



The Urbana Free Library

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Courier (Urbana, Ill.) files,
1924-1979

Collection 132

Champaign County Historical Archives

Compiled by: Cassie Ward, April 2019

Creator/Corporate name: Courier (Urbana, Ill.)

Inclusive Dates: 1924-1979, bulk 1960-1979

Physical Description: 1 box, (1 linear feet)

Provenance:

Courier files were donated to the Champaign County Historical Archives.

Access:

The records are accessible to the public within applicable copyright restrictions and limited to use at the Champaign County Historical Archives of The Urbana Free Library.

Biographical/Historical Note:

This newspaper was founded in 1877 as the *Champaign County Herald* by S.C. Harris and merged with the *Urbana Courier* in 1906. The newspaper went through a few name changes before settling on the *Champaign-Urbana Courier* for the span of 45 years. Before closing in 1979, the paper changed its name two more times. Lindsay-Schaub was the owner of the paper when it closed, doing so because they were unable to find a buyer for the paper after selling Lindsay-Schaub to Lee Enterprises, a sale that did not include the *Courier*.

Scope and Content Note:

The collection contains records pertaining to the library maintained by the *Courier* newspaper, disbanding in 1979 when the paper ended. The bulk of the material is a Standard Practice Manual for the library and other training materials are included as well. Also included are maps, political surveys and records, microfilm project notes, materials from the Lindsay-Schaub *Fortnightly*, press releases, and awards.

*Photographs have been removed to be included in the Local History Photographs series at the Champaign County Historical Archives of the Urbana Free Library

Arrangement:

Records are arranged alphabetically in one large box with Folder 46 laying on top of the files due to its oversized nature.

Name Terms:

Courier (Urbana, Ill.)

Jester, Harold Champaign

Subject Terms:

Certificates

Business records



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Newspaper and periodical libraries
Newspaper office libraries
Newspapers
Urbana (Ill.)

Container list:

Box 1

- Folder 1: Alphabetizing Rules for Filing, undated
- Folder 2: Archived Newspaper List, 1979
- Folder 3: Area Towns & Map, undated
- Folder 4: The Associated Press Stylebook, 1968
- Folder 5: Awards & Certificated. 1958, 1961, 1963, 1964, 1966
- Folder 6: Books: Champaign-Urbana Courier Cataloging Public Library Reference Books Interlibrary Loans, 1957
- Folder 7: Correspondence, 1977
- Folder 8: Correspondent Materials, undated circa 1950-1975
- Folder 9: Courier Library Materials, 1970, 1978
- Folder 10: Features: Sunday Show, Looking In, Food, 1978-1979
- Folder 11: Guidelines for Newspaper Libraries, 1974, 1976
- Folder 12: Library Visits – L.S. Office Operations Asst., 1973-1979
- Folder 13: Lindsay-Schaub Fortnightly, 1977-1979
- Folder 14: Microfilm Project, 1978
- Folder 15: News Contact Information, undated
- Folder 16: Newspaper Division, SLA, 1924-1955
- Folder 17: Newspaper Indexing, 1979
- Folder 18: Newsroom Notes, 1971
- Folder 19: Operations Manual for Lindsay-Schaub Wire Room, 1976-1978
- Folder 20: Politics, 1974
- Folder 21: President Election Surveys, 1976
- Folder 22: Press Releases, 1978
- Folder 23: Small Newspaper Library Training Materials, 1961, 1962
- Folder 24: Standard Practice Manual I Preface, 1954, 1960, 1968, 1973-1978
- Folder 25: Standard Practice Manual II Introduction, 1955, 1960, 1973
- Folder 26: Standard Practice Manual III Negatives, 1975-1976
- Folder 27: Standard Practice Manual IV Photos, 1970-1971, 1975, 1978
- Folder 28: Standard Practice Manual V Cuts, 1975
- Folder 29: Standard Practice Manual VI Clippings, 1969, 1974-1975
- Folder 30: Standard Practice Manual VII Filing, 1955
- Folder 31: Standard Practice Manual VIII Answering Calls, undated
- Folder 32: Standard Practice Manual IX Miscellaneous Sales Orders, undated



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- Folder 33: Standard Practice Manual X Charge Outs, undated
- Folder 34: Standard Practice Manual XI Clearing and Retention, 1955, 1965-1966
- Folder 35: Standard Practice Manual XII Microfilm, 1964, 1966, 1972
- Folder 36: Standard Practice Manual XIII Weather, undated
- Folder 37: Standard Practice Manual XIV Scrapbooks, undated
- Folder 38: Standard Practice Manual XV Newspaper Files, undated
- Folder 39: Standard Practice Manual XVI Storage Area, undated
- Folder 40: Standard Practice Manual XVII Packages and Cartons, undated
- Folder 41: Standard Practice Manual XVIII Rubber Stamps, undated
- Folder 42: Standard Practice Manual XIX Forms, 1970, 1976
- Folder 43: Standard Practice Manual XX Miscellaneous, undated
- Folder 44: Village & City Election Coverage, Procedure & Notes, undated
- Folder 45: Work Schedules, 1977-1978
- Folder 46: Kodak International Newspaper Snapshot Awards, 1978