

## **A Guide To The UNITED STATES MILITARY HISTORY INSTITUTE Carlisle Barracks, Pennsylvania 17013-5008**

The following article has been re-printed with the permission of the United States Military Institute. The primary mission of the institute is to promote the study and preservation of manuscripts, source materials, and documents pertaining to military history. Genealogists researching individual ancestors who served in the military may find information using this source. However, the emphasis of the institute focuses on military history as opposed to genealogy. The institute staff will not perform genealogical research for individual service personnel.

Researchers who use United States Military History Institute as a source should phrase their questions in such a way as to emphasize historical rather than genealogical research. Materials in this collection may provide valuable clues to assist genealogists in future queries directed to the National Archives, individual state archives, or the Family History Library System. These sources are more apt to have records pertaining to individuals. The names of individual service personnel mentioned in institute records will be sketchy. The emphasis of indexing at the institute will always focus on such things as battles, policy making, military strategy, and prominent soldiers/officers. They have a large collection of regimental histories, so some preliminary research would be advisable.

Genealogists who want to utilize the United States Military History Institute for research purposes are advised to contact any of the genealogical societies listed below in advance for advice. In some cases, they may be able to give you some pointers or perhaps a member could accompany you on the trip.

Capital Area Genealogical Society  
P.O. Box 4502  
Harrisburg, PA 17111-4502  
Tel: (717) 543-2622

South Central Pennsylvania  
Genealogical Society  
P.O. Box 1824  
York, PA 17405  
Tel: (717) 843-6169

Cumberland County Historical Society  
Hamilton Library  
21 North Pitt Street  
Carlisle, PA 17013  
Tel: (717) 249-7610

## 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 Military History Institute in April 1977, holds more than one million cataloged items relating to military history. No other agency has as extensive a collection of material 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 books and periodicals from libraries throughout the Army, as well as from individual donors. In addition to purely military matters, the volumes 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, artwork, 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 2000 volumes and a staff of 3 in July 1967, the Institute has grown in 21 years to a staff of 40 with over 240,000 volumes; 11,300 bound periodicals; 700,000 photographs; 40,000 audio/visual items; 13,000 archival boxes of manuscript 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 scholars 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:**

1. **Circulation.** The U.S. Army Military History Institute is not a circulating library. Books and other items may not be withdrawn by individuals other than members of the Carlisle Barracks community
2. **Interlibrary Loans.** Published books after 1899 may be borrowed through interlibrary loan application by a military, academic or public library. The following materials are not available through inter-library loan:
  - a. Manuscripts
  - b. Oral history transcripts
  - c. Photographs
  - d. Maps
  - e. Artwork of all types
  - f. Rare books
  - g. Materials in poor physical condition
  - h. Periodicals. Articles may be photocopied. (See d. below.)
3. **Carrels.** Carrels are available in the book stacks. These will be assigned upon application and will be retained by the individual during the entire terms of research and study. Portable typewriters may be taken to carrels or study areas provided they do not created a disturbance for other patrons.
4. **Copying.** Copying of printed materials is subject to the following:
  - Cost: Rates are prescribed by Army regulations. As of 1988, 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.
  - 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.
  - All copying will be performed by USAMHI staff personnel.
5. **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 permission.
6. **Classified Materials.** Access to classified materials is available only in accordance with current Army regulations. Information about access may be obtained from the Deputy Director.
7. **Artifacts.** Military artifacts, military art and other three-dimensional holdings may be used for research at the Institute only. The Curator of MHI will make artifacts available upon request of the visitor; however, artifacts permanently mounted for museum display will not be removed from cases.

8. **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 for one year, 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 publishes bibliographies of its holdings. Selected bibliographies are provided to repository libraries and 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

**ADVANCED RESEARCH GRANTS:**

The Institute annually offers research grants designed to assist scholars in conducting research at the Institute. Detailed information about the grants may be obtained by writing:

Assistant Director for Educational Services  
U.S. Army Military History Institute  
Carlisle Barracks, PA 17013-5008

**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 to 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 artwork 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 descriptions of specific contributions may be obtained from:

Archivist  
U.S. Army Military History Institute  
Carlisle Barracks, PA 17013-5008

Bryan L. Mulcahy, Reference Librarian, & Gina Hamister, Genealogy Volunteer,  
Fort Myers-Lee County Library, 12/6/2001.