIPS

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

Records Management Intern Sept – Dec 1997
Jackson Homestead Museum
Newton, Massachusetts

Archives Intern Jun – Aug 1994, 1995 & 1996
Special Collections & University Archives
J. Murray Atkins Library
University of North Carolina – Charlotte
Charlotte, North Carolina

EDUCATION (TEACHING/INSTRUCTIONAL/ACADEMIC SUPPORT SERVICES)

ADMINISTRATIVE EXPERIENCE

HIV/AIDS Symposium, *We Are All Affected: 40 Years of HIV/AIDS in South Carolina* (2022, May 25-26)

- Planning Committee, Chair, 2021-2022

Opening Doors: African American Interprofessional Healthcare Professionals at MUSC Lunch and Learn (2016, July 27)

- Developed program in partnership with the Department of Diversity, Equity & Inclusion

TEACHING EXPERIENCE

Mentor. Subina Saini, College of Medicine Class of 2025, Humanities Scholars Program. *Exploring Subjective Experiences of Students and Healthcare Professionals in Observing Portraits and Other Artworks*, 2023 – present.

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

Fox, B. (2018, March 7). *Feminine Pulchritude: Women at MUSC*. Presentation to the Student Medical History Club, Waring Historical Library, Charleston, SC.

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

Fox, B. (2012, March 25). *Innovating for Health: MUSC's Contributions to Improving Healthcare*. Guest Lecturer for IP 732, Topics in the History of the Health Sciences, Waring Historical 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.

SCHOLARSHIP (RESEARCH/CREATIVE PRODUCTIVITY)

PUBLICATIONS

BOOKS

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

ARTICLES

Anna Marie Schudt and **Brooke Fox**. "Pills and Potions: Developing the MUSC College of Pharmacy Exhibit." *The Watermark*, Spring 2024: 15-19.

Brooke Fox. "Waring Staff Puts Their Lives on the Line for History." *Waring Library Society Newsletter*, Fall 2022; 66: 5.

Brooke Fox. "Associated Collections: COP Alumni Association Museum Project." *Waring Library Society Newsletter*, Summer 2021; 62: 5.

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. (2024, March 7). *The Future of the Pathology Museum*. Presentation to the Robert Wilson Medical History Club.

Fox, B. *MUSC at 200: Then, Now, Next*. Invited interviewee, South Carolina Education Television Documentary. (Original air date: 2024, January 25).

Fox, B. *A Better State of Health: 100 Years of the South Carolina Hospital Association*. Invited interviewee, South Carolina Education Television Documentary. (Original air date: 2022, December 16).

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, 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

Kenny, S., Samuel, T. Y., Fox, B., and Schuldt, A. M. (2024, May 17). *Finding the patients, following the careers, and encouraging new audiences: enhancing the academic, archival and wider learning potential of the Waring Library's inaugural thesis collection*. CLAW 2024 Archives in the Atlantic World Conference, Charleston, SC.

Fox, B., Schuldt, A. (2022, April 21). *Strychnine, Mercury, Picric Acid, Oh My!* Panel presentation at the Librarians and Archivists in the History of the Health Sciences Annual Meeting, Saratoga Springs, NY.

Fox, B. (2020, October 16). *Netflix and Shoes: Embracing the Side Hustle*. Presentation at the South Carolina Archival Association (SCAA) Annual Meeting, Virtual.

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, Virtual.

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.

EXHIBITIONS

College of Pharmacy Rotating Exhibits

- *Origins of Excellence* (2024)
- *Pharmacy Glass: Forms and Functions* (2024)
- *For Everything That Ails You: Patent Medicines* (2024)
- *The Pharmacist's Toolkit* (2024)
- *Planting the Seeds of Health: Herbal Medicine* (2024)

College of Pharmacy Building Grand Opening, 2023

MUSC Bicentennial Exhibitions, 2022-2024

Institute of Psychiatry, 2020

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, 2016-2019

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

James W. Colbert, Jr., MD, Education Center & Library, 2009

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

ORAL HISTORIES

HIV/AIDS in South Carolina (2022-present)

- Valerie Assey, RN, MSN (2023)
- Bambi W. Gaddist, DrPH (2022 & 2023)

College of Dental Medicine Project (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)

- Marcus Newberry, MD, 2024 (College of Medicine & Vice President for Academic Affairs)
- Sherron Jackson, MD, 2023 (College of Medicine)
- Elizabeth Bear, PhD, CNM, FACNM (College of Nursing)
- Russell Harley, MD, 2023 (College of Medicine)
- Deborah Deas, MD, 2022 (College of Medicine)
- William H. Golod, PhD, 2022 (College of Pharmacy)
- Mary Mauldin, PhD, 2022 (Academic Affairs Faculty)
- Dean Kilpatrick, MD, 2016 (College of Medicine)
- Marion Woodbury, 2016 (Central Administration)
- Perry Halushka, PhD, MD, 2013 (College of Graduate Studies)
- H. Biemann Othersen, Jr., MD, 2012-2013 (College of Medicine)
- R. Layton McCurdy, MD, 2012 (College of Medicine)
- Gerald "Jerry" Reves, MD, 2012 (College of Medicine)
- Hazel Doris Alston, LPN, 2011 (Hospital)
- Maria G. Buse, MD, 2010 (College of Medicine)
- Hilda S. Debacker, PhD, 2010 (College of Graduate Studies)
- Margo Freudenberg, 2010 (Hospital)
- Isabel Lockard, PhD, 2010 (College of Medicine)
- W. Curtis Worthington, Jr., MD, 2010 (College of Medicine & Waring Historical Library)

