

Note: Names of contact people may have changed.

# A GUIDE TO CHARLESTON AREA ARCHIVES, LIBRARIES AND MUSEUMS



"More than forty miles of shelves..." by Donald Macbeth, ca. 1906  
Library of Congress Prints & Photographs Online Catalog  
<http://www.loc.gov/pictures/item/2014650185/>

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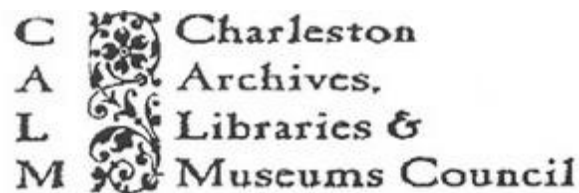
C Charleston  
A Archives,  
L Libraries &  
M Museums Council

The Charleston Archives, Libraries and Museums Council (CALM) was organized in 1985 with the goal to start cooperative disaster preparedness planning. David Moltke-Hansen (at that time Director of the South Carolina Historical Society) coordinated 22 local cultural organizations into a group that could provide mutual assistance after storms or other disasters. The organization helped foster communication, local efforts of recovery, sharing of resources and expertise. CALM helped agencies, organizations, and institutions write disaster plans; sponsored workshops; and in general, raised consciousness about preservation and disaster preparedness and recovery needs. The statewide Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP) was then formed in Columbia in 1986 based on the successful model of CALM. CALM now provides an opportunity for participants in the archives, library, museum and records communities to interact in a supportive environment for the exchange of ideas and information.

In 2001, CALM members created the *Guide to Charleston Area Archives, Libraries and Museums* to assist librarians, archivists, curators, and records managers in knowing “who has what,” and also to assist local researchers and scholars in their educational and academic pursuits. It was updated in 2004, 2008, and 2011, however, significant staffing and other changes have occurred in the last four years and this 5<sup>th</sup> edition reflects those changes. Institutions were contacted and asked to update their information sheets and most responded; however, for those that did not respond, the information from past updates and/or the institution’s website has been included.

The institutions included in the *Guide* are diverse in both purpose and scope of collections, and are both public and private, large and small. Some collections are more accessible to the public than others, so it is always wise to call ahead and check on availability of materials. We hope this *Guide* is a helpful resource for you.

Please notify CALM at [CALM.SC@gmail.com](mailto:CALM.SC@gmail.com) of any significant updates or if you know of institutions that you feel should be included.



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**Addlestone Library  
College of Charleston  
205 Calhoun Street  
Charleston, SC 29424  
(843) 953-8000**

Contact Person and Title: James Williams, Associate Dean

E-mail address: [williamsj@cofc.edu](mailto:williamsj@cofc.edu)

Fax number: (843) 953-6319

Web page address: <http://www.cofc.edu/library/>

Hours of operation: <http://www.cofc.edu/library/libraries/hours/index.php>

Best way to contact institution: Phone (843) 953-8000; email [infodesk@cofc.edu](mailto:infodesk@cofc.edu)/  
ASK US

Size of collection: 600,000 books; 200,000 e-books; 59,000 journals; 295 databases; 20,000 videos and DVDs and 35,000 rare books and manuscripts

Description of collections: undergraduate collection serving programs in the humanities, sciences, social sciences, arts, education and business. For information about Special Collections, go to <http://archives.library.cofc.edu> and for information about the Lowcountry Digital Library, see <http://lcdl.library.cofc.edu/>

Copying services: Self service b/w copier \$.10; color copier \$.35; Microform reader printers \$.10

Special services: ILL available for College of Charleston only.

Fees: Computer use by non-College community available through membership in the Friends of the Library at \$75.00 per year.

Regulations for use of materials: Library is open to the public. Friend of the Library membership required to borrow books.

Additional Information: The library sponsors series of lectures and exhibits. For current listing, go to <http://friends.library.cofc.edu/whats-new/upcoming-events-and-speakers/>

**Albert G. Mackey Library and Museum  
of the Charleston Masonic  
Association 1285 Orange Grove Road  
Charleston, SC 29407  
(843) 571-7587 (office)**

(Note: information from 2008)

Contact Person and Title: Ed Smoak, member, Library Committee

E-mail address: edsmoak@knology.net

Fax number:

Web page address:

Hours of operation: By appointment

Best way to contact institution: Telephone or e-mail

Size of collection: 300 volumes

Description of collections: Masonic History, biography, jurisprudence, proceedings.

Copying services: None

Special services: None Fees:

No

Regulations for use of materials: Access is by arrangement. Call the CCMA at 571- 7587 or Ed Smoak at 766-3616. A member of the staff must be present during use of materials.

Additional information: A list of books is available on request.



**American College of the Building Arts – Byrne-Diderot Library**  
**21 Magazine Street**  
**Charleston, SC 29401**  
**(843) 266-7837**

Contact Person and Title: Jennifer France, Librarian

E-mail address: francej@buildingartscollege.us

Fax number:

Web page address: [buildingartscollege.us/library/](http://buildingartscollege.us/library/)

Hours of operation: Monday through Friday, 9:00 am to 5:00 pm

Best way to contact institution: By email or phone

Size of collection: 4,000 volumes

Description of collections: The collection supports the efforts of scholars, preservationists, and craftsmen who wish to develop advanced competence in design and practice in the areas of ironwork, carpentry, masonry, plaster, timber framing, and stonework. The collection includes over 5,000 books, current and historic periodicals, home plans, tool and furniture catalogs, DVDs, and vertical files. The D.A.R. Special Collections Room, added in 2013, holds rare building-arts related books and a portion of ACBA's historic tool collection.

Copying services: Copying and scanning services available.

Special services: Computer lab and wifi.

Fees: No fees to use the facility.

Regulations for use of materials: Members of the public are invited to use the ACBA collection on site; circulation privileges are granted only to ACBA students, faculty and staff.

Additional information:

**American Military Museum  
Citadel Mall  
2070 Sam Rittenberg Boulevard  
Suite 216B  
Charleston, SC 29407**

(Note: information from website)

Contact Person and Title: Michael H. Lussier, Curator of Exhibits

E-mail address: [mhlussier@comcast.net](mailto:mhlussier@comcast.net)

Fax number:

Web page address: <http://www.americanmilitarymuseum.org>

Hours of operation: Monday-Friday 12:00 p.m. to 6:00 p.m.; Saturday-Sunday 1:00 p.m. to 5:00 p.m.

Best way to contact institution: By appointment

Size of collection:

Description of collections: Hundreds of fully-authentic uniforms, equipment, artifacts and weapons from military conflicts dating from the Revolutionary War through to the ongoing conflicts in Iraq and Afghanistan.

Copying services:

Special services:

Fees:

Regulations for use of materials:

Additional information:

**Ancient and Accepted Scottish Rite  
Scottish Rite Center  
1051 Sam Rittenberg Boulevard  
Charleston, SC 29407-0817  
(843) 571-7587**

(Note: information from 2011)

Contact Person and Title: William F. Martin, II, General Secretary

E-mail address: aasr.charleston@knology.net

Fax number: (843) 766-5031

Web page address:

Hours of operation: Monday through Thursday – 8:30 to 3:30

Best way to contact institution: Telephone or e-mail

Size of collection: 195 linear feet

Description of collections: Masonic collection including history, jurisprudence, biographies, rules and regulations, Proceedings etc. Particular emphasis on Scottish Rite Free Masonry.

Copying services: \$0.15 a page

Special services: None

Fees: No

Regulations for use of materials: Materials for reference use only, no circulating material. Staff member must be present during use of materials.

Additional information: We could use free intern assistance.

**Avery Research Center for African  
American History and Culture  
College of Charleston  
125 Bull Street  
Charleston, SC 29424  
(843) 953-7608**

Contact Person and Title: Aaron Spelbring, Manager of Archival Services

E-mail address: spelbringap@cofc.edu; averyresearchcenter@cofc.edu

Fax number: (843) 953-7607

Web page address: <http://www.avery.cofc.edu/>

Hours of operation: Monday-Friday, 10:00 am to 12:30 pm and 1:30 pm to 5:00 pm.  
Closed Saturdays (by appointment only).

Best way to contact institution: In person, e-mail, telephone and mail

Size of collection: 1200 linear ft. in manuscript collections; approximately 6,000 books including pamphlets and dissertations; over 4,000 photographic images, slides and negatives; approximately 600 microfilm and VHS tapes

Description of collections: Avery collects and makes available to researchers materials documenting the African American experience in Charleston, the Lowcountry, South Carolina and beyond. While there are some materials that pre-date the Civil War, the majority of the collections date from the late nineteenth century and span into the twenty-first. Avery holds papers of free people of color, civil rights activists, small businessmen and women, and papers of business, civic and religious leaders, as well as collections documenting social, educational, religious, fraternal and benevolent organizations and funeral homes. The Center also holds and makes available some slavery related documents, African American ephemera and material culture items including sweet grass baskets, slave badges, shackles, as well as statuary, religious items, musical instruments, etc., mostly from Western Africa, with other areas of Africa represented as well. Audiovisual materials include a growing collection of oral histories of civil rights leaders, leaders of Avery Normal School, and many tapes documenting local Gullah culture of the surrounding Sea Islands.

Copying services: 25 cents per photocopy (letter and legal size); \$1.00 per color photocopy. Scanning \$10.00 per scan.

Avery Research Center, cont'd

**Special services:** Reproduction of Avery copyrighted photographic material granted with written permission and for a fee.

**Fees:** The Avery Research Center is open to the public for free. Tax-deductible donations to Avery Institute support ongoing archival projects.

**Regulations for use of materials:** No circulation of materials.

**Additional information:** Appointments are not necessary (except for Saturday research), but researchers with specific detailed interests can benefit from making appointments with specific archivists with various areas of expertise. Center facilitates access to holdings upon request through email, mail and telephone reference services.

**Battery Gadsden Cultural Center**  
**1917 I'on Avenue**  
**Sullivans Island, Sc 29482**

(Note: information from website)

Contact Person and Title:

E-mail address: [batterygadsden@gmail.com](mailto:batterygadsden@gmail.com)

Fax number:

Web page address: [www.batterygadsden.com](http://www.batterygadsden.com)

Hours of operation:

Best way to contact institution:

Size of collection:

Description of collections: Battery Gadsden is a historic artillery battery, built in 1903-1904, and one of a series of batteries stretching from Fort Moultrie to the eastern end of Sullivan's Island.

Copying services:

Special services:

Fees:

Regulations for use of materials:

Additional information: Currently working to turn the battery into a Cultural Center. General Membership Meeting every third Thursday of each month at 6:00pm. Come one come all! Membership is free.

**Berkeley County Museum & Heritage Center**  
**950 Stony Landing Road**  
**Moncks Corner, SC 29461**  
**(843) 899-5101**

Contact Person and Title: Carolyn Pilgrim, Manager

E-mail address: [berkmuseum@homesc.com](mailto:berkmuseum@homesc.com)

Fax number: n/a

Web page address: [sberkmuseum.org](http://sberkmuseum.org)

Hours of operation: Closed Monday; Tuesday through Saturday from 9:00 am - 4:30 pm; Sunday from 1:00 pm - 4:30 pm.

Best way to contact institution: Phone

Size of collection:

Description of collections: Artifacts relating to Berkeley County history from fossils to the present day.

