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LIBRARY HANDBOOK

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**UNITED STATES ARMY INFANTRY SCHOOL
DIRECTORATE OF TRAINING
LEARNING RESOURCES DIVISION
FORT BENNING, GEORGIA**

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ATSH-DOT-LRD

May 1981

SUBJECT: Library Handbook

ALL FORT BENNING PERSONNEL

1. The purpose of this publication is to introduce you to the resources of the U.S. Army Infantry School Library.
2. Historically, the Infantry School Library was established in 1919 when 1,725 books were transferred from Fort Sill, Oklahoma to Fort Benning, Georgia. At that time, the Library was located in a two-story wooden building near the parade grounds. Under the guidance of LTC George C. Marshall, Jr., Assistant Commandant, 1927-1932, the Library enlarged its holdings and moved to the one-story brick building, which is now part of the Finance Office. The next move was in 1935 to the Infantry School, Building Number 35, where the Library remained for approximately 30 years. The Library moved to its present location in 1964.
3. The USAIS Library serves primarily as a reference, research and information facility. All Fort Benning personnel, including active and retired military personnel, their dependents, civilians and off post requestors may use this Library.
4. The USAIS Library is located on the first floor of Infantry Hall, Building 4, Rooms 101-2.
5. The Library is staffed by professional librarians, library technicians and clerical personnel who are on duty Monday through Thursday, from 0800-1800 hours, and Friday, from 0800-1700 hours. The Library is closed on Saturdays, Sundays and holidays. However, extended hours are available upon request.
6. We welcome you to take advantage of the excellent resources and services in the USAIS Library.

FOR THE COMMANDER:



GUY A. SMITH
LTC, AGC
Adjutant General

DISTRIBUTION:

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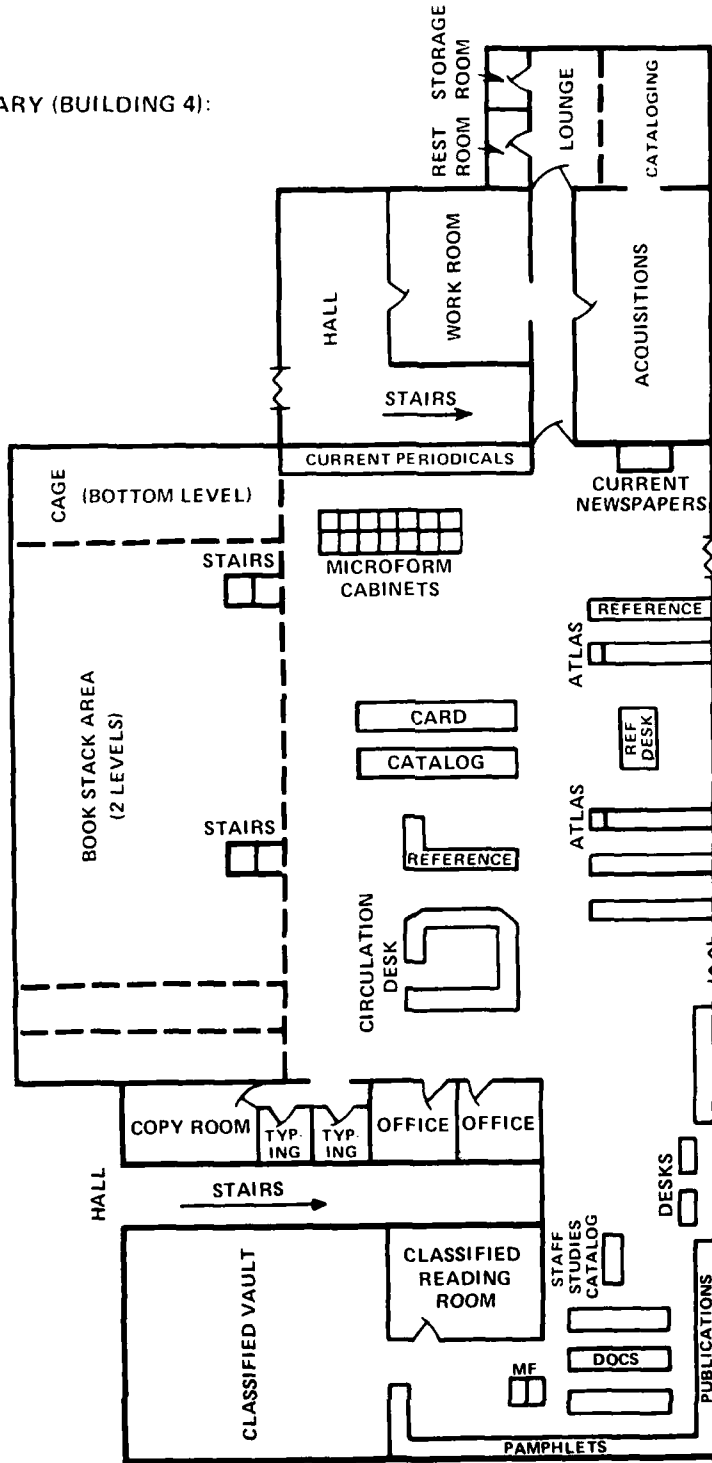
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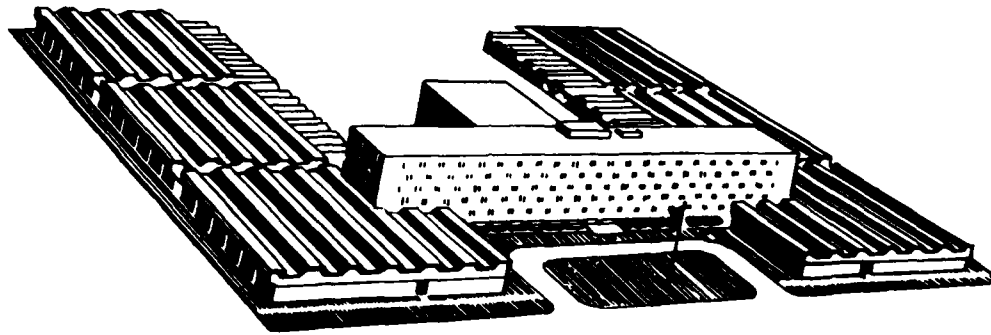
FLOOR PLAN

