



## 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). Once the additional payment has been received staff will complete your request and forward the requested items to you.

**Scanned Image Requests:** Scanned image requests 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 found at the end of this form.

**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.

Unless otherwise arranged by patron, The Urbana Free Library will ship materials via first class USPS mail.

**PLEASE NOTE:** *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.*

Requests will be filled, as time permits, by the staff in the Champaign County Historical Archives.

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

Champaign County Historical Archives  
The Urbana Free Library  
210 West Green Street  
Urbana, IL 61801-5326  
[archives@tufl.info](mailto:archives@tufl.info)