Copying services: Per request

Special services: n/a

Fees: There is a charge for entering the park.

Regulations for use of materials: Library is not open to the public.

Additional information:

**Best Friend Train Museum**  
**23 Ann Street**  
**Charleston, SC 29401**  
**(843) 724-7174**

Contact Person and Title: Russell A. Binder, Operations Manager

E-mail address: binder@charleston-sc.gov

Web page address:

Hours of operation: 8:30 a.m. – 5:00 p.m. seven days a week

Best way to contact institution: Email

Size of collection: Very small

Description of collections: Replica of the Best Friend Train; various items of train interest.

Copying services: None

Special services: None

Fees: No charge

Regulations for use of materials: None

Additional information: Assorted merchandise with the Best Friend Train theme is for sale in our gift shop.



**Bethel United Methodist Church**  
**57 Pitt Street**  
**Charleston, SC 29401**  
**(843) 723-4587**

Contact Person and Title: Camile Wish

E-mail address: [cbwish520@gmail.com](mailto:cbwish520@gmail.com)

Fax number:

Web page address: [www.bethelcharleston.com](http://www.bethelcharleston.com)

Hours of operation: Monday through Thursday, 10:00 - 4:00

Best way to contact institution: Email [admin@bethelcharleston.com](mailto:admin@bethelcharleston.com) or [cbwish520@gmail.com](mailto:cbwish520@gmail.com), mail, or call.

Size of collection:

Description of collections: Membership rolls from 1851 to present (a few years missing). Marriage, baptism and death records with years missing. Church history, photographs, artifacts.

Copying services: Most of our records are on microfilm at the South Carolina Historical Society and available for copying there.

Special services: None

Fees:

Regulations for use of materials: Church staff or historian must be present.

Additional information:

**Brockington & Associates, Inc.**  
**498 Wando Park Boulevard**  
**Suite 700**  
**Mt. Pleasant, SC 29464**  
**(843) 881-3128**

(Note: information from 2011)

Contact Person and Title:

E-mail address:

Fax number: (843) 849-1776

Web page address: [www.brockington.org](http://www.brockington.org)

Hours of operation: Monday-Friday, 8:30-5:00

Best way to contact institution: Telephone or email

Size of collection: Archaeological collections (in ft<sup>2</sup>) equal approximately 1,100 ft.  
Archival collections equal approximately 30 linear feet of books and maps.

Description of collections: Archaeological and archival collections in temporary storage prior to final curation of materials at the South Carolina Institute of Archaeology and Anthropology (SCIAA) curation facility in Columbia, SC. Temporary storage of materials can be up to 10 years. We also have 19<sup>th</sup> century maps from the H.A.M. Smith collection and the second most complete collection of quadrangle maps with archaeological site locations plotted on them (second only to the quad map collections at SCIAA site files).

Copying services: We have all (photocopier, microfilm reader/printer, scanner) and all are available for use only in times of emergency.

Special services: No

Fees: Not available

Regulations for use of materials: None

Additional information: Brockington offers collection rehabilitation and emergency preparedness and response services. Please see our website at [www.brockington.org/services/emergency.html](http://www.brockington.org/services/emergency.html)

**Catholic Diocese of Charleston Archives**  
**114-Rear Building, Broad Street**  
**P.O. Box 818**  
**Charleston, SC 29402**  
**(843) 577-1017**  
**(843) 724-8372**

Contact person and title: Brian P. Fahey, Archivist; Melissa J. Bronheim, Associate Archivist

E-mail: [bfahey@catholic-doc.org](mailto:bfahey@catholic-doc.org); [mbronheim@catholic-doc.org](mailto:mbronheim@catholic-doc.org)

Fax number: (843) 724-6387

Web page address: [sccatholic.org/archives-and-records-management](http://sccatholic.org/archives-and-records-management)

Hours of operation: M-F, 8:30-4:00 by appointment

Best way to contact institution: E-mail

Size of collection: Approximately 800 linear feet

Description of collection: Holdings span from 1727 to the present and include the records and papers of the thirteen bishops of Charleston, diocesan offices, agencies, institutions, organizations, programs, and individuals. Among these are records pertaining to the diocesan chancery, parishes, clergy, men and women religious, schools, cemeteries, hospitals, social services, buildings and properties. Archives also collects records of other institutions, personal papers, and manuscript materials documenting the history of Catholicism within the boundaries of the Diocese of Charleston.

Copying services: Microfilm reader/printer, photocopier

Special services: None

Fees: Donations are welcome

Regulations for use of materials: No circulation of materials. Closed stacks. Photocopies permitted.

**Charles Pinckney National Historic Site  
1254 Long Point Road  
Mt. Pleasant, SC 29482  
(843) 881-5516**

(Note: information from 2011)

Contact Person and Title: Carlin Timmons, Site Manager; Rick Hatcher, Historian

E-mail address: Carlin\_Timmons@nps.gov

Fax number: (843) 881-7070

Web page address: [www.nps.gov/chpi](http://www.nps.gov/chpi)

Hours of operation: Visitation is 9:00 a.m. to 5:00 p.m., seven days a week.  
Researchers should make prior contact.

Best way to contact institution: Telephone or email. Historian's email address is  
[Rick\\_Hatcher@nps.gov](mailto:Rick_Hatcher@nps.gov)

Size of collection: Paper files/photos limited to two standard file cabinets.

Description of collections: Ten cases of archaeological artifacts on display; five original books that were once part of Charles Pinckney's extensive library on display; research files limited to copies of documents obtained from local/state archives, notably copies of wills from 19<sup>th</sup> century Snee Farm owners.

Copying services: Small amount of copies permitted.

Special services: None.

Fees: None.

Regulations for use of materials: None.

Additional information: Due to the limited amount of research materials present, we are glad to assist researchers in contacting local and state archives.

**Charleston Air Force Base Library  
FL 4418/Base Library  
106 W. McCaw St., Bldg. 215  
Charleston AFB, SC 29404-4700  
(843) 963-3320**

**(Note: information from 2008)**

Contact Person and Title: Angela Aschenbrenner, Director

E-mail address: [angela.aschenbrenner@us.af.mil](mailto:angela.aschenbrenner@us.af.mil)

Fax number: (843) 963-3840

Web page address: <http://www.jbcharleston.com/education/library>

Hours of operation: Monday to Thursday: 9 a.m.- 8 p.m., Saturday: 10a.m.-5p.m. and Sunday: 1p.m. – 5 p.m.; closed Fridays and Federal Holidays

Best way to contact institution: Telephone

Size of collection: 32,000 items

Description of collections: Adult fiction and non-fiction, reference, books on tape and CD, Videos and DVDs, Audio CDs, Children's fiction and non-fiction, McNaughton Bestsellers, newspapers, and periodicals. We also have a large collection of on military history and the civil war.

Copying services: Copy machine available for public use. Ten cents per copy.

Special services:

Fees: None.

Regulations for use of materials: Department of Defense ID card required.

Additional information: Free public internet access, SIRSI, ILS

**The Charleston Archive at Charleston County Public Library  
68 Calhoun Street  
Charleston, SC 29401  
(843) 805-6967**

Contact Person and Title: Kathleen Gray, Archivist

E-mail address: [archive@ccpl.org](mailto:archive@ccpl.org)

Fax number:

Web page address: <http://www.ccpl.org> or <http://charlestonarchive.org>

Hours of operation: M, T, Th, F 9:00–5:00; W 12:00–8:00. Appointments encouraged.

Best way to contact institution: Email, telephone, or in person at South Carolina Room

Size of collection: Approximately 300 linear feet.

Description of collections: Institutional Records of the Charleston County Public Library. Early records of the city of Charleston, ca. 1799-1970; bulk post-1865; includes Charleston Orphan House Records (ca. 1790-1930). City of Charleston Birth Records (1877–1926) and Death Records (1819–1926). Miscellaneous small collections. Rare South Carolina books and pamphlets.

Copying services: Photocopiers available in the South Carolina Room. \$.10 b/w, \$.25 color.

Special services:

Fees: Out of county residents charged a \$5.00 research fee and \$.50 for each page copied or scanned.

Regulations for use of materials: Closed stack originals can be called for in S.C. Room during archive hours.

Additional information:

**Charleston City Council Chamber and Art Gallery**  
**80 Broad Street**  
**Charleston, SC 29401**  
**(843) 724-3799**

Contact Person and Title: Lindsay Barrios

E-mail address: PARTINL@charleston-sc.gov

Fax number: (843) 724-3732

Web page address: <http://www.ci.charleston.sc.us/>

Hours of operation: 8:30 to 5, Monday- Friday; appointments suggested for group visits

Best way to contact institution: Telephone (843) 724-3799

Size of collection: Approximately 10 original portraits of national importance

Description of collections: Subjects include George Washington in Charleston, Andrew Jackson, Zachary Taylor, James Monroe, Alfred Huger, John C. Calhoun (all original)

Copying services: Special services:

Fees: Free and open to the public

Regulations for use of materials: Photographs are allowed without flash. For photos to be used for publication, contact the Gibbes Museum of Art.

Additional information: Because it is a functioning City Council Chamber, the facility is sometimes closed to the public. Newly renovated and reopened in 2007.

**Charleston County Probate Court**

**Estate and Will Division**  
**Historic Courthouse**  
**84 Broad Street, 3<sup>rd</sup> Floor**  
**Charleston, SC 29401**  
**(843) 958-5030**  
**Fax: (843) 958-5044**

**Marriage License Division**  
**Judicial Center**  
**100 Broad Street, Suite 469**  
**Charleston, SC 29401**  
**(843) 958-5183**  
**Fax: (843) 958-5191**

(Note: information from website)

Contact Person and Title:

Email address:

Website: <http://www.charlestoncounty.org/departments/probate/index.php>

Hours of operation: Estate & Will Division: Monday – Friday 8:30 am – 5:00 pm  
Marriage License Division: Monday – Friday 8:30 am – 4:30 pm

Best way to contact institution:

Size of collection:

Description of collections: Estate & Will Division: Records from 1983 to the present are searchable online at [www3.charlestoncounty.org/surfer/group2?ref=Conserv](http://www3.charlestoncounty.org/surfer/group2?ref=Conserv). Records prior to 1983 are available on microfilm; you will have to pull the microfilm at the Probate Court and find additional information by the Roll and Frame number of that case. Copies of wills from 1671-1871, as well as estate inventories and miscellaneous records from 1687-1785, are housed in the South Carolina Room of the Charleston County Main Library. The original documents are stored at the SC Department of Archives and History.

Marriage License Division: Records from 1879 to the present are searchable online at [www3.charlestoncounty.org/surfer/group2?urlt=0.8415490965113822&ref=Marriage](http://www3.charlestoncounty.org/surfer/group2?urlt=0.8415490965113822&ref=Marriage). Prior to 1879, the marriage records were stored in the local churches.

Copying services:

Special services:

Fees:

Regulations for use of materials:



**Charleston County Public Library  
Main Branch  
68 Calhoun Street  
Charleston, SC 29401  
(843) 805-6801**

Contact Person and Title: Darlene Jackson, Main Library Manager

E-mail address: [Jacksond@ccpl.org](mailto:Jacksond@ccpl.org)

Fax number: (843) 727-6752

Web page address: [www.ccpl.org](http://www.ccpl.org)

Hours of operation: Monday through Thursday, 9:00 AM to 8:00 PM  
Friday and Saturday, 9:00 AM to 6:00 PM  
Sunday, 2:00PM to 5:00 PM

Best way to contact institution: In person, mail, e-mail ([askaquestion@ccpl.org](mailto:askaquestion@ccpl.org)), Instant Messaging (IM) via Live Chat from the website or text (66746). Telephone service is available for ready reference questions at (843) 805-6930.