LIBRARY (BUILDING 4):



MF-MICROFICHE CABINETS

WELCOME TO THE U.S. ARMY INFANTRY SCHOOL

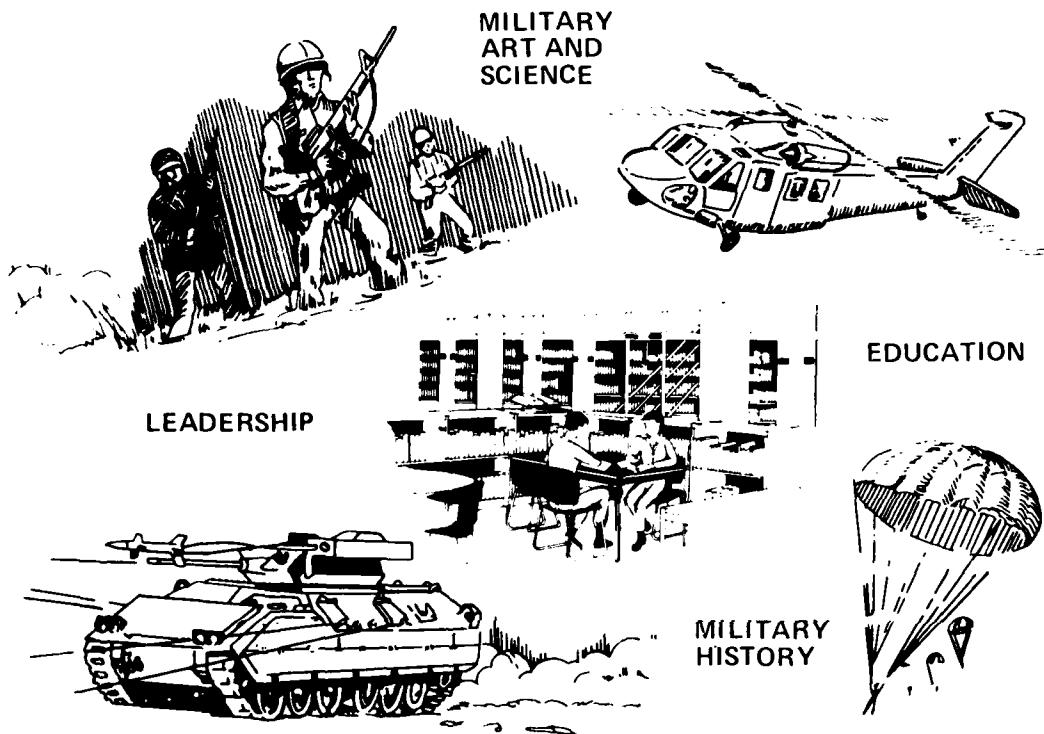


MISSION

Promote professionalism and military competence by development and promulgation of Infantry doctrine; education and training of students in residence; extension of the School's education and training capacity to units and individuals in all components of the Army in the field; and support force development objectives with a *coordinated combat development effort*.

