

**A  
GUIDE TO  
THE  
UNITED STATES ARMY  
MILITARY HISTORY  
INSTITUTE**



**CARLISLE BARRACKS  
PENNSYLVANIA  
17013-5008**

## INTRODUCTION TO THE INSTITUTE

The Military History Institute collects, preserves, and provides to researchers source materials of American military history. The Institute is housed in Upton Hall, named after Brevet Major General Emory Upton (1839-1881), author of *The Armies of Asia and Europe* and *The Military Policy of the United States Since 1775*. Upton Hall, built in 1941, was the academic building for the Army Medical Field Service School and for the Army War College, prior to becoming home for the U.S. Army Military History Research Collection in July 1967. The Research Collection, renamed the U.S. Army Military History Institute in April 1977, holds more than one million items relating to military history. No other agency has as extensive a collection of materials relating exclusively to the role of the military in the development of the United States. The Military History Institute strives to perpetuate the history and traditions of the Army, the Army's role in the development of the United States, and the lives of the men and women involved in its development.

The nucleus of the Institute's holdings came from three sources: The U.S. Army War College, the National War College and the U.S. Army Command and General Staff College. These three schools collectively transferred more than 120,000 volumes to the Institute. These books, dating from as early as the fifteenth century, provide the historical roots of the American Army.

## HOLDINGS

The Military History Institute receives materials from libraries throughout the Army, as well as from individual and group donors. In addition to purely military matters, the items include coverage of allied fields such as law, science and technology, sociology, medicine, religion, exploration, economics, geography, political science, and literature. Many relate to military and diplomatic affairs of foreign nations, for the military history of the United States has been closely intertwined with that of other nations.

Original source materials are a vital part of the Military History Institute's holdings. Diaries, letters, memoirs, photographs, art work, and personal records provide intimate insights into the past. The Institute's holdings include the original handwritten manuscript of Upton's *Military Policy of the United States*, the personal papers of hundreds of prominent generals, and the papers of thousands of junior officers and enlisted men and women whose services contributed to American military history from the colonial period to the present.

Starting with approximately 2,000 volumes and a staff of 3 in July 1967, the Institute has grown in over 21 years to a staff of 40 with over 236,000 volumes; 9,000 bound periodicals; 730,000 photographs; 40,000 audio/visual items; over 5,000,000 manuscripts including diaries, memoirs, letters, and other papers; and over 400,000 classified and unclassified military documents, including publications in numbered series.

## STAFF ASSISTANCE

The Institute cannot conduct extensive research for patrons but will gladly provide research and reference assistance. Such assistance includes bibliographic guidance, explanation of the various finding aids,

reference help to on-site patrons and via correspondence, and assistance in locating material.

## ACCESS TO HOLDINGS AND FACILITIES

a. **Circulation.** The U.S. Army Military History Institute collections are non-circulating. Books and other items may not be withdrawn by individuals other than members of the Carlisle Barracks community.

b. **Interlibrary Loans.** Published books after 1914 may be borrowed only through interlibrary loan request from a library. The following materials are not available through interlibrary loan:

- (1) Manuscripts
- (2) Oral history transcripts
- (3) Photographs
- (4) Maps
- (5) Art work of all types
- (6) Rare books
- (7) Books in poor physical condition.
- (8) Periodicals. Articles may be photocopied. See d. below.

c. **Carrels.** Carrels are available in the library. These will be assigned upon application and can be retained by the individual during the entire term of research and study. Portable typewriters and computers may be taken to carrels or study areas provided they do not disturb other patrons.

d. **Copying.** Copying of printed materials is subject to the following:

(1) **Cost:** Rates are prescribed by Army regulations. As of 1989, the rates are: \$3.50 for the first six pages and \$.10 for each additional page. Photocopying service for each patron is limited to 100 pages per year.

(2) Copies are provided for research and study use only. The Institute does not involve itself in any way in granting permission for publication of such copies. Copyright permission must be obtained by the individual concerned when required. Information

regarding publication rights may be obtained from the Institute staff.

e. **Cameras.** As a general rule, cameras are not permitted. Special permission may be obtained when research requirements so dictate. Flash attachments or electronic flash units will not be used without specific prior permission.

f. **Classified Materials.** Access to classified materials is available only in accordance with current Army regulations. Information about access may be obtained from the Classified Records Manager.

g. **Artifacts.** Although not an Army museum, some military artifacts, military art and other three-dimensional holdings are available for research at the Institute only. The Curator of USAMHI will make artifacts available upon request of the visitor; however, artifacts permanently mounted for museum display will not be removed from cases.

h. **Oral History Program.** In 1970, the Army Chief of Staff directed that a program of debriefing senior retired officers and civilians be established. MHI was asked to conduct the program using Army War College students as the interviewers. Since then over 700 individuals have been interviewed in this continuing program, which ranges across years of military experience and focuses on the background of key issues and decisions. Transcripts are maintained in the Manuscript Archives Branch and are available for use by researchers in accordance with the interviewee's signed access agreement.