Size of collection: The Main Library has approximately 270,000 volumes, including audio-visual materials, over 14,000 downloadable units and nearly a 100 databases.

Description of collections: The Main Library is a major reference resource in the area. It maintains a large general collection to serve the informational needs of Charleston County. In addition to adult circulating fiction and non-fiction, children's materials, young adult materials, audio-visual materials, periodicals, and general reference collections, there are special collections featuring business resources, grant information, college and career information, and Holocaust resources. The Main Library also houses the South Carolina Room and The Charleston Archives. The South Carolina Room encompasses a wide range of materials regarding Charleston and South Carolina, as well as genealogical sources. The Charleston Archives houses, among other items, a unique collection of social history primary sources from the City of Charleston's record. We also have a nationally known Historian and a certified Archivist working with the South Carolina Room and The Charleston Archives. The library provides a wide range of electronic resources, from general encyclopedias and periodicals on-line, to specialized databases. Many are available for remote use by the public. The library also provides Downloadable Media for eBooks, Audio Books, eMagazines, Music and Music Videos, Children's Books, Lessons and Games. There are also over 50 personal computers available for public use, including 39 with Internet access.

Charleston County Public Library, cont'd

**Copying services:** Copying services are available at 10 cents per sheet for black and white copies, 25 cents for color copies. Microform reader/printers are available, with copies at 10 cents per page. Exact change, available on site, is needed for the microform/reader/printers.

**Special services:** Interlibrary loan, telephone reference, Email reference (Ask A Question), Instant Message reference (IM) via Live Chat and Text are available through a link on web page. Computer instructions with classes for the public are held by the Tech Team in the 2<sup>nd</sup> Floor Classroom or in our meeting rooms. The Tech Team travels with a mobile lab of 12 laptops offering classes at Main and our 5 Regional branches. The Tech Team also schedules many Tech Talks and other programs.

**Fees:** No fee for in-house use. Membership is free to all Charleston County residents, students, property owners, members of the military and employees of Charleston County. There is a \$40.00 annual fee for out-of-county residents.

**Regulations for use of materials:** All reference materials may be used in-house only. No items may leave the South Carolina Room. Other materials circulate for varying times.

**Additional information:** The Main Library is the largest in a countywide system of 16 libraries and a bookmobile. The Bookmobile is equipped with a Wi-Fi, which provides access to the library's holdings, databases, and Internet services. See also the entries under "South Carolina Room" and "The Charleston Archive."

**Charleston County Records Center  
3879 Leeds Avenue  
North Charleston, SC 29405  
Mailing address: 4045 Bridge View Drive  
North Charleston, SC 29405 (843) 745-2231**

Contact Person and Title: Haley Doty, Records Manager

E-mail address: [hdoty@charlestoncounty.org](mailto:hdoty@charlestoncounty.org)

Fax number: (843) 745-2316

Web page address: [www.charlestoncounty.org](http://www.charlestoncounty.org)

Hours of operation: 8:00 a.m. – 4:00 p.m., Monday through Friday except County holidays

Best way to contact institution: Phone

Size of collection: 19,000 square feet housing approximately 23,000 boxes and assorted paper media collections; 5,000 rolls of microfilm.

Description of collections: The Charleston County Records Center holds records with a retention period of three years or longer dating from the late 1700s to present. These records belong to and are accessed by County departments.

Copying services: Copying of paper and microfilm is offered to County Departments only.

Special services: Digital scanning and indexing of County Records is provided by the Records Center in a digital image database accessible to County Departments. Microfilming services are provided, following the South Carolina Department of Archives and History (SCDAH) regulations and security microfilm for permanent records is stored at the SCDAH facility in Columbia. Retention schedule development, maintenance and revisions are provided to County Departments in cooperation with the SCDAH.

Fees: Services provided to County Departments follow a standard fee schedule.

Regulations for use of materials: Materials are provided by the Records Center to authorized County Department representatives only and are accessible to the public at the discretion of the department. Public requests must be made to the department of origin for any use of material. Charleston County Records can refer members of the public to the appropriate departments based on the material requested.

Additional information: Charleston County Records Center provides storage and imaging services for departments of Charleston County Government. Access is only provided to Records staff and authorized County representatives.

**Charleston Jazz Initiative  
c/o Arts Management Program  
College of Charleston  
66 George Street  
Charleston, SC 29424-0001  
(843) 953-5474**

**(Note: information from website)**

Contact Person and Title: Karen A. Chandler

E-mail address: karen@charlestonjazz.net, chandlerk@cofc.edu

Fax number: (843) 953-7068

Web page address: [www.charlestonjazz.net](http://www.charlestonjazz.net)

Hours of operation: NA

Best way to contact institution: [info@charlestonjazz.net](mailto:info@charlestonjazz.net)

Size of collection: Total linear feet not determined

Description of collections: Five full/complete collections of nearly 200 manuscripts, photographs, recordings, and ephemera; 50 oral histories of over 50 hours including 25 10-20 minute public program excerpts; video of 6 public program series since 2003 of over 40 hours; 500+ photographs of CJI's public programs since 2003; biographies of 60 musicians; a comprehensive bibliography of 150 books and articles; 30 single items of music recordings and audio/videotapes of interviews (half of these recordings are original material); 10 single items of original works including music scores and artwork; and 50 single manuscript documents and other memorabilia (approximately one-quarter of these is original material). Original material including oral histories, video recordings and photographs of CJI's programs constitute over one-half of the collection. Non-original materials are copies of photographs donors did not want to part with, out-of-print material, rare photographs and other items.

Copying services:

Special services:

Fees:

Regulations for use of materials:

**Charleston Library Society**  
**164 King Street**  
**Charleston, SC, 29401**  
**(843) 723-9912**

Contact Person and Title: Anna Smith, Librarian; Anne Cleveland, Executive Director

E-mail address: [info@charlestonlibrarysociety.org](mailto:info@charlestonlibrarysociety.org)

Fax number: (843) 723-3500

Web page address: [www.charlestonlibrarysociety.org](http://www.charlestonlibrarysociety.org)

Hours of operation: Monday-Friday, 9:30 - 5:30; Saturday 9:30 - 2:00

Best way to contact institution: In person, email, or telephone.

Size of collection: 100,000 items (estimated)

Description of collections: Variety of materials covering history and culture of Charleston and the Lowcountry, Civil War, agriculture, architecture, etc. Includes 18<sup>th</sup> and 19<sup>th</sup> century manuscripts, maps, early South Carolina newspapers, early periodicals, and pamphlets for 18<sup>th</sup> through 20<sup>th</sup> centuries. Circulating collections available to members with new releases in fiction, mystery, and nonfiction, as well as DVDs and audiobooks.

Copying services: 25¢ per copy for photocopies and microform prints.

Special services: ILL available

Fees: Daily research fee for non-members, \$5.00. Yearly student memberships, \$50.00. Yearly family memberships begin at \$100.00; Hourly staff research fee, \$20.00.

Regulations for use of materials: Members are allowed to check-out 6 items per membership card from the circulating collections. Non-members not allowed to check-out materials.

Additional information: Founded in 1748, Charleston Library Society is the second oldest circulating library in the United States and the South's oldest cultural institution.

Bindery and archival lab managed by Brien Beidler,  
[bbeidler@charlestonlibrarysociety.org](mailto:bbeidler@charlestonlibrarysociety.org).

**The Charleston Museum Archives  
360 Meeting Street  
Charleston, SC 29403  
(843) 722-2996 (ext. 244)**

Contact Person and Title: Jennifer McCormick, Archivist/Collections Manager

E-mail: [jmccormick@charlestonmuseum.org](mailto:jmccormick@charlestonmuseum.org)

Fax number: (843) 722-1784

Web page address: [www.charlestonmuseum.org](http://www.charlestonmuseum.org)

Hours of operation: By appointment only, Monday through Friday, 9:00 am to 4:00 pm. Closed for lunch.

Best way to contact institution: E-mail and phone.

Size of collection: 35,015 linear feet

Description of collections: The Charleston Museum Archives holds an extensive visual collection of photographs, historic postcards, and unframed artwork, including the oil paintings and watercolors of Mary Wilson Ball and the sketchbooks of Maria Martin and Charles Frasier. There is also a significant collection of manuscripts, maps, architectural blueprints, and newspapers.

Copying services: Photocopies not available. Scans can be made for a fee by staff. Please check rights and reproductions for all materials with staff.

Special services: None

Fees: \$12.00 per day for non-members. See website for scanning and usage fees, <http://www.charlestonmuseum.org/image-licensing>.

Regulations for use of materials: Closed stacks. See website for guidelines, research application, and research service request, <http://www.charlestonmuseum.org/image-licensing>.

Additional information: Collaborator in the Lowcountry Digital Library (<http://lowcountrydigital.library.cofc.edu/>). Collections on the website include, Earthquake photographs, Civil War photographs, African-American fire rolls, the American Revolutionary Papers, and the Chintz Quilt Collection.

**Children's Museum of the Lowcountry**  
**25 Ann Street**  
**Charleston, SC 29403**  
**(843) 853-8962**

(Note: information from 2011 & website)

Contact Person and Title: Beth Kerrigan, Interim Executive Director

E-mail address: [beth@explorecml.org](mailto:beth@explorecml.org)

Fax number: (843) 853-1042

Web page address: [www.explorecml.org](http://www.explorecml.org)

Hours of operation: Tuesday through Saturday, 9:00 - 5:00; Sunday, noon - 5:00

Best way to contact institution:

Size of collection:

Description of collections:

Copying services:

Special services:

Fees: \$10 admission, adults and children over 12 months; \$8 for SC residents; free for children under the age of one

Regulations for use of materials:

Additional information:



**City of Charleston Records Management Division  
2 George Street  
Charleston, SC 29401  
(843) 724-7301**

Contact Person and Title: Meg Moughan, Records Manager

E-mail address: moughanm@charleston-sc.gov

Fax number: (843) 965-4188

Web page address: [www.charleston-sc.gov/index.aspx?nid=182](http://www.charleston-sc.gov/index.aspx?nid=182)

Hours of operation: By appointment, Monday through Friday, 8:30 a.m. to 5:00 p.m.

Best way to contact institution: Phone or email

Size of collection: 110 linear feet of City ordinances; minutes of City Council; minutes of other City committees, boards, and commissions; 2,000 cubic feet of inactive City records; 1,200 maps and plats; 950 rolls of microfilm.

Description of collections: This division of the City's Clerk of Council Department serves primarily as a resource center for City staff and a repository for City records which are no longer in active use. Most records date from 1890-present. The bulk of the City's historical records were transferred to the Charleston County Public Library in 2001.

Copying services: Copier

Special services: Closed files of Charleston Orphan House and Oak Grove (successor to Charleston Orphan House) records, less than 75 years old, may be viewed by former residents. See web page above for details and application form.