THE U.S. ARMY INFANTRY SCHOOL LIBRARY

is here to serve your reference, research and information needs



The library staff aims to please students, faculty, staff, the local community and requestors from afar.

USAIS RESEARCH LIBRARY RESOURCES



The Library comprises approximately 162,000 volumes, including a comprehensive military collection, with emphasis on Infantry subjects. In addition, there are subjects in major disciplines, i.e., foreign affairs, national defenses, management, education, area studies, etc.

The Library collection is primarily arranged by the Library of Congress Classification System, which is used to locate materials within the Library. Though many books dealing with a particular subject are located together, a book is seldom restricted to one subject, resulting in the possibility of it being shelved in one of several different places. Books located in special areas are identified by letters following the Library of Congress classification number.

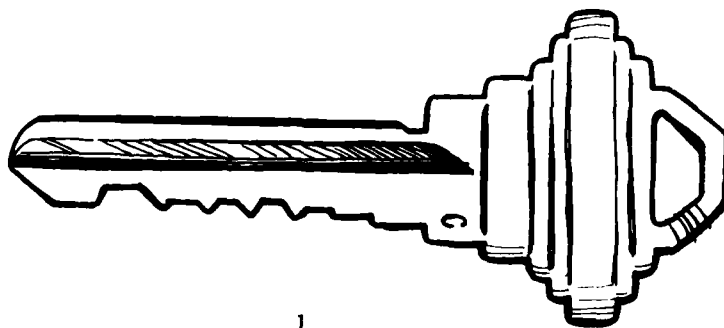
Reference Books — REF

Rare Books — Cage

Recommended Reading

List Books — RL

The key to locating materials in the Library is through the card catalog.



DOCUMENTS

Materials in both the classified and unclassified documents collection are located in the Library by the proponent agency and series number indicated on the document.

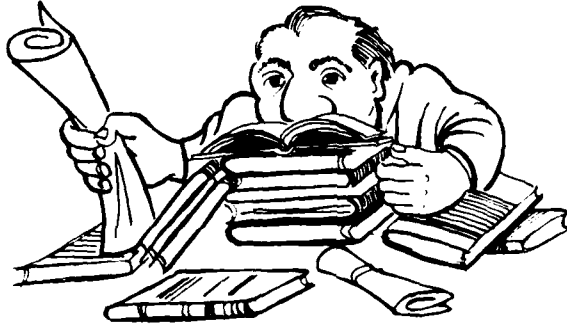
The documents area include technical reports, staff studies and monographs, official publications, instructional materials and programs of instruction of the Infantry School and from other service schools, historical files, etc. Indexes and a card catalog are available in locating the documents. Documents are identified by letters following the classification number.

Form Symbols

Documents — d
Pamphlets — p
Microfilm — f
Microfiche — mf

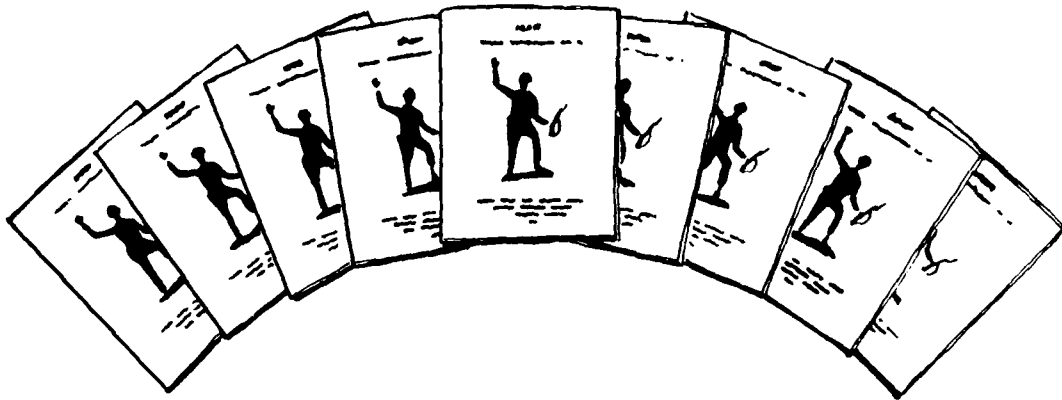
Security Symbols

Secret — S
Confidential — C
For Official Use Only — F
Unclassified — U



The Library has an extensive Army Service map collection which is located in the Documents Area by country and scale.





