



The Urbana Free Library

## Champaign County Historical Archives Record Request Form

### Instructions

Champaign County Historical Archives is able to provide off-site patrons with photocopies or scanned images of records found in **Local History Online** for a non-refundable service fee of \$10.00 plus photocopying/scanning charges and postage.

To obtain copies of records found in **Local History Online**:

- **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. **Requests are limited to ten items at a time.**
- **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

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 the additional payment has been received. Requests will be filled by staff of the Champaign County Historical Archives, as time permits.

### Pricing

Photocopy, black and white	\$0.50/per page
Photocopy, color	\$1.00/per page
Scan, textual materials (newsprint, court records, vital records, etc.)	\$0.50/per scan
Scan, images (photographic materials, negatives, etc.)	\$2.00/per scan
Shipping for printed copies	via first class USPS 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](mailto:archives@urbanafree.org)

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**Champaign County Historical Archives  
Record Request Form**

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\*required fields

<b>*Your name:</b>	
<b>*Your street address:</b>	
<b>*Your city, state, ZIP:</b>	
<b>Your phone number:</b>	
<b>*Your email address:</b>	

*Document Requests (use additional pages if necessary)*

<b>1</b>	Surname:
<b>*Document/Record title:</b>	
<b>2</b>	Surname:
<b>* Document/Record title:</b>	
<b>3</b>	Surname:
<b>* Document/Record title:</b>	
<b>4</b>	Surname:
<b>* Document/Record title:</b>	
<b>5</b>	Surname:
<b>* Document/Record title:</b>	
<b>6</b>	Surname:
<b>* Document/Record title:</b>	

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