Fees: Copies \$.25

Regulations for use of materials: Appointments are required. FOIA requests for access to public records can be filed through the City's legal department. Please contact: City of Charleston Corporation Counsel, 50 Broad Street, Charleston, SC 29406, telephone (843) 724-3706.

Additional information:

**Clare Boothe Luce Library at Mepkin Abbey  
1098 Mepkin Abbey Road  
Moncks Corner, SC 29461  
(843) 761-8509**

Contact Person and Title: Vivian Kaz and Pam Russo, part-time librarians

E-mail address: vkaz@mepkinabbey.org

Fax number: (843) 761-6719

Web page address: [www.mepkinabbey.org](http://www.mepkinabbey.org) (for the monastery)

Hours of operation: Tuesday through Thursday, 10:00 a.m. – 1:00 p.m. Appointment needed for those not in residence or in retreat at Mepkin.

Best way to contact institution: Telephone or fax.

Size of collection: 49,000 volume general collection; 635 volume rare book collection (16<sup>th</sup>-20<sup>th</sup> century); 800 linear feet of periodicals.

Description of collections: Theology and philosophy. Some archival materials regarding Henry R. Luce and Clare Boothe Luce.

Copying services: Photocopying available at 5¢ per page, dependent upon fragility of materials and copyright restrictions.

Special services:

Fees: No

Regulations for use of materials: On-site usage of materials.

Additional information:

**Clemson Architecture Center in Charleston Library**  
**20 Franklin Street**  
**Charleston, SC 29401**  
**(843) 723-1747**

Contact Person and Title: Ina L. Bootle, Library Specialist

E-mail address: inab@clemson.edu

Fax number: (843) 723-1847

Web page address: <http://libguides.clemson.edu/gunnin>

Hours of operation: Varies

Best way to contact institution: (843) 723-1747

Size of collection: 1,200+ items

Description of collections: Architecture, landscape architecture, urbanism, local interest.

Copying services: No

Special services: No

Fees: None

Regulations for use of materials: In-house use only

Additional information: Contact center to schedule visit with librarian.

**Commissioners of Public Works of the City of Charleston**  
**103 St. Philip St.**  
**Charleston, SC 29402**  
**(843) 727-6911**

(Note: information from 2008)

Contact Person and Title: Theresa Williams (Terry), Records Manager

E-mail address: [williamstw@charlestoncpw.com](mailto:williamstw@charlestoncpw.com)

Fax number: (843) 727-7140

Web page address: [www.charlestoncpw.com](http://www.charlestoncpw.com)

Hours of operation: By appointment

Best way to contact institution: Email

Size of collection: Varies

Description of collections: 19<sup>th</sup> and 20<sup>th</sup> century records and photographic materials chronicling the history of water in Charleston from its earliest beginnings of shallow wells, cisterns and Artesian wells, to a modern day public water system.

Copying services: No self-serve copying services available. Charges governed by CPW current Freedom of Information Act (FOIA) Fee Schedule.

Special services: None

Fees: No. Limited usage allowed by appointment only.

Regulations for use of materials: No circulation is currently allowed.

Additional information:

**The Confederate Museum  
188 Meeting Street  
(Upstairs, Corner of Meeting & Market Streets)  
Charleston, SC 29401  
(843) 723-1541  
Mailing address: P.O. Box 20997  
Charleston, SC 29413**

Contact Person and Title: Mrs. Dena Wall, Director

E-mail address: [denaw2602@aol.com](mailto:denaw2602@aol.com)

Web page address: <http://www.confederatemuseumcharlestonsc.com/>

Hours of operation: January and February: Thursday through Saturday, 11:00 a.m.-3:30 p.m. March through December: Tuesday through Saturday, 11:00 a.m. - 3:30 p.m.

Best way to contact institution: Call or email

Size of collection: Over 2,000 relics and an excellent research library.

Description of collections: Primarily Confederate military and civilian relics from the War Between the States. A more personal type of museum than most because it was started in 1894 by the same men who had enlisted in the same room at the beginning of the War. We have everything from the first cannon made in the Confederacy (also the first rifled cannon made in America) to our most popular relic, some of Robert E. Lee's hair.

Copying services: Have a copy machine; copies are 25¢ per page.

Special services: We do not buy, sell, trade or loan anything.

Fees: \$5.00 for adults; \$3.00 children 6-12; children under 6, free

Regulations for use of materials: We do not allow photographs or cell phones.

Additional information: We do offer talk tours given for groups of 15 or more people. These tours must be scheduled in advance with Mrs. June Murray Wells, Historian. Since we operate with many volunteers it is usually best to contact Mrs. Wells with any questions or information. The post office will not deliver mail upstairs to the Museum. Mrs. Wells is usually, but not always, at the Museum every day.

**The Congressional Medal of Honor Society Archives & Library**  
**40 Patriots Point Road**  
**Mount Pleasant, SC 29464**  
**(843) 884-8862**

Contact Person and Title: Laura Jowdy, C.A., Archivist; Victoria Leslie Kueck, Director of Operations; Sharon Edgington, Administrative Assistant

E-mail address: MOHArchive@earthlink.net or MedalHQ@earthlink.net

Fax number: (843) 884-1471

Web page address: [www.cmohs.org](http://www.cmohs.org)

Hours of operation: 8:30- 5:00, M-F; appointments preferred

Best way to contact institution: Phone or Email

Size of collection: 250+ archival boxes of institutional files and topical information and 33 filing drawers of research material. The library contains over 400 volumes and audio-visual materials.

Description of collections: Collections focus on the history of the Medal of Honor and its recipients from the Civil War through the current wars in Iraq and Afghanistan. This includes over 100 audio and/or videotaped oral histories with Medal of Honor recipients from the Boxer Rebellion through Vietnam. The library contains volumes on the Medal of Honor and general military history. Artifacts include Medals of Honor, uniforms, weapons, and other items from recipients.

Copying services: Copying services are available on-site through the use of a photocopier and scanner. Regulations governing copying are explained prior to the use of copying equipment.

Special services: N/A

Fees: There are no fees for using the facility, but for large-scale mailings of research material, we may request reimbursement for postage fees.

Regulations for use of materials: Closed stacks, all materials must be used in-house. In-house researchers are required to follow the Terms of Use for the facility. These will be given to researchers upon their arrival.

Additional information:

**Daniel Library / Citadel Archives & Museum  
The Citadel, the Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409**

Contact Person and Title: David Goble, Library Director, [dgoble@citadel.edu](mailto:dgoble@citadel.edu)  
Elaine Robbins, Librarian, [elaine.robbins@citadel.edu](mailto:elaine.robbins@citadel.edu)  
Marie Rose, Librarian, [mrose5@citadel.edu](mailto:mrose5@citadel.edu)  
Elise Wallace, Librarian, [elise.wallace@citadel.edu](mailto:elise.wallace@citadel.edu)

E-mail address: Reference inquiries to: [reference@citadel.edu](mailto:reference@citadel.edu)

Web page address: <http://library.citadel.edu/>

Hours of operation: Mon.-Thurs. 7:30 AM – 10:30 PM  
Fri. 7:30 AM – 5:00 PM  
Sat. 10:00 AM – 3:00 PM  
Sun. 12:00 PM - 10:30 PM

Special hours during exam and holiday periods are posted on the Library's home page <http://library.citadel.edu/>

Best way to contact institution: Library Administrative Office: (843) 953-7699  
Reference Department: (843) 953-2569  
Circulation Department: (843) 953-6845  
Interlibrary Loan Department: (843) 953-2570

Reference inquiries can be sent to email: [reference@citadel.edu](mailto:reference@citadel.edu)

Size of collection: The Library contains about 100,000 volumes, over 150,000 e-books, and over 150 article indexes and databases. The Library is a partial depository for U.S. government documents, including government maps.

Description of collections: The Library's collections support the undergraduate and several master's degree programs. Areas of collection strength include military science and military history, the Hardin Collection of German literature, the Collection of World War I materials, books by Citadel authors, a Recreational Reading Collection and a Leadership Collection.

Copying services: Courtesy copying for less than ten (10) pages; scanning of b/w documents are free; on-campus Digital Dawg Prints for more complex scanning and copying needs

Daniel Library, cont'd

### Special services: Interlibrary Loan

Regulations for use of materials: The general public may consult materials in-house at no charge. Circulation of books permitted to persons with Citadel IDs and students and faculty of Charleston Area Library Consortium institutions. Also, borrowing privileges are extended to Members of the Friends of the Daniel Library (regular membership begins at \$50), see <http://library.citadel.edu/friends>.

Per campus policy, persons under age 18 may not use the Library unless accompanied by an adult.



**Drayton Hall**  
**3380 Ashley River Road**  
**Charleston, SC 29414**  
**(843) 769-2600**

Contact Person and Title: Sarah Stroud Clarke, Archaeologist and Curator of Collections

E-mail address: [sstroudclarke@draytonhall.org](mailto:sstroudclarke@draytonhall.org)

Fax number: (843) 766-0878

Web page address: [www.draytonhall.org](http://www.draytonhall.org)

Hours of operation: 9:00 a.m. to 5 p.m.; gates close at 3:30; closed major holidays, Sundays 11:00-5pm.

Best way to contact institution: telephone or e-mail

Size of collection: Museum Collection: 22 pieces of furniture and approximately 500 total decorative arts objects. Archaeology collection: approximately 300 Hollinger boxes/estimate 1 million artifacts. Archival Collection: 17 linear feet (2 cartons, 9 document boxes, 3 slim document boxes, 11 flat boxes, 6 oversize flat boxes, 1 oversize flat file, 1 rolled chart).

Description of collections: On-site facilities include Drayton Hall's museum and archeological collections as well as the institutional archives for Preservation, Collections and Archaeology. The Drayton Papers and other archival materials are housed at the College of Charleston Addlestone Library in Special Collections Library.

Copying services: Photocopier available.

Special services: Please call to inquire.

Fees: No fees for study, but permission is required in advance. Reproductions and publication of copyrighted material are determined on a by-case basis. Admission to the grounds and house is \$22 for adults.

Regulations for use of materials: Access to collections by appointment only on case by case basis.

Drayton Hall cont'd

Access to the Drayton Papers is available through Special Collections at the College of Charleston Addlestone Library:

<http://libcat.cofc.edu/search~S11?/Xdrayton+hall&searchscope=11&SORT=DZ/Xdrayton+hall&searchscope=11&SORT=DZ&SUBKEY=drayton+hall/1%2C18%2C18%2CB/frame&FF=Xdrayton+hall&searchscope=11&SORT=DZ&16%2C16%2C>. Some parts of the collection require permission to access.

Additional information: Parts of the Drayton Paper collection are available online through the Lowcountry Digital Library:

[http://lcdl.library.cofc.edu/lcdl/?f%5Bcontribinst\\_facet%5D%5B%5D=Drayton+Hall%3A+A+National+Historic+Trust+Site&q=Drayton+Hall](http://lcdl.library.cofc.edu/lcdl/?f%5Bcontribinst_facet%5D%5B%5D=Drayton+Hall%3A+A+National+Historic+Trust+Site&q=Drayton+Hall)

**Edmondston-Alston House**  
**21 East Battery**  
**(843) 722-7171**

(Note: information from 2011 and website)

Contact Person and Title: Virginia Mizel – Director  
Marguerite Getz – Volunteer Coordinator

E-mail address: [vmizel@middletonplace.org](mailto:vmizel@middletonplace.org)

Fax number: (843) 722-4176

Web page address: [EdmondstonAlston.com](http://EdmondstonAlston.com)

Hours of operation: T-Sat. 10- 4:30; Sun. & Mon. 1- 4:30

Best way to contact institution: Call or email

Size of collection:

Description of collections: A thirty-minute guided tour of the home's public rooms and piazzas with a special focus on its Federal and Greek revival design and the vast collection of family silver, decorative arts and furniture.

