

**Sycamore Creek Elementary School:
Collection Development Plan
2025-2026**

[WCPSS School Library Program Standards](#)
[AASL Standards Framework for Learners](#)

I. Overview

1. **Community Assessment:** Sycamore Creek Elementary School is a multi-track year-round school located in North Raleigh that opened in July 2008. Primarily a “neighborhood” school, our parent volunteers are abundant due to our schools’ close vicinity to our families. Our exceptional academic population ranges from academically gifted students to students with limited English proficiency. Once noted as the largest elementary school in the state with 1,100+ students, our population has decreased little by little over the last 5 years, and will continue to do so in the future. Our enrollment is 600+ this year.

Sycamore’s Vision Statement:

At Sycamore Creek Elementary School, we will create an equitable learning community where every student is loved, challenged and engaged in relevant, rigorous, and meaningful learning every day.

Sycamore’s Mission Statement:

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Sycamore Creek Elementary School Improvement Plan link:
wcpss.net/domain/6934

2. Library Patrons: Our students and secondary users, our staff members, use the school media center not only for open circulation, but also for media specials. Not only does our school encourage student use, but also parental involvement with Wake County’s online catalog Destiny and media volunteers. Our primary users are grades kindergarten through fifth grade and age five through eleven years old. Sycamore’s Media Center, also known as *Crocs & Noble*, is a place in which students can “escape” from their daily school routine and enjoy collaborating with others or a quiet getaway to simply read.

3. Collection Guidelines: The guidelines for our collection are based upon the present needs of our NC standards and objectives. In previous years, our media center has concentrated on purchasing suggested books from the Grades 1-5 ELA Modules 1-4. Staff and students also give feedback twice a year on a needs assessment or “wish list” of books. All staff members play an important part in ensuring that students are effective users of ideas and

information. Effective Professional Learning Teams and the “delivery” of our media center play an active role with our school community to ensure that both individual needs and curriculum objectives are met yearly. Following collection guidelines, by closely observing changes in our curriculum, allows our media center to integrate the 4 Cs of Education, media-gathering skills, objectives, higher thinking skills, and technology skills when prioritizing the purchase of resources.

4. Meeting Program/Patron Needs: Sycamore’s media center, housing 16,937 books (based on 4/22/25), contains fiction and nonfiction books that tie-in the NC standards and objectives for grades K-5. Additionally, we added a Spanish Language and Culture section to our library in 2020 to support our growing population of ESL students. [SCES Circulation Policy](#)

II. Selection Policy

- 1. Responsibility for Selections:** The majority of selections are based upon the recommendation of Sycamore’s media specialist. However, these recommendations also come from MTAC, teacher and student requests, suggested book lists that support our curriculum, NC Children’s Book Award, Caldecott, and Newberry nominations. As of October 1, 2024, a collection analysis was completed. Based on this data, our average age of books is 2005 and our nonfiction age is 2005. Our goal is 2008! To obtain this goal, weeding irrelevant nonfiction titles is needed, along with adding to classifications such as history & geography, science, and social studies. We have weeded 960 books, this year, to help update our collection and be relevant. Last year, we weeded 1000+ books. For more information, review our recent analysis and goals...[SCES Collection Analysis](#). Additionally, 300 books were selected and added to our collection this year (5/1/24).

- 2. Selection Criteria:**

- *To meet the needs of ALL students and teachers for curriculum-related materials.
- *To fulfill students’ interest in recreational and research-based reading.
- *To provide teachers with professional information to stay abreast in education.

Our media specialist becomes familiar with standards and objectives that directly affect the school media program. Curriculum, students, faculty, and the school community, existing collection, bibliography and reviewing tools, and media budgeting are prioritized and closely examined before the selection process begins. Additionally, books will incorporate topics dealing with academic and physical disabilities and the diversity of our school population.

Gift books: Gift books are closely examined for the above criteria and accepted, as hardcovers, with the understanding that they will only be used if they meet the selection standards.

Media Budget established by the state of North Carolina:

The Budget Department distributes information to Sycamore indicating the total dollars to be budgeted. Our principal is then responsible for providing the Budget Department with an allocation of funds. Once the budget is established information will be given to our principal. This details the approved budget for our school. The school budget is then revised in the fall when the per pupil allotment funds are reallocated based on each student's actual tenth-day count for the year.

III. Acquisition Policies

Materials are obtained in a number of different ways. The procedure begins even before the first product is purchased. Reading book reviews from various sources, the media specialist begins making a list of recommended books while examining the current library collection. In addition, Google Surveys are sent to staff members asking for advice on books to purchase. Although it is usually impossible to purchase all books recommended by teachers, all suggestions are considered and then books and topics are prioritized by overall curriculum objectives and help from our MTAC if needed. Mackin and Scholastic are our main companies for purchase; though not limited to these trusted companies. Both follow standard library procedures of easy and quick service and delivery.

IV. Evaluation


The media specialist uses pertinent data such as our end of year inventory, surveys, weeding information, Destiny analysis reports, and budget numbers to complete an annual evaluation of Sycamore's media materials. Based upon this and our curriculum, the collection is maintained as an up-to-date collection through systematic weeding; which we have found to be very important in our 13th year. This weeding process has become an evaluation of a planned method, which is now performed on an ongoing basis in order to maintain the quality collection that all staff members, parents, and students want to use throughout the school year. Consideration is given to curriculum, students' interest, teacher methods, learning styles, and community. The end goal of evaluation is to prepare a budget for the following year that reflects the needs of Sycamore's media collection. When the evaluation process is complete, the media specialist informs MTAC about changes in the selection policy and criteria