

**United States Military History Institute
Guide to Genealogical and Historical Research
Carlisle Barracks, Pennsylvania**

The United States Military History Institute at Carlisle Barracks serves as a historical repository that 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:

1. The U.S. Army War College
2. The National War College
3. U.S. Army Command and General Staff College.

These three schools collectively transferred more than 120,000 volumes to the Institute. Materials contained in the holdings contain information dating from as early as the fifteenth century and provide the historical roots of the American Army. 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 17111-0502
 Tel: (717) 843-6169
<http://www.capitalareagenealogy.org/>

South Central Pennsylvania
 Genealogical Society
 P.O. Box 1824
 York, PA 17405-1824
<http://www.scpgs.org/>

Cumberland County Historical Society
 Hamilton Library
 21 North Pitt Street
 P.O. Box 626
 Carlisle, PA 17013
 Phone: 717-249-7610
 Fax: 717-258-9332
 Internet: <http://www.historicalsociety.com/Template11.html>
 For general inquiries: info@historicalsociety.com

Research and Inquiries
The U.S. Army Military History Institute (MHI)

Ridgeway Hall Research Center
Mailing Address:
 P.O. Box 839, Carlisle, PA 17013
Physical Address (Parcel):
 950 Soldiers Drive, Carlisle, PA 17013
Phone: 717-258-1102
Fax: 717-258-1576
Email: info@armyheritage.org

No Appointments Needed: NOTE: If you have an extensive inquiry, it might be advantageous to contact MHI staff in advance).

No Fees to use the collection.

Hours of Operation: Monday-Saturday 10am-5pm

First time users are strongly advised to visit the following FAQ section on research prior to their visit. <http://usawc.libguides.com/content.php?pid=557569&sid=4595837>

The USAHEC's Military History Institute (MHI) provides researchers with professional direction and assistance identifying and accessing the Center's resources and services. As an Institute of the U.S. Army, highest priority is given to U.S. Army users, but unofficial visitors and researchers are welcome to utilize the collections. Our on-site and off-site services for

patrons are summarized below.

- On-site Research: Use the USAHEC Collections for all of your U.S. Army history needs.
- Online Research: Search the holdings of the USAHEC's library and archival collections and access digitized material.
- Inquiries: Learn how to get help if you cannot make it to the USAHEC
- Copies and Reproduction: Obtain photograph and manuscript reproductions
- Interlibrary Loans
- Research Links

Please note that staffing is limited on Saturdays and some services may not be available, and on occasion are suspended. Researchers are advised to visit our websites or call ahead if you wish to do research on Saturdays. The Institute will be closed on the last two Saturdays of the year.

The USAHEC is open for limited research opportunities on the following four Federal holidays: Memorial Day, Independence Day, Labor Day, and Veterans Day. Researchers may study previously pulled holdings, but no new material will be pulled on these holidays.

Patrons may bring a laptop computer and a digital camera into the Research Room. No scanners or flash photography is permitted.

Reproduction services are available for a fee.

Camera stands and lights are available on a first-come-first-served basis.

Research the USAHEC Archival Collections

The MHI is here to help researchers. New researchers are given a short briefing on their handling and care of our library and archival holdings, and are registered before materials can be accessed. The USAHEC is a "closed-stack" facility; our staff will retrieve the holdings you would like to use. There are no set "pull times" for requesting holdings; researchers can request additional materials at any time during normal business hours. However, only one cartload of materials per researcher will be allowed on the floor at one time. A member of our staff is on hand at the Reference Desk in the Research Room to advise researchers of relevant holdings available. The Institute also maintains a small but highly specialized reference collection in the Research Room that is readily available for use.

Research the USAHEC Online Archival Collections

In addition to digitized materials, the MHI has developed extensive online finding aids providing references to our entire collection, including over 8,200 reference bibliographies. To view these bibliographies and to search our online catalog for books, manuscripts, photograph collections, serials, microfilm, digital documents, and more, visit the Army Heritage Collection Online at <http://usahec.polarislibrary.com/polaris/Search/>. The bibliographies, databases, and other resources found there will give you a good idea as to whether or not the

Institute has research materials relevant to your search.