Copying services:

Special services:

Fees: \$12 regular ticket, \$8 student ticket (with ID), \$8.00 child ticket (age 6-13),  
under 6 free

Tickets available at the door or online

A combination ticket with Middleton Place is also available

Regulations for use of materials:

Additional information: See also, Middleton Place Foundation. Mary Edna Sullivan,  
Curator for Middleton Place Foundation and the E-A House, (843) 556-6025 X141 or  
[mesullivan@middletonplace.org](mailto:mesullivan@middletonplace.org).

**Family History Center  
The Church of Jesus Christ of Latter Day Saints  
1519 Sam Rittenberg Blvd.  
Charleston, SC 29407  
(843) 766-6017**

**(Note: information from 2008)**

Contact Person and Title: Paul and Joyce Cox, Directors

E-mail address: joyce52540@knology.net

Fax number:

Web page address:

Hours of operation: Tues., Wed., Thurs. 10 a.m. to 9 p.m.; Fri., Sat. 10 a.m. to 2 p.m.

Best way to contact institution: Telephone 766-6017

Size of collection: 5000 rolls of microfilm, 30000 microfiche, 500 books, free internet access

Description of collections: This is a branch of the world's largest genealogical library, the Church of Jesus Christ of Latter Day Saints Family History Center, Salt Lake City, Utah. The branch can order film or fiche for a small fee. There are several million films available. The catalog is available on the internet at [www.familysearch.org](http://www.familysearch.org)

Copying services: yes

Special services: The internet is free. Web sites that need to be subscribed to are free at the Center.

Fees: Only for temp. orders.

Regulations for use of materials: On-site use only.

Additional information: Often referred to as the Mormon Family History Center.

**Fort Sumter National Monument Research Library**  
**Located at Fort Moultrie Visitor Center**  
**1214 Middle Street**  
**Sullivan's Island, SC 29482**  
**(843) 883-3123**

Contact Person and Title: Kate Everitt, Museum Curator

E-mail address: Catherine\_Fowler@nps.gov

Fax number: (843) 883-3910

Web page address: [www.nps.gov/fosu](http://www.nps.gov/fosu)

Hours of operation: 9 a.m. to 5 p.m. Monday-Friday; special arrangements may be made with advance notice

Best way to contact institution: By phone or by email

Size of collection: Approximately 800 published volumes; thousands of pages of primary resources including originals held in our collection and photocopies from the National Archives.

Description of collections: 1776-1947, military and local history, as it connects with Fort Sumter and Fort Moultrie.

Copying services: Copiers available/\$0.15 per page.

Special services: Call or email for Researcher Access Policy.

Fees: Please see call or email for Researcher Access Policy.

Regulations for use of materials: Please call or email for Researcher Access Policy.

Additional information:

**Gibbes Museum of Art/Carolina Art Association**  
**135 Meeting Street**  
**Charleston, SC 29401**  
**(843) 722-2706**

Contact Person and Title: Sara Arnold, Curator of Collections  
Zinnia Willits, Director of Collections Administration

E-mail address: [sarnold@gibbesmuseum.org](mailto:sarnold@gibbesmuseum.org)

Phone number: (843) 722-2706, ext 33

Fax number: (843) 720-1682

Web page address: [www.gibbesmuseum.org](http://www.gibbesmuseum.org)

Hours of operation: By appointment only. Two weeks' notice required.

Best way to contact institution: Telephone or email

Size of collection: Fine art collection consists of 7000 paintings, works on paper, miniature portraits and sculpture; Archives 350 cubic ft.

Description of collections: The Gibbes Museum of Art houses one the most significant collections of American art in the Southeast. Comprised of over 7,000 paintings, works on paper, miniature portraits and sculpture the collection dates from the 18<sup>th</sup> century through the present. Intended to provide an in-depth understanding of American art and patronage from a Charleston perspective the collection consists of objects by artists that are native to the region, have exhibited in the region, or have created works that relate to the region. The Gibbes also acquires collections that represent local patronage.

The Gibbes's archive houses non-current records of permanent value to the Carolina Art Association, the Gibbes Museum of Art, and the art and architectural history of the greater metropolitan area of Charleston, South Carolina. Holdings include, but are not limited to, manuscripts, ephemera, photographic media, scrapbooks, general and in-house publications, and records of institution administration, collections management, and internal organizations.

Copying services: Photocopies available by request; 25¢ per copy.

Special services: None

Gibbes Museum of Art cont'd

Fees: Yes

Regulations for use of materials: Researchers must be overseen by staff members at all times. Appointments to view objects in the fine art collection require a written request that explicitly states research project.

Additional information: On-line access to the art and archive collections is now available at [www.gibbesmuseum.org](http://www.gibbesmuseum.org)

**Historic Charleston Foundation  
Library and Margareta Childs Archives**

40 East Bay Street  
Charleston, SC 29401  
(843) 724-8490

Contact Person and Title: Karen Emmons, Archivist/Librarian

E-mail address: kemmons@historiccharleston.org

Fax number: (843) 577-2067

Web page address: [www.historiccharleston.org](http://www.historiccharleston.org) (see Archives & Research under the Resources tab)

Hours of operation: By appointment only. Monday through Thursday, 8:30 a.m. to 5:00 p.m.; some availability on Fridays.

Best way to contact institution: Telephone or email.

Size of collection: Archives approximately 500 lin. ft. Library almost 2,700 items.

Description of collections: The focus of the Archives is buildings and plantations in Charleston (and the vicinity) and historic preservation in Charleston. Materials include: (1) Property files, photographs, and architectural drawings. (2) Documentation of historic preservation in Charleston, including HCF's significant efforts and contributions. (3) Some HCF institutional records. The Library contains books, pamphlets, technical reports, theses and dissertations, and videorecordings pertaining to architecture, historic preservation, building arts, decorative arts, local and SC history, archaeology, and gardens/landscapes.

Copying services: Photocopying and scanning and are done by the Archivist; oversized items may be reproduced off-site.

Special services: None

Fees: Fees vary depending on quantity and intended use.

Regulations for use of materials: Materials are not circulated.



Historic Charleston Foundation cont'd

Additional information: Online Catalog available at <http://charleston.pastperfect-online.com/33491cgi/mweb.exe?request=ks>.

HCF is a partner organization on the Lowcountry Digital Library; several collections and items from the archives and library are on the LDL at <http://lcdl.library.cofc.edu/>.

HCF operates two museum houses, the Nathaniel Russell House at 51 Meeting Street and the Aiken-Rhett House at 48 Elizabeth Street. Both houses feature collections of furnishings, decorative objects, art, etc., and are open to the public for tours. Children's/family programming and educational field trips are also offered. Contact Michelle Palmore, Manager of the Nathaniel Russell House, at (843) 805-6735, or Valerie Perry, Manager of the Aiken-Rhett House, at (843) 724-8485.

HCF's mailing address is P.O. Box 1120; Charleston, SC 29402. Main phone no. is (843) 723-1623.

**Huguenot Society Library**  
**138 Logan Street**  
**Charleston, SC 29401**  
**(843) 723-3235**

Contact Person and Title: Harriott Cheves Leland, Researcher/ Archivist or Renée Marshall, Executive Director of the Society

E-mail address: [archivist@huguenotsociety.org](mailto:archivist@huguenotsociety.org) or [director@huguenotsociety.org](mailto:director@huguenotsociety.org)

Fax number: (843) 853-8476

Web page address: [www.huguenotsociety.org](http://www.huguenotsociety.org)

Hours of operation: 9:00 – 2:00 p.m., Monday through Friday

Best way to contact institution: Email, phone or mail

Size of collection: Approximately 4,000 items including books, pamphlets, documents and research collections dating from the 17<sup>th</sup> century to the present

Description of collections: Reference materials and books on the history and genealogy of French Protestants (Huguenots) in France, England and other European countries, South Africa and the United States. Manuscript sources include family Bibles, some letters and diaries, genealogies and church records. Records primarily deal with families of French Protestant (Huguenot) origin, but there are files on other families as well.

Copying services: Yes

Special services: Research services are available and can be requested via e-mail from the website, [www.huguenotsociety.org](http://www.huguenotsociety.org), or by regular mail. Membership files containing documented source material are available and can be copied. The research library catalogue is available on the website.

Fees: Non-members pay a fee to use the collection.

Regulations for use of materials: The library is non-circulating and copying member information is limited to material prior to 1900 in most cases.

## Huguenot Society cont'd

Additional information: The Society publishes a quarterly newsletter, *The Huguenot Herald*, and an annual scholarly journal, *Transactions of the Huguenot Society of South Carolina*. Recent issues of the *Herald* are on the website and copies of *Transactions* can be ordered from the Society. Copies of past issues of *Transactions* are offered to libraries and other research institutions as available for the cost of mailing. The offices of the Society are closed for major holidays and during the last two weeks of December. Membership in the Huguenot Society of South Carolina is open to all descendants of Huguenots who left France, or in some cases another country, prior to 1787. Applications for membership must be documented and are kept on file at the Society.

**John Rivers Communications Museum  
College of Charleston  
58 George Street  
Charleston, SC 29424  
(843) 953-5810**

Contact Person and Title: Rick Zender, Curator

E-mail address: zenderr@cofc.edu

Web page address: [www.cofc.edu/~jrmuseum](http://www.cofc.edu/~jrmuseum)

Hours of operation: Monday through Friday, 12:00 noon to 4:00 p.m. (excepting College of Charleston holidays), or by appointment.

Best way to contact institution: Phone

Size of collection: Four display rooms, two foyers, three storage rooms.

Description of collections: Radios, televisions, magic lanterns and magic lantern slides, telegraphs, telephones, phonographs, stereoscopic viewer, theremin, audio/visual toys and novelties, videotapes, DVDs, radio shows. Sound recordings – cylinder, 78, LP, 45, cassette, reel-to-reel, 8-track, wire, CD, etc.-the largest music collection in the Lowcountry! Related print materials-books, articles, manuals, journals, and some awe-inspiring record album covers.

Copying services: Case by case.

Special services: Listening / watching / dubbing older formats like cylinders, open reel tape, wire, 78s, LPs, 8-tracks, Betamax, CED, laserdiscs, VHS, and more. Access to audio/visual library areas by special request. We also host special events featuring classic films, old-time radio shows, lectures, and concerts-call or sign our e-mail list to receive notices.

Fees: No.

Regulations for use of materials: Please talk to us about specific requests.

Additional information: Museum is located in the historic 1803 Bernard Elliot House with high ceilings and hand-carved, Regency style woodwork. We have working equipment for demonstrations in many of these formats. We can accommodate tour groups by appointment.

