### **Requesting Materials**

To request materials from the Sandersville Elementary Library

Send an email to

lindsey.banks@fayette.kyschools.us OR kathy.heaberlin@fayette.kyschools.us

Requests MUST be made by Sunday evening each week. Items requested by Sunday evening will be available for pick-up the following week. \*Up to 2 items may be requested!

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#### **Confirmation**

We will send you a confirmation email when your materials are ready, so keep an eye on your email inbox!



### **Pickup Information**

Pickup and drop-off will be available on **Tuesdays and Thursdays\*** during the following times:

Tuesdays 9:00 - 11:00 a.m. Thursdays 1:00 - 3:00 p.m.

(If you are unable to come during these times, please email us and we will do our best to accommodate you)

\*Pickup and drop-off will not be available on non-school days

## When You Arrive Book pickup will be located at the back parking lot awning

- Someone will be waiting in the back to give you your books
- If by chance no one is there, please call the school at 859-381-4980 ext. 23650



### **Returning Materials**

Because the Sandersville Elementary Library does not have an external drop box, please only return materials during the times listed above.

The Sandersville Elementary Library does not charge fines unless materials are lost or returned damaged.