BIBLIOGRAPHIES

The Library prepares and publishes a number of excellent bibliographies, including the *USAIS Recommended Reading List for Faculty and Students*, *Desert Warfare*, *Opposing Forces: Communist China Military Capabilities*, *Soviet Military Capabilities*, *Warsaw Pact Military Capabilities*, *Foreign Military Capabilities*, *Iran*, *Asia*, *Southwest*, *Acquisitions List of Classified Materials*, etc.

Bibliographies are also available from DOD and non-governmental agencies.



PERIODICALS

The Library receives approximately 350 magazines and newspapers of which many are military journals, and a select number of general interest and education subscriptions. Current issues are alphabetically arranged by titles on shelves and racks in the periodicals area of the Library. Back issues are available in bound volumes, microfiche or microfilm and hard copies.

Periodical indexes are available in locating articles in magazines and newspapers, i.e., *Readers Guide to Periodical Literature*, *New York Times Index*, *Maxwell Air University Index to Military Periodicals*, *Education Index*, *Book Review Index*, *Monthly Catalog of US Government Publications*, *Biography Index*, *Middle East Abstracts and Index*, etc.

SPECIAL COLLECTIONS

There is a rare book collection which comprises primarily first edition Infantry publications, U.S. Army Infantry School history and other unique materials pertinent to the military.

THE RECOMMENDED READING LIST BOOKS FOR FACULTY AND STUDENTS. A select number of books to enhance professional reading. Revised annually.

DEADLINE DATA ON WORLD AFFAIRS. A card file system on foreign and domestic affairs of each country, and the activities of all major international organizations.

THREAT COLLECTION. A collection of technical reports, magazine articles and books on primarily Soviet military capabilities.

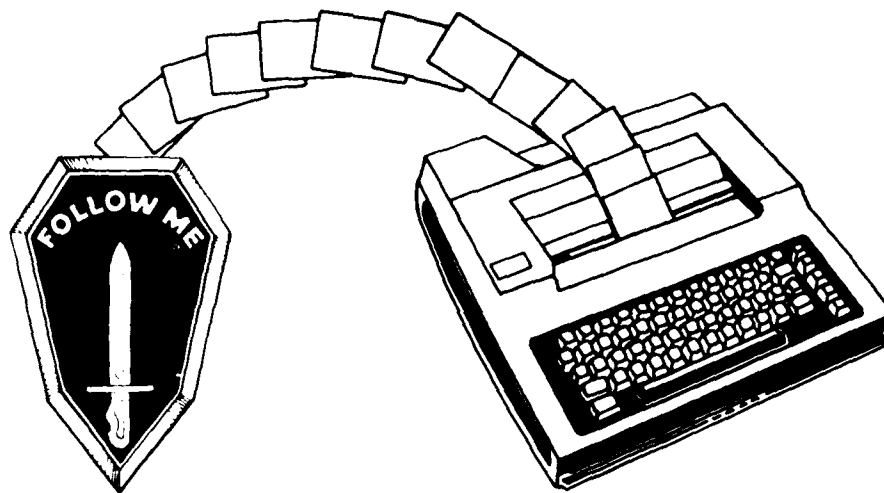
ARMY SERVICE MAP COLLECTION. Detailed maps of countries.

BACKGROUND NOTES ON THE COUNTRIES OF THE WORLD. A series of pamphlets published by the Department of State which profiles the geography, government, economy, people, history, politics and foreign relations of countries.

FACTS ON FILE. A summary of world news. Updated weekly with cumulative index.

MOMENTS IN HISTORY. A collection of library materials, depicting chronological events in military history. The collection is used primarily by the IOAC, IOBC and ANCOC students.

DATA BANKS



The Library subscribes to four computerized information systems with access to more than 1,200,000 technical studies and 100 data bases. Searches are to be coordinated with the Chief of Public Services Section of the Library. Once it is determined that a computer search is appropriate, you will be asked to identify your needs, providing key words and a narrative description. U.S. active military personnel and civilians employed on Post are encouraged to use the library information network systems listed below on a "need-to-know" basis. Searches may take a few minutes or several weeks depending on the type of problem. In some search problems, the computerized searching services will be most valuable; in others, manual searching will be necessary.

THE DEFENSE TECHNICAL INFORMATION (DTIC)

An excellent source for the military researcher. Summaries of research studies are available, and bibliographies including completed studies cited in them can be ordered; a printed index is also available.