**Kahal Kadosh Beth Elohim (KKBE) Library**  
**90 Hasell Street**  
**Charleston, SC 29401**  
**(843) 723-1090, ext. 203**

Contact Person and Title: Marlene Williamon, Librarian E-mail address: office@kkbe.org

Fax number:

Web page address: [www.kkbe.org](http://www.kkbe.org)

Hours of operation: For congregants, whenever the office is open. For non-congregants, on Sunday mornings only, from 10:00 a.m. – 2:00 p.m.

Best way to contact institution: Through the office. Size of collection: 6,000 books

Description of collections: Books, videos, CDs, DVDs, cassettes. Copying services: No

Special services: No

Fees: \$25.00 for overdue books

Regulations for use of materials: Reference materials may only be used in the library.

Additional information:

**Kahal Kadosh Beth Elohim (KKBE) Museum**  
**90 Hasell Street**  
**Charleston, SC 29401**  
**(843) 723-1090**

Contact Person and Title: Alex Grumbacher, Executive Director; Stephanie M. Alexander, Rabbi; Andrew H. Terkel, Rabbi

E-mail address: [office@kkbe.org](mailto:office@kkbe.org)

Fax number: (843) 723-0537

Web page address: [www.kkbe.org](http://www.kkbe.org)

Hours of operation: 10:00 a.m. – 4:00 p.m. Sunday through Thursday; 10:00 am – 3:00 pm Friday

Best way to contact institution: Email

Size of collection: 6 display cases

Description of collections: Ritual objects, pictures, documents

Copying services: N/A

Special services: No

Fees: No

Regulations for use of materials:

Additional information:

**Karpeles Manuscript Museum**  
**68 Spring Street**  
**Charleston, SC 29403**  
**(843) 853-4651**

Contact Person and Title: Stephen J. White, Sr., Executive Director

E-mail address: kmuseumchr@aol.com

Fax number: (843) 853-4651

Web page address: <http://karpeles.com>

Hours of operation: Tuesday-Saturday, 11:00 am to 4:00 pm

Best way to contact institution: Email.

Size of collection: N/A (rotating displays).

Description of collections: Three traveling exhibits each year from the Karpeles Manuscript Collection housed in depository in Santa Barbara, California. It contains the largest private collection in the world, with over one million manuscripts and artifacts.

Copying services: N/A.

Special services: N/A.

Fees: N/A.

Regulations for use of materials: N/A.

Additional information:

**L. Mendel Rivers Library  
Charleston Southern University  
9200 University Blvd.  
P.O. Box 118087  
Charleston, SC 29423-8087  
(843) 863-7911**

Contact Person and Title: Monica R. Langley, Acquisitions and Serials Librarian

E-mail address: [mlangley@csuniv.edu](mailto:mlangley@csuniv.edu)

Fax number: (843) 863-7947

Web page address: <http://www.charlestonsouthern.edu/library/>

Hours of operation: Monday-Thursday 7:45am - Midnight  
Friday 7:45am - 5pm  
Saturday 9am - 5pm  
Sunday 3pm – Midnight

Library is closed between semesters. During Fall and Spring Semesters, the library closes for Chapel from 11am to Noon, two Wednesdays each month. Reduced hours during Maymester, Summer Sessions, and Holidays.

Best way to contact institution: Telephone, Email, or Instant Messenger (IM).

Size of collection: over 220,000 volumes

Description of collections: Business, Education, Criminal Justice, and Religion. Special Collections: South Carolina and Charleston history, and government documents

Copying services: Print management available for CSU faculty, staff, and students. WEPA printing machine available for non-CSU users.

Special services: Interlibrary loan services available to students, faculty and staff. Printing for non-CSU users available on request.

Fees: None

Regulations for use of materials: Circulation to CSU students, faculty, staff, and to the students, faculty, and staff of PASCAL-affiliated colleges and universities.

Additional information:



**Macaulay Museum of Dental History, MUSC**  
**175 Ashley Avenue, MSC 403**  
**Charleston, SC 29425/29403**  
**(843) 792-2288**

Contact Person and Title: Susan Hoffius Curator

E-mail address: hoffius@musc.edu

Fax number: (843) 792-8619

Web page address: [waring.library.musc.edu/macaulay](http://waring.library.musc.edu/macaulay)

Hours of operation: By appointment.

Best way to contact institution: Email or phone

Size of collection: Approximately 500 sq. ft. of exhibit space; 1500 objects

Description of collections: The Macaulay Museum of Dental History houses an impressive collection of dental memorabilia, including a dental office of circa 1900; a series of dental chairs spanning many years, including a child's chair; and a traveling dentist's chest of the Civil War era. Collecting this material was the lifelong avocation of Dr. Neill Macaulay, a Columbia dentist and long-time supporter of the Medical University. The collection was given to MUSC as part of the Bi-Centennial celebration in 1976.

Copying services: N/A

Special services: N/A

Fees: Free admission

Regulations for use of materials: N/A

Additional information:

**Mace Brown Museum of Natural History  
College of Charleston Geology Department  
202 Calhoun Street  
Room 223  
Charleston, SC 29424  
(843) 953-5589**

(Note: information from 2011 & website)

Contact Person and Title: Dr. James L. Carew, Curator and Director

E-mail address: carewj@cofc.edu

Fax number:

Web page address: <http://geology.cofc.edu/natural-history-museum/>

Hours of operation: Daily, except Wednesdays, 11:00 a.m. – 4:00 p.m.

Best way to contact institution:

Size of collection: ~3,000 sq. feet

Description of collections: Displays more than 3,000 fossil specimens in a new facility. The displays include: Dinosaurs, Crinoids, Oligocene Mammals of North America, Mosasaurs, Cave Bears, Pleistocene Mammals of the Carolinas, Fossil Shark's Teeth Through Time, Ocean Life Through Time, Fossil Plants, "*Megalodon*" Shark Jaw, Freshwater Fishes, and Fossils of Mammoths and Mastodons.

Copying services:

Special services:

Fees: No fee for admission. Fees for special functions only.

Regulations for use of materials: No circulation of materials.

Additional Information: The museum is open to the public, and is manned by geology majors who work as student docents who can deliver guided tours. School groups or other public groups that would like to visit the museum should call 843.953.5589 (Geology Department Office), or email [museum@cofc.edu](mailto:museum@cofc.edu) to schedule their visit.

**Marine Resources Library  
College of Charleston  
217 Ft. Johnson Road, Building 8  
Charleston, SC 29412  
(843) 953-9370**

Contact Person and Title: James Williams III, Librarian

E-mail address: [mrlcirc@cofc.edu](mailto:mrlcirc@cofc.edu)

Fax number: (843) 953-9371

Web page address: <http://mrl.cofc.edu/>

Hours of operation: 8:30 am to 5:00 pm, Monday through Friday

Best way to contact institution: Telephone (843) 953-9370

Size of collection: 35,000 volumes in the cataloged collection; 10,000 bound periodical volumes; 30,000 reprints.

Description of collections: Subject strengths are marine biology, marine ecology, ichthyology, oceanography, toxicology, seafood safety, fisheries science, marine genomics, and aquaculture. The collection includes books, journals and reprints.

Copying services: Photocopier and microform reader/printer are available. Photocopy cost: 5 cents per exposure, staff must input copy code. Microform copy cost: 10 cents per exposure. Pay staff when copying is complete.

Special services: Not for the general public. Only for students, faculty, staff of agencies served. (See below.)

Fees: No

Regulations for use of materials: Journals and reprints do not circulate. Books circulate to persons having a validated ID from SC Dept. of Natural Resources/Marine Resources Division, College of Charleston, NOAA/National Ocean Service/Center for Coastal Environmental Health and Biomolecular Research, College of Charleston, The Citadel, Trident Technical College, MUSC and Charleston Southern University.

Additional information: For a \$75.00 annual fee, anyone over 18 years of age may become a Friend of the College of Charleston Library. This accords the person checkout privileges at the College of Charleston Library and at the Marine Resources Library. Visit <http://friends.library.cofc.edu/> to learn more about the Friends of the Library.

**Medical University of South Carolina Library**  
**171 Ashley Avenue**  
**Charleston, SC 29425**  
**Mailing Address:**  
**MSC 403**  
**Charleston, SC 29425-4030**  
**(843) 792-2372**

Contact Person and Title: T.L. Herbert, Reference Librarian

E-mail address: herbertl@musc.edu

Fax number: (843) 792-3534

Web page address: <http://www.library.musc.edu>

Hours of operation: Monday through Friday, 8:00 a.m. – 8:00 p.m.  
Sunday, 1:00 p.m. - 6:00 p.m.

Best way to contact institution:

Size of collection:

Description of collections: Bio-medical/clinical journals, books, databases. Covers historical 1872 to present.

Copying: 15¢/page. Purchase card on 4th floor. Machines do not accept coins.  
Computer printing 7¢/page.

Special services: Reference help.

Fees: Varies.

Regulations for use of materials: In-house use only.

Additional information: Computer labs restricted to MUSC faculty, staff, and students.  
Several public access work stations. Member of PASCAL Delivers for SC Academic Institutions.

**MUSC University Archives  
171 Ashley Avenue  
Suite 300, MSC 403  
Charleston, SC 29425  
(843) 792-6477**

Contact Person and Title: Brooke Fox, University Archivist

E-mail address: foxeb@musc.edu

Fax number: (843) 792-7047

Web page address: <http://waring.library.musc.edu/uamain.php>

Hours of operation: 8:00 a.m. to 4:30 p.m. Open to researchers from 9:00 a.m. to 4:00 p.m.

Best way to contact institution: Email or telephone

Size of collection: Approximately 700 linear cubic feet

Description of collections: The MUSC University Archives collects and preserves the official records of MUSC that have long-term historical, legal, fiscal, and/or administrative value. The collection consists of documents, photographs, videos, films, books, and artifacts.

Copying services: 20¢ per page

Special services: Basic scanning

Fees: \$5.00 (WLS members/students) / \$7.50 (internal) / \$10.00 (external)

Regulations for use of materials: Contact the Archivist

Additional information:

**Middleton Place Foundation  
4300 Ashley River Road  
Charleston, SC 29414  
(843) 556-6020**

Contact Person and Title: Mary Edna Sullivan, Curator\*; Barbara Doyle, Historian/Archivist

E-mail address: mesullivan@middletonplace.org; bdoyle@middletonplace.org

Fax number: (843) 766-4460

Web page address: [www.middletonplace.org](http://www.middletonplace.org)

Hours of operation: By appointment only

Best way to contact institution: Telephone or email

Size of collection: 200+ linear feet

Description of collections: Middleton Family correspondence and papers, 1739-20<sup>th</sup> century; includes family of Bishop Robert Smith. Charles Alston Family correspondence and papers.

Copying services: Limited.

Special services:

Fees:

Regulations for use of materials:

Additional information: Research space is very limited. Many of the Middleton papers were microfilmed by the South Carolina Historical Society; it is recommended SCHS be consulted first, if possible. See also Edmonston-Alston House.

\*If unable to reach Mary Edna Sullivan, please contact Dr. Dottie Stone at [dstone@middletonplace.org](mailto:dstone@middletonplace.org).

**The North Charleston and American LaFrance  
Fire Museum and Educational Center  
4975 Centre Pointe Drive  
North Charleston, SC 29418  
(843) 740-5550**

Contact Person and Title: Renee B. Frye, Museum Coordinator

E-mail address: rfrye@northcharleston.org

Fax number: (854) 740-5551

Web page address: [www.legacyofheroes.org](http://www.legacyofheroes.org)

Hours of operation: Monday-Saturday, 10:00 am to 5:00 pm / Sunday, 1:00 pm to 5:00 pm. Last admission at 4:00 pm.