While physically visiting the USAHEC's collections is required to access most materials, there is a significant volume of historic manuscripts and photographs available online. Please visit the Photographic Holdings Page <http://www.carlisle.army.mil/ahec/index.cfm> for more information about researching our image collections.

Patrons may submit inquiries online at

http://www.carlisle.army.mil/AHEC/forms/inquiries_customer.cfm

or by mail

U.S. Army Military History Institute

Attn: MHI

950 Soldiers Drive

Carlisle, PA 17013

The MHI welcomes inquiries from official and unofficial patrons; however, the USAHEC does not perform in-depth research. We provide reference information about our holdings and can sometimes look in a specific source identified by a requestor, but we are not resourced to do more. We receive and answer tens of thousands of inquiries during the course of a year. Our staff is small and the workload increases with each passing year. Official inquiries take precedence.

If you wish to make an official inquiry, you must be a member of a federal government agency. Unofficial patrons may submit an unofficial inquiry or also hire an on-site researcher by contacting the MHI – Army Heritage Center. Their link is

<http://www.carlisle.army.mil/AHEC/USAMHI/researchinquiries.cfm>.

You are urged to review the list of Frequently Asked Questions link

<http://usawc.libguides.com/content.php?pid=557569&sid=4595837> as it may answer many of the questions you have regarding information available at the USAHEC and elsewhere.

Copies and Reproduction

The MHI offers several methods for reproducing materials on site. Copies of most books, manuscripts, microforms, and photographs in the U.S. Army Military History Institute can be provided for a fee. All reproduction orders placed by the public must be prepaid by check or money order and **made payable to the “MHI Fund.”** Payment cannot be made with cash, stamps or checks drawn on foreign banks. Payment for foreign patrons must be made using U.S. currency and in a form that will clear through U.S. banks. Patrons who have checks returned for insufficient funds will be charged a \$25.00 processing fee in addition to the cost of the original order. For a complete list of fees and guidelines pertaining to copies and reproduction, please visit the following link

<http://www.carlisle.army.mil/AHEC/documents/FeeforServiceSchedule.pdf>

If you need reproductions made, but you cannot travel to the USAHEC collections, please send detailed copy orders to:

U.S. Army Military History Institute
Attn: AWCC-DMH-NAF
950 Soldiers Drive
Carlisle, PA 17013-5021

Normal reproduction copy time is four weeks.

Researchers may use their own digital cameras to record materials they find in the collections. No scanners or flash photography is permitted. To reproduce rare book segments or photographs, please see the MHI staff.

To learn more about reproducing materials found in the online photograph collections, please visit the Photograph Holdings Page link at <http://www.carlisle.army.mil/AHEC/USAMHI/PhotoSearch.cfm>

Interlibrary Loan

The USAMHI participates in the interlibrary loan system. Contact your local library for details and information about the program, and to initiate loan requests.

- Patrons may borrow up to six items.
- Our loan periods are 60 days for printed materials.
- We do not loan periodicals, archive documents and papers, rare books, books published before 1960, or items for which we only have one copy.
- Items are not loaned to patrons overseas.
- As a lender of last resort we do not loan materials that are readily available elsewhere.
- Your local college or university, or state library may also have these materials available.

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 create a disturbance for other patrons.
 4. **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.
 5. **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.
 6. **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.
 7. **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. For more information on this topic, please visit the following link <http://warhistorian.org/usawc/>.

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. Anyone interested in donating materials to our collection is invited to visit

<http://www.carlisle.army.mil/AHEC/AHM/howtodonate.cfm> for the latest information on this topic.

Bryan L. Mulcahy, Reference Librarian, & Gina Hamister, Genealogy Volunteer,
Fort Myers Regional Library 1/27/2015.