THE URBANA FREE
LIBRARY

Champaign County Historical Archives
Record Request Form - Mail

Instructions

Champaign County Historical Archives can provide off-site patrons with photocopies or scanned images of records based on the following criteria.

- Indexed items in our comprehensive catalog, **Local History Online.**
- Print sources (books or periodicals) that have indexes.
- Any sources where an exact citation is provided; this includes month/day/year for newspaper articles.

This service is provided for a non-refundable fee of $10.00 per 10 items requested, plus photocopying/scanning charges and postage (payable by check).

To submit your request for copies of records found in Champaign County Historical Archives:

- **Complete all required fields necessary found on page 2 of this form.**
  - Please submit your requests for information in writing, with a non-refundable service fee of $10.00.
- **Enclose check payable to: The Urbana Free Library.**
- **Mail to:**
  - Champaign County Historical Archives
    The Urbana Free Library
    210 West Green Street
    Urbana, IL 61801-5326

Requests will be filled by Champaign County Historical Archives staff as time permits. Once you have submitted your request and service fee, Archives staff will calculate the additional costs to complete the order (see pricing schedule below). Staff will then forward the requested items to you once payment has been received.

Pricing

Photocopy	$0.50/per page
Scans	$0.50/per scan
Shipping for printed copies	via USPS media mail (unless otherwise arranged by patron)

Please Note: The Archives is unable to provide photographic quality prints.

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Questions? Call (217) 367-4025 or email archives@urbanafree.org

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The Urbana Free Library
210 West Green Street
Urbana, IL 61801-5326
archives@urbanafree.org

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*required fields

*Your name:	
*Your street address:	
*Your city, state, ZIP:	
Your phone number:	
*Your email address:	

Document Requests (use additional pages if necessary)

1	Surname:

*Document/Record title:

2	**Surname:**

* Document/Record title:

3	**Surname:**

* Document/Record title:

4	**Surname:**

* Document/Record title:

5	**Surname:**

* Document/Record title:

6	**Surname:**

* Document/Record title:

7	**Surname:**

* Document/Record title:

8	**Surname:**

* Document/Record title:

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