Best way to contact institution: Email

Size of collection: Nineteen antique fire-fighting apparatus, working antique parade vehicle, archives and artifacts.

Description of collections: Antique fire-fighting apparatus, working antique parade vehicle, antique fire-fighting artifacts and implements, interactive teaching and experience exhibits, and newly renovated theater experience.

Copying services: None

Special services: Will perform research on antique apparatus with available data.

Fees: None

Regulations for use of materials:

Additional information:

**Old Slave Mart Museum  
6 Chalmers Street  
Charleston, SC 29401  
(843) 958-6467**

(Note: information from website)

Contact Person and Title:

E-mail address: [osmm@charleston-sc.gov](mailto:osmm@charleston-sc.gov)

Fax number: (843) 724-3732

Web page address: <http://charleston-sc.gov>

Hours of operation:

Best way to contact institution:

Size of collection:

Description of collections: Recounts the story of Charleston's role in this inter-state slave trade by focusing on the history of this particular building and site and the slave sales that occurred here.

Copying services:

Special services:

Fees:

Regulations for use of materials:

Additional information:



**Patriots Point Naval & Maritime Museum  
40 Patriots Point Road  
Mount Pleasant, SC 29464-4377  
(843) 881-5990**

Contact Person and Title: Melissa Buchanan, Curator of Collections

E-mail address: mbuchanan@patriotspoint.org

Fax number: (843) 881-5991

Web page address: [www.patriotspoint.org](http://www.patriotspoint.org)

Hours of operation: By appointment between 9:00 a.m. and 4:00 p.m., Monday through Friday except for state holidays.

Best way to contact institution: Email or telephone

Size of collection: Approximately 4,000 volumes. Searchability is basic at this time.

Description of collections: Twentieth century naval and maritime history, archival and photographic material largely limited to U.S. Navy materials including some Charleston Naval Shipyard materials.

Copying services: Yes. Reasonable amounts of photocopies are free. For extended research services, scanning of photographs or documents, etc. there may be a modest fee.

Special services: None

Fees: Admission charge for the museum, but this is waived for researchers using the library by appointment.

Regulations for use of materials: Stacks are open; archives are not. Library may only be used with presence/assistance of museum professional staff and volumes do not circulate.

Additional information:

**The Powder Magazine  
79 Cumberland Street  
Charleston, SC 29401  
(843) 722-9350**

Contact Person and Title: Alan Stello, Museum Director

E-mail address: [Info@PowderMag.org](mailto:Info@PowderMag.org)

Fax number: n/a

Web page address: [www.PowderMag.org](http://www.PowderMag.org)

Hours of operation: Monday – Saturday, 10am-4pm; Sunday, 1pm – 4pm

Best way to contact institution: (843) 722-9350 or [Info@PowderMag.org](mailto:Info@PowderMag.org)

Size of collection: Museum interprets an average of 50 artifacts.

Description of collections: The Powder Magazine is South Carolina's oldest public building (circa 1713). The Powder Magazine is one of a few remaining structures from the original walled city of Charles Town. Museum collection consists of military artifacts and exhibits from the 18<sup>th</sup> century.

Copying services: None

Special services: Education Onsite and Outreach Programs

Fees: \$5.00 for adults, \$2.00 for children, \$10 Family rate, Annual Passes Available

Regulations for use of materials: n/a

Additional information:

The Powder Magazine staff is willing to partner/support other CALM members with onsite and offsite programs pertaining to 18<sup>th</sup> Century military history.

**Preservation Society of Charleston****147 King Street  
Charleston, South C 29401****Mailing address:  
P.O. Box 521  
Charleston, SC 29402  
(843) 722-4630**

Contact Person and Title: Tim Condo, Advocacy Manager

E-mail address: [tcondo@preservationsociety.org](mailto:tcondo@preservationsociety.org)

Fax number: (843) 723-4381

Web page address: [www.preservationsociety.org](http://www.preservationsociety.org)

Hours of operation: By appointment only.

Best way to contact institution: Telephone or email.

Size of collection: Roughly 1,000 property files

Description of collections: Historical/architectural. Files mostly pertain to peninsula properties and their related Board of Architectural Review and Board of Zoning Appeals applications and history. Sanborn Maps (1902, 1902 with 1955 update).

Copying services: Photocopies are 20¢/page; \$.25 per page for non members.

Special services: None.

Fees: Not usually.

Regulations for use of materials: Closed stacks. Call beforehand for an appointment.

Additional information: Not set up as a research library. It is best to call to schedule an appointment.

**Register of Mesne Conveyance  
101 Meeting Street  
Suite 200  
Charleston, SC 29401  
(843) 958-4800**

(Note: information from 2011)

Contact Person and Title: Charlie Lybrand, RMC; Elaine Bozman, Deputy RMC

E-mail address: clybrand@charlestoncounty.org

Fax number: (843) 958-4803

Web page address: [www.charlestoncounty.org](http://www.charlestoncounty.org) (click on Public Records)

Hours of operation: 8:30 am – 5:00 pm Monday through Friday

Best way to contact institution: Phone or walk in

Size of collection: All of Charleston County's Land Records.

Description of collections: The RMC is the land office for Charleston County. This is a working office that has deeds, mortgages, plats, liens, and other miscellaneous documents. The Historic Document Library has records beginning in 1719 and continues with an unbroken chain of title to 1898. The balance of the records is located in the regular records room with an unbroken chain of title up to and including today's records.

Copying services: Copies of the records can be produced at 25 cents per page. Internet use from home is free and copies are also free using your personal printer.

Special services: The RMC office is responsible for placing Land Records on the Public Record. We have a staff of 31 people recording, interring data, satisfying mortgages, making copies for the public, and filming and imaging documents, as well as returning original documents to their makers. We will be glad to show someone how to start, but we do not do title searches.

Fees: No, except for copies.

Regulations for use of materials: Open records. No circulation.

Additional information: See next page for "A Few Facts."

## Register of Mesne Conveyance cont'd

## A Few Facts:

The County's Land Records start in 1719. The only break in the records was when the British invaded Charleston in 1780. On February 11, 1780, Governor John Rutledge was given dictatorial powers and disbanded the Legislature, which was meeting on the corner of Meeting and Broad Streets in the Historic Courthouse. The Records Office opened back up on May 12, 1780, and Charleston County's Land Records are unbroken from that date.

The Records were originally a handwritten copy of the original document. Walker Evans and Cogswell began printing forms for the text of the document to be hand written on. Next, the document was typed on the printed form created by Walker Evans and Cogswell. When copy machines first appeared, the document was photocopied as proof of Recording. In 1957, cameras were first used to film the documents. The format was 35 mm film, which was placed in hard clear jackets and read on a reader printer. In 1984, the format changed again to 16 mm roll film. The process stayed the same until 1997 when Charleston County not only filmed each document with an automatic camera but also began imaging documents. These documents were then placed on the World Wide Web for all to see. The Charleston County RMC Office was the first in the State to be on the World Wide Web.

The types of documents we record in the RMC Office:

- UCC or Uniform Commercial Code Lien: If you buy a big ticket item at Sears or SCE&G or something like that, the company financing the item files a UCC in this office. The lien is removed when the debt is satisfied.
- Termination: Speaks for itself. If the lien is terminated.
- Probate Transfer: Transfers property from the deceased to the living.
- Conveyance: The Deed or Title of property.
- Mortgage: The lien on the property placed by the bank or mortgage company.
- Plat: An approved drawing of the property.
- Satisfaction: The mortgage has been paid in full or satisfied.
- Assignment: One mortgage company has assigned its rights to someone else.
- Release: Releasing a portion of a mortgage.
- Subornation: If you have a first mortgage and get a second mortgage, the subornation shows that the second mortgage is junior to the first mortgage.
- Federal Tax Lien: You did not pay your federal taxes.
- Federal Tax Lien Release: You paid off your lien.
- State Tax Lien: You did not pay your state taxes.
- State Tax Lien Release: You paid off your lien.
- Miscellaneous Documents: Lease or Power of Attorney

**St. John's Lutheran Church  
Clifford and Archdale Streets  
5 Clifford Street  
Charleston, SC 29401  
(843) 723-2426**

Contact Person and Title: The Reverend Dr. Edward L. Counts

E-mail address: [info@stjohnscharleston.org](mailto:info@stjohnscharleston.org)

Fax number: (843) 577-2543

Web page address: [www.stjohnscharleston.org](http://www.stjohnscharleston.org)

Hours of operation: By appointment only

Best way to contact institution: Call the church office at (843) 723-2426

Size of collection: Paper records 30.0 lin. ft.; all records 33.0 lin. ft.

Description of collections: Dates: 1755-2006. Scope and contents of collection-- Congregational minutes (1755-1845, 1865-present); parish registers (1755-1787, 1865-present); pastors' sermons; records of organization; financial records; miscellaneous pamphlets, brochures, bulletins; paintings and photographs of pastors, original church, and present church; plats of graveyard (1919,1940).

Copying services: Photocopier, microfilm reader, scanner available. A member of the History Committee must be present.

Special services: None

Fees: Donations requested

Regulations for use of materials: Must be used in church buildings.

Additional information: Church Building open for tours upon request. Please call 2 weeks in advance.

**St. Matthews Evangelical Lutheran Church Archives**  
**405 King Street**  
**Charleston, SC 29403**  
**(843) 723-1611**

Contact Person and Title: Archives Volunteers

E-mail address: [archives@smlccharleston.org](mailto:archives@smlccharleston.org)

Fax number: (843) 723-8050

Web page address: [www.smlccharleston.org](http://www.smlccharleston.org)

Hours of operation: By appointment. Volunteers usually available on Thursdays.

Best way to contact institution: Telephone, mail, or e-mail

Size of collection: 9 rolls of microfilm, 20 storage boxes each contain 1 bound volume, 60 linear feet of shelved or boxed material.

Description of collections: Information on the founding of a German speaking congregation in 1840 and its growth and development to the present day. Collection includes parish records (baptism, confirmation, marriage, and death), congregational council minutes, treasurer's reports, and Bethany Cemetery (owned by St. Matthews) records. Materials include artifacts, audio tapes, bound volumes, microfilm, paper files, photographs, and videos.

Copying services: Photocopying available by staff.

Special services: None

Fees: Some fees may apply.

Regulations for use of materials: Materials for reference use only. No circulation of materials. Original bound volumes are fragile. Bound copies are used for research. Some materials not yet fine sorted.

Additional information: Copies of microfilm available at Charleston County Public Library (South Carolina Room).

**South Carolina Historical Society Archives  
Third Floor of Addlestone Library  
205 Calhoun Street  
Charleston, SC 29401  
(843) 723-3225**

Contact Person and Title: Molly Inabinett, Librarian; Virginia Ellison, Archivist

E-mail address: [molly.inabinett@schsonline.org](mailto:molly.inabinett@schsonline.org); [virginia.ellison@schsonline.org](mailto:virginia.ellison@schsonline.org)

Fax number:

Web page address: [www.southcarolinahistoricalsociety.org](http://www.southcarolinahistoricalsociety.org)

Hours of operation: Please check website.