LOCKHEED DIALOG INFORMATION RETRIEVAL SERVICE

DIALOG provides on-line searching of more than 100 data bases. Data bases covered include Historical Abstracts, American Statistics Index, GPO Monthly Catalog, Educational Research (ERIC), Conference Papers Index, U.S. Political Science Documents, etc.

OHIO COLLEGE LIBRARY CENTER (OCLC)/ILL

Through this nationwide network, the Library has access to the locations of over five million books and periodicals which are obtainable through the interlibrary loan service.

GEORGIA LIBRARY INFORMATION NETWORK (GLIN)

An access to the locations of books and periodicals for interlibrary loans via toll free telephone service.

OTHER SERVICES



CIRCULATION

The maximum loan period for library materials is four weeks.

Materials can be renewed in person or by telephone.

Reserve materials are located at the circulation desk. Library materials may be placed on reserve by instructors for students' use or by patrons when a book is in circulation.

Contact the Circulation Desk, telephone 545-5661 for additional information.

INTERLIBRARY LOAN

Library materials not available in the USAIS Library may be obtained through the interlibrary loan system. It takes approximately three weeks for the requested materials to be delivered. The USAIS Library provides regular loans to other military and civilian libraries.

Contact the Reference Desk, telephone 545-3390, for additional information.



AUDIOVISUAL MATERIALS/EQUIPMENT

Microfilm and microfiche readers and reader-printers are available for use in the Library. Portable microfiche readers can be obtained on loan. Approximately 60,000 microforms, covering a variety of topics are also available.

Videotapes and audio cassettes on a variety of topics are available in the Individual Learning Center.

The Library has a photocopying machine, which is free of charge. The copier is for the convenience of library patrons and is intended to help preserve library materials and avoid mutilation.

Typewriters are available for patrons use.

ACQUISITIONS

The USAIS Library regularly purchases materials for the library collection. Additionally, the Library is the point of contact for the Infantry School in the purchase of books and periodicals for directorates and offices.

Contact the Acquisitions Clerk, telephone 545-5604, for additional information.

THE LIBRARY WELCOMES SUGGESTIONS FOR IMPROVING THE COLLECTION AND SERVICE.

SYSTEM OF CLASSIFICATION

Library of Congress Classes A to Z

A	<i>General Works</i>
B-BJ	<i>Philosophy, Psychology</i>
BL-BX	<i>Religion</i>
C	<i>Auxilliary Sciences of History</i>
D	<i>History: General and Old World</i>
E-F	<i>History: America</i>
G	<i>Geography, Maps, Anthropology</i>
H	<i>Social Sciences</i>
J	<i>Political Science</i>
K	<i>Law (General)</i>
KD	<i>Law of the United Kingdom and Ireland</i>
KE	<i>Law of Canada</i>
KF	<i>Law of the United States</i>
L	<i>Education</i>
M	<i>Music</i>
N	<i>Fine Arts</i>
P-PA	<i>General Philology and Linguistics</i> <i>Classical Languages and Literatures</i>
PB-PH	<i>Modern European Languages</i>
PG	<i>Russian Literature</i>
PJ-PM	<i>Languages and Literatures of Asia, Africa, Oceania.</i> <i>American Indian Languages. Artificial Languages</i>
PN, PR, PS, PZ	<i>General Literature. English and American Literature</i>
PQ	<i>French, Italian, Spanish and Portuguese Literatures</i>
PT	<i>German, Dutch and Scandinavian Literatures</i>
Q	<i>Science</i>
R	<i>Medicine</i>
S	<i>Agriculture</i>
T	<i>Technology</i>
U	<i>Military Science</i>
V	<i>Naval Science</i>
Z	<i>Bibliography. Information Sciences</i>

SUBJECTS IN *ITALICS* INDICATE THE UNITED STATES ARMY INFANTRY SCHOOL LIBRARY'S EMPHASIS IN THESE FIELDS.

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544-4053/AUTOVON 784-4053

Chief, Public Services Section
545-3390/AUTOVON 835-3390

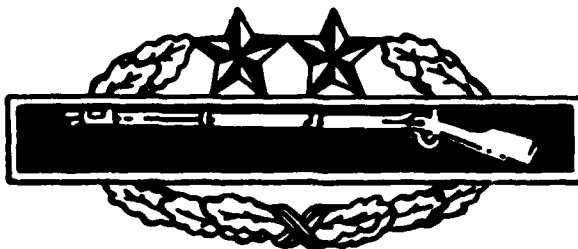
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