- Thomas S. Hargest, III, 2009 (College of Medicine)

Early African American Students (2009 – 2014)

- 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)

SERVICE

UNIVERSITY SERVICE

Medical University of South Carolina Service

- Academic Affairs Faculty
 - Member, Appointments, Promotion, and Tenure Committee, 2024-2026
- University Tenure Committee, 2022 – 2024
 - Academic Affairs Faculty representative
- MUSC Interprofessional Day
 - Small-Group Facilitator, 2019, 2020, 2022, 2023, 2024
- Bicentennial Committees
 - History and Exhibits Subcommittee, 2020 – 2024
 - Bicentennial Subcommittee on Physical Campus Structures, 2020 – 2024
- Perry V. Halushka Research Day (RD)
 - IP Day Judge, 2022, 2023
- National Conference on Health Disparities
 - Volunteer, 2022
- University Records Management Taskforce, 2019-present
- Septima P. Clark Poetry Contest
 - Reviewer, 2021
- Academic Affairs Faculty Advancement Committee, 2018 – 2021
 - Co-chair, 2018 – 2020
 - DEI Video Series, 2021
- Standing University Faculty Hearing Committee, 2018 – 2021
- MUSC ARROW (Advancement, Recruitment, and Retention of Women) Career Development Program
 - Mentor, 2021
- 1969 Hospital Workers Strike Commemorative Program and Risk Assessment Committee, 2018 – 2019
- MUSC Humanities Committee, 2018 – present
- MUSC Reads Committee, 2018 – 2019
- MUSC Domestic Violence Steering Committee, 2016-2020
- Search Committee, MUSC Support Services Manager, peer interviewer, 2016
- College of Health Professions 50th Anniversary History Committee, 2014-2016
- University Records Center Task Force, 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

MUSC Libraries Service

- Search Committee, MUSC Libraries, Waring Historical Library Curator, 2023
- HIV/AIDS Symposium, *We Are All Affected: 40 Years of HIV/AIDS in South Carolina* (2022, May 25-26)

- Planning Committee Chair, 2021 – 2022
 - Waring Historical Library's Human Remains Advisory Group, 2022 – present
 - Search Committee, MUSC Libraries, Waring Historical Library Historian, 2022
 - National Library of Medicine Traveling Exhibitions Planning Group, 2015 – 2019
 - Team leader
 - Search Committee, MUSC Libraries, Waring Historical Library Administrative Assistant, 2019
 - Search Committee, MUSC Libraries, Waring Historical Library Curator, 2018 – 2019
 - Search Committee, Director of Digital Strategies and Innovation, MUSC Libraries, 2018
 - SC Conference on Innovations in Teaching and Learning in Higher Education, MUSC Libraries
 - Session moderator, 2017
 - Waring Library Society Futures Strategic Planning Committee, 2016 – 2017
 - 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
 - Search Committee, MUSC Library, Waring Historical Library Digital Archivist, 2014
-

PROFESSIONAL ASSOCIATION MEMBERSHIP AND SERVICE

- Academy of Certified Archivists (ACA), 2000 – 2025
 - Recertification Petition Review Team, 2017, 2018, 2019
 - Team Leader, 2019
 - Exam Proctor, 2013
 - Exam Proctor, 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
 - Ad Hoc Committee on the Ethical Management of Legacy Human Remains Collections, member, 2023 – 2024
 - Ad Hoc Hazardous Materials Committee, 2022 – 2023
 - Chair, 2022 – 2023
 - Layout Editor, *The Watermark*, 2014 – present
 - Recognition Award Committee
 - Chair, 2018
 - Local Arrangements Committee
 - Co-Chair, 2013
 - Program Committee, 2007, 2011, 2017, 2022
 - Chair, 2017
 - Secretary/Treasurer, 2007 – 2009
- Charleston Archives, Libraries, and Museums Council (CALM), 2007 – present
 - Mother Emanuel AME Church Memorial Archiving Project, 2015 – 2018
 - President, 2009, 2018
 - Vice President, 2017
 - Nominating Committee, 2011, 2014
 - Program Chair, 20th Anniversary of Hurricane Hugo Symposium, 2009
- External reviewer for library faculty promotion dossiers

- University of Nebraska Medical Center (2023)
 - Oregon Health Sciences University (2022)
 - University at Buffalo (2022)
 - Lowcountry Oral History Alliance (LOHA), 2008 – 2015
 - Founding Member, 2008
 - Executive Committee, 2008 – 2010
 - Robert Wilson Medical History Club (RWMHC), 2018 – present
 - Recording Secretary, 2022 – present
 - Society for History in the Federal Government (SHFG), 2002 – 2007
 - Membership Committee, 2005 – 2007
 - Chair, 2005 – 2007
 - South Carolina Archival Association (SCAA), 2008 – present
 - Outreach and Advocacy Committee, 2014 – 2016
 - Interim 2nd Year Director, July – September 2014
 - Planning Committee, Tri-State Archives Conference, 2013
 - Co-chair, 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
-

COMMUNITY SERVICE

- Charleston Archives, Libraries, and Museums Council (CALM)
 - Mother Emanuel AME Church Memorial Archiving Project volunteer, 2015 – 2018
 - Pet Helpers, volunteer, 2012 – present
-

TRAINING

Safe Zone Ally Training, 2022