Best way to contact institution: Email or telephone

Size of collection: Approximately 2,000 linear feet of manuscript material; approximately 7,500 maps and plats; approximately 25,000 books, pamphlets and microforms.

Description of collections: The Society received its first major accession in 1856: the papers of Henry Laurens – merchant, planter, and president of the Continental Congress. His papers include correspondence with his patriot contemporaries: George Washington, Benjamin Franklin, John Adams, and others. The Society's nationally renowned collections record the lives, passions, and viewpoints of South Carolinians from every era – pre-colonization to the present. Our archives contain the writings of governors, soldiers, and poets; the research of scholars; the diaries of women and travelers; the records of plantations, businesses, and churches. There are maps and plats, architectural drawings and genealogical charts, over 30,000 photographs and prints, as well as 25,000 books, pamphlets, and microforms. The Society also has one of the nation's largest collections of Confederate imprints.

Copying services: Please check website.

Special Services: Please check website for more information regarding reproduction and visual materials requests.

Fees: Please check website.



South Carolina Historical Society cont'd

Regulations for use of materials: Patrons must request permission for publication or duplication; microfilm must be used for some collections; bags and other non-essential items must be left in lockers (provided); no pens; please see website for additional guidelines.

Additional information: Patrons should consult the online catalog before visiting the library to get an idea of the collections. Nearly 100% of the manuscript collections and nearly 75% of the book collection can be located through the online catalog.

**The South Carolina Room  
Charleston County Public Library  
68 Calhoun Street  
Charleston, SC 29401  
(843) 805-6956**

Contact Person and Title: Marianne Cawley, Manager of SC Room

E-mail address: [scroom@ccpl.org](mailto:scroom@ccpl.org)

Web page address: [www.ccpl.org](http://www.ccpl.org) (Library online catalog is available from this page.)  
Look for the SCR listed under Services.

Hours of operation: Monday through Friday 9 am to 8 pm, Friday and Saturday 9 am to 6 pm, Sunday 2 pm to 5 pm.

Best way to contact institution: In person, by mail or e-mail for genealogy questions or history questions, by telephone for ready reference.

Size of collection: Approximately 16,000 volumes, 6,000 clipping files, and 7,400+ microforms

Description of collections: Primarily South Carolina history and genealogy with emphasis on the low country. Included are federal and local government records and documents, history and genealogy works, maps, newsletters, magazines, newspapers, church records and histories, directories, literature, biographies, sciences, property records, Civil War records, maps and plats, wills, colonial records. Also available are Charleston City Directories dating back to 1782, yearbooks starting in 1880, and telephone books starting in the 1930's. Ancestry Library Edition is available online at all libraries in the system. HeritageQuest and America's Historic Newspapers are available online at all libraries in the systems and on your home computer with a CCPL library card number.

The SC Room also maintains a collection of general works on genealogy and limited genealogical works from other places, mostly the southeastern states.

Copying services: Photocopier and microfilm reader/printer are 10 cents per sheet. Color photocopies are 25 cents a page. Photocopier will also scan to a flash drive and email copies for free. Microfilm reader/printer accepts dimes only.

Special services: Interlibrary Loan.

Fees: None for Charleston County residents.

South Carolina Room, CCPL, cont'd

Regulations for use of materials: All materials must be used only in the South Carolina Room.

Additional information: All materials may be copied. Credit must be given if publishing replicas of photographs or documents owned by the Library, but there is no usage fee.

**Special Collections at College of Charleston**  
**205 Calhoun Street**  
**Charleston, SC 29401**  
**(843) 953-8016**

Contact Person and Title: Mary Jo Fairchild, Manager of Research Services

E-mail address: fairchildmj@cofc.edu

Fax number: (843) 953-6319

Web page address: <http://speccoll.cofc.edu/>

Hours of operation: Monday through Friday, 9:00 a.m.–5:00

Best way to contact institution: Email

Size of collection: Over 600 separate manuscript collections that vary in size from a single item to over 400 linear ft.

Description of collections: Special Collections at the College of Charleston houses a large variety of manuscript, published, and visual objects. The largest collections are the College of Charleston archive, the Spoleto Festival archive, the Jewish heritage collection, the L. Mendel Rivers collection, and the Burnet R. Maybank senatorial papers; nearly roughly 40,000 cataloged volumes, many of which date to the founding of the College of Charleston Library by the South Carolina General Assembly in 1770.

Copying services: on-site and by request. See website for details.

Special services:

Fees: None

Regulations for use of materials: College of Charleston libraries are committed to supporting research, teaching, scholarship, and publication involving the use of the library's materials.

Additional information: Mailing address is 66 George Street; Charleston, SC 29424.

Regulations for use of materials: Use of material in Special Collections confined to research area.

Additional information: Mailing address is 66 George Street, Charleston, SC 29424.

**Summerville-Dorchester Museum**  
**100 East Doty Avenue**  
**Summerville, SC 29483**  
**(843) 875-9666**

Contact Person and Title: Kenneth Battle, Vice President of the Board

E-mail address: [museumoffice@summervilledorchestermuseum.org](mailto:museumoffice@summervilledorchestermuseum.org)

Fax number:

Web page address: [www.summervilledorchestermuseum.org](http://www.summervilledorchestermuseum.org)

Hours of operation: Monday-Friday 10:00 a.m. – 4:00 p.m.; other hours by appointment

Best way to contact institution: Call or email.

Size of collection: More than 1,200 objects are in the permanent collections.

Description of collections: Collections include unique locally collected fossils and Native American artifacts, on display in a large pharmacy cabinet; exhibits and panels presenting information on Summerville's homes and historic inns. Educational exhibits on natural history and several important Revolutionary War period artifacts from the permanent collection are also on display. Visitors enjoy many old photographs.

Copying services: By arrangement with curator.

Special services: None currently.

Fees: Nominal fees for large tour groups, and research projects.

Regulations for use of materials: Under the supervision of the curator by appointment.

Additional information: We have recently acquired a collection of 85 circa 1920s – 1930s blueprints and plans from the Summerville Commissioner of Public Works. This collection includes blueprints of several Summerville buildings and the original town water system plan with its structures and equipment. A collection of approximately 10,000 notes of tile and documents with a card index circa 1900 – 1992 is also being processed. Our mailing address is P.O. Box 1873 Summerville, SC 29484.

**Trident Technical College, Berkeley campus**  
**1001 S. Live Oak Dr, Rm. 177**  
**Moncks Corner, SC 29461**  
**(843) 899-8055**

Contact Person and Title: Ruthie Porchia, Supervisor

Email address: [lrc.livesupport@tridenttech.edu](mailto:lrc.livesupport@tridenttech.edu)

Fax number: (843) 899-8100

Website: <http://www.tridenttech.edu/student/resources/library/index.htm>

Hours of operation: Monday - Thursday: 7:30 am - 5:00 pm  
Friday: 7:30 am - 4:30 pm  
Saturday & Sunday: Closed

Best way to contact institution: Phone, email

Size of collection: 42,000 print volumes

Description of collections: Community and technical college subjects

Copying services: \$0.10/page

Special services: ILL, PASCAL Delivers available

Fees: No

Regulations for use of materials:

Additional information:

**Trident Technical College, Main Campus  
7000 Rivers Avenue, Building 510  
Charleston, SC 29423  
(843) 574-6095**

Contact person and title: Charnette Singleton, Dean

Email address: [lrc.livesupport@tridenttech.edu](mailto:lrc.livesupport@tridenttech.edu)

Fax number: (843) 574-6946

Website: <http://www.tridenttech.edu/student/resources/library/index.htm>

Hours of operation: Monday - Thursday: 7:30 am - 9:00 pm

Friday: 7:30 am - 4:30 pm

Saturday: 9:00 am - 5:00 pm [Closed on Saturdays in Summer]

Sunday: 1:00 pm – 5:00 pm [Closed on Sundays in Summer]

Best way to contact institution: Phone, email

Description of collections: Community and technical college subjects

Size of collection: 42,000 print volumes

Copying services: \$0.10/page

Special services: ILL, PASCAL Delivers available

Fees: No

Regulations for use of materials: None

Additional information:

**Trident Technical College, Palmer campus**  
**66 Columbus St., Rm. 229**  
**Charleston, SC 29403**  
**(843) 722-5540**

Contact person and title: Haley Hall, Branch Manager

Email address: [lrc.livesupport@tridenttech.edu](mailto:lrc.livesupport@tridenttech.edu)

Fax number: (843) 720-5614

Website: <http://www.tridenttech.edu/student/resources/library/index.htm>

Hours of operation: Monday - Thursday: 7:30 am - 8:00 pm  
Friday: 7:30 am - 4:30 pm  
Saturday and Sunday: Closed

Best way to contact institution: Phone, email

Size of collection: 42,000 print volumes

Description of collection: Community and technical college subjects

Copying services: \$0.10/page

Special services: ILL, PASCAL Delivers available

Fees: No

Regulations for use of materials: None

Additional information:



**The Village Museum at McClellanville**  
**401 Pinckney Street**  
**McClellanville, SC**  
**(843) 887-3030**

(Note: information from website)

Contact person and title: Seldon "Bud" Hill, Director

Email address: VillageMuseum@tds.net

Fax number:

Website: <http://www.villagemuseum.com>

Hours of operation: Thursday, Friday, Saturday 10:00 a.m. – 5:00 p.m. (closed from noon to 1:00 p.m. for lunch)

Best way to contact institution:

Size of collection:

Description of collection: Acclaimed as one of the finest small town museums in the state. The Village museum opened in April 1999. Exhibits demonstrate a time line of history beginning with villages of the Seewee Indians and the settlement at Jamestown, S.C. by the French Huguenots, through the rice planting on the great Santee plantations and the establishment of the town of McClellanville as a coastal resort. Displays also tell of the simple lifestyle of the postwar farmer, the rise of timber harvesting in the 20th Century and the growth of the local seafood industry. The museum attempts to both educate its visitors as well as entertain them.

Copying services:

Special services:

Fees: Free admission to members, students, and children. \$3.00 adult non-members.

Regulations for use of materials:

Additional information:

**Waring Historical Library  
Medical University of South Carolina  
175 Ashley Avenue  
MSC 403  
Charleston, SC 29425-4030  
(843) 792-2288**

Contact Person and Title: Susan Hoffius, Curator; Tabitha Samuel, Digital Archivist;  
Brooke Fox, University Archivist

E-mail address: Hoffius@musc.edu; samuel@musc.edu; foxeb@musc.edu

Fax number: (843) 792-8619

Web page address: <http://waring.library.musc.edu/page.php?id=692>

Hours of operation: Monday-Friday, 9 am – 5:00 pm. Closed on state holidays.

Best way to contact institution: Email or telephone

Size of collection: 15,000 printed volumes; approximately 800 distinct manuscript collections

Description of collections: Manuscripts, photographs, printed materials, and artifacts documenting the history of the health sciences in South Carolina. Biographical files on health professionals (mostly physicians). Materials documenting history of hospitals, diseases, public health, dentistry, pharmacy, nursing, medicine, military medicine, medical education, and MUSC.

Copying services: Staff makes copies for patrons. No photography without permission. Scanning services for a fee. No research fees.

Special services: Interlibrary loan.

Fees: No, except for reproductions

Regulations for use of materials: Non-circulating collection.

Additional information: Open for tours during regular business hours.