



The Urbana Free Library

Champaign County Historical Archives Record Request Form

Instructions

To obtain copies of records found in the Local History Online indexes:

- **Complete all required fields necessary found on page 2 of this form.**
 - Please submit your requests for information in writing, with a non-refundable research fee of \$10.00 (cash or check).
- **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

Archives staff will then calculate the additional cost to complete the request, including photocopying charges (\$.50/page for black and white; \$1.00/page for color) and shipping costs, and forward this information to you (please note that a document number from our database may refer to multiple items). Printed materials Once the additional payment has been received staff will complete your request and forward the requested items to you.

Scanned Image Requests:

- **Textual materials** (newsprint, court cases, vital records, etc.) can be scanned as pdf files at the standard photocopy charge rate (\$.50/page for black and white; \$1.00/page for color) in addition to the non-refundable research fee and sent electronically.
- **Images** (photographic materials, negatives, etc.) will be charged at the rate of \$2.00 per scan, plus an additional \$1.00 to purchase a CD-ROM for image storage (if necessary – smaller files may be sent via e-mail). This is in addition to the non-refundable research fee. Additionally, we request all patrons read, sign, and return the Reproduction Use Form, which is located at: <http://ccha.tufl.org/ccha/Reproduction.pdf>.

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

If more in-depth research is deemed necessary, the Archives staff can offer a list of local researchers (fees vary) who specialize in genealogical and local history research.

Requests will be filled, as time permits, by the staff in the Champaign County Historical Archives. Unless otherwise arranged by patron, The Urbana Free Library will ship materials via first class USPS mail.

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Questions? Call (217) 367-4025 or email archives@tufl.info

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



The Urbana Free Library

Champaign County Historical Archives
Record Request Form

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

Document Requests (use additional pages if necessary)

*Document Number:	
*Surname on document (or document title):	
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*Surname on document (or document title):	
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Image Requests (use additional pages if necessary)

*Photograph Number:		*Digital Photo Dimensions:		*Preferred DPI:	
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