## **HAROLD KEITH JOHNSON CHAIR OF MILITARY HISTORY**

Each academic year the Military History Institute provides the Harold Keith Johnson Chair of Military History to a distinguished Professor of Military History. These scholars, invited to Carlisle Barracks, teach courses at the Army War College, lecture at other service schools and serve as a bridge between the academic and the Army historical communities.

## **PUBLICATIONS**

The Institute periodically publishes bibliographies and inventories of its holdings and makes many more available electronically. Selected bibliographies are available to other libraries/individuals through interlibrary loan.

## **COLLEGE STUDENT VOLUNTEERS**

The Institute frequently hosts college student volunteers during the summer, fall, winter, or spring semesters. This practical experience in military history is closely related to the student's academic major, such as history or library science. Details of the program can be obtained from:

Assistant Director for Educational Services  
U.S. Army Military History Institute  
Carlisle Barracks, PA 17013-5008  
Telephone (717) 245-4113.

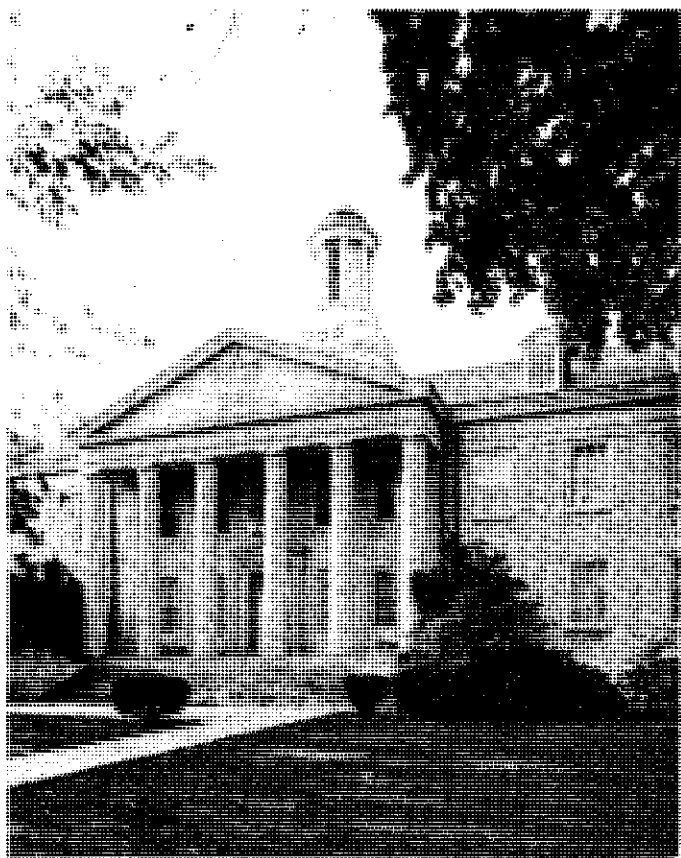
## **DONATIONS WELCOME**

Constant effort is made to improve and expand the Institute's holdings. Acquisition of books, periodicals, and other published materials is one means of increasing the usefulness of the Institute. Another is by adding to the large collection of personal papers reflecting the American military experience.

Men and women who served in uniform often had or have items of historical interest, which should be preserved for posterity and made available for scholarly research. Personal papers and records, letters, diaries, memoirs, photographs, and art work accumulated during and after service in uniform will be of great importance to the historians of the future. Many individuals have family papers and records, as well as personal library collections, which will be of research interest. All of these items reflect the history, the traditions, the legends, and the accomplishments of the armed services and should be preserved.

The U.S. Army Military History Institute actively solicits archival and pictorial material relating to all periods of United States history in peacetime and in war. Information about the general nature of materials desired and assistance with specific contributions may be obtained from:

Archivist  
U.S. Army Military History Institute  
Carlisle Barracks, PA 17013-5008  
Telephone (717) 245-3601



**UPTON HALL  
HOME OF THE U.S. ARMY  
MILITARY HISTORY INSTITUTE**

**Hours of Operation:**  
8:00 a.m. - 4:30 p.m. Monday through Friday,  
except federal holidays.

**INQUIRIES**

Inquiries concerning the Military History Institute,  
its holdings or use of its facilities should be sent to:

U.S. Army Military History Institute  
Carlisle Barracks, PA 17013-5008  
Telephone (717) 245-3611;  
AUTOVON 242-3611.