



The Urbana Free Library

Champaign County Historical Archives Record Request Form

Instructions

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

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	\$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.

All images and documents copied are for "fair use" personal or research purposes only as defined by § 107 of the Copyright Act (Title 17, United States Code). The Archives reserves the right to refuse requests that are deemed to be outside the parameters of "fair use" as defined in the Copyright Act. Patrons assume all responsibility for questions of copyright that may possibly arise in the reproduction and in the use they make of the items reproduced. Permission to reproduce (on paper or digitally) does not constitute permission to publish in print or online.

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

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



The Urbana Free Library

**Champaign County Historical Archives
Record Request Form**

*required fields

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:	

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