

**Cedarville University  
Centennial Library  
Reserve Request Form - BOOKS**

**TODAY'S DATE:** \_\_\_\_\_

**COURSE PROFESSOR(S):** \_\_\_\_\_

**COURSE NAME:** \_\_\_\_\_

**COURSE NUMBER:** \_\_\_\_\_

**NUMBER OF STUDENTS IN COURSE:** \_\_\_\_\_

**Item(s) should be on reserve for:**

FALL SEMESTER

SPRING SEMESTER

SUMMER

**Reserve materials are processed in the order in which they are received.**  
Every effort will be made to have all materials available within a week.

**Materials can be taken off reserve:** \_\_\_/\_\_\_/\_\_\_ or \_\_\_ End of Semester

**This material is:** \_\_\_ Required \_\_\_ Recommended/Optional

**\*\*\*Optional readings are seldom used.**

**Number of books:** \_\_\_\_\_

**Reserve Type:** 3 Day 1 Day Strict

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**LIBRARY USE ONLY**

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Date completed: \_\_\_\_\_