



DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY HISTORY INSTITUTE  
CARLISLE BARRACKS  
CARLISLE, PENNSYLVANIA 17013-5008

REPLY TO  
ATTENTION OF



## INTRODUCTION TO THE U.S. ARMY MILITARY HISTORY INSTITUTE

The U.S. Army Military History Institute is the Army's central repository for historical materials with a mission to collect, preserve, and make available to researchers source materials on American military history. The Institute holds more than eight million books, periodicals, manuscripts, photographs, and audio-visual materials 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 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. In addition to purely military matters, coverage includes allied fields such as international relations, law, science and technology, sociology, medicine, exploration, economics, geography, political science, and literature.

Original source materials, such as diaries, letters, memoirs, photographs, art work, personal records, and oral histories, are a vital part of the Institute's holdings. The Institute's archival holdings include the personal papers of hundreds of prominent generals and tens of thousands of junior officers and enlisted men and women. These holdings span American military history from the colonial period to the present.

### STAFF ASSISTANCE

The Institute cannot conduct extensive research for patrons but will provide limited reference assistance. Such assistance includes bibliographic guidance, access to finding aids, reference help to on-site patrons and via correspondence, and assistance in locating materials. Private research contractors are available to provide research assistance for a fee.

### ACCESS TO HOLDINGS AND FACILITIES

a. Circulation. The Institute's 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 Books and other items may not be withdrawn by individuals other than members of the Carlisle Barracks community.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. In general, books are not loaned from the Institute except for official requests. The exception to this is that those books published after 1939, that are in good condition and are available through no other source than MHI, may be borrowed through interlibrary loan requests initiated at other libraries. The following materials are not available through interlibrary loan: manuscripts, rare books, periodicals, maps, photographs, and art work.

c. Carrels. Carrels are available and will be assigned upon application. Portable typewriters and computers may be taken to carrels provided they do not disturb other patrons.

d. Photocopying. As of 1994, copying of printed materials for off-site delivery costs \$10.00 for the first ten pages and \$.25 for each additional page. The \$10.00 fee includes the cost of contracted researchers to find and copy the material. On-site copying is a flat \$.25 per page. Photocopying service is limited to 300 pages per calendar year for all patrons. Copies are provided for research and study use only. Obtaining copyright permission, when required, is the responsibility of the patron.

e. Cameras. In general, cameras are not permitted. However, special permission may be obtained when research requirements so dictate.

f. Classified Materials. Access to classified materials is granted in accordance with current Army regulations. Information about access may be obtained from the Information Security Specialist at (717) 245-3631.

#### **VOLUNTEER AND CERTIFICATE PROGRAMS**

The Institute has an active, year-round program which gives volunteers practical experience in military history or library science. Volunteers in a degree-granting program usually obtain academic credit for this work. Volunteers may also earn a certificate in public history. Details may be obtained from the Assistant Director for Educational Services at (717) 245-4427.

#### **DONATIONS WELCOME**

Constant effort is made to improve and expand the Institute's holdings. The acquisition of books, periodicals, and other published materials and the addition of personal papers reflecting the American military experience enhances the Institute's collections. Personal papers and records, letters, diaries, memoirs, photographs, and art work accumulated during and after service in uniform will be of great importance to future researchers since such items reflect the history, traditions, customs, and accomplishments of the armed services. Information about the general nature of materials desired and assistance with specific contributions may be obtained from the Institute's Assistant Director for Library Services at (717) 245-4139.

#### **INQUIRIES**

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

U.S. Army Military History Institute  
Carlisle Barracks, Building 22  
Carlisle, Pennsylvania 17013-5008  
Telephone: Reference - (717) 245-3611  
Archives - (717) 245-3601  
Photos - (717) 245-3434

#### **HOURS OF OPERATION**

8:00 a.m. - 4:30 p.m.

Monday through Friday, except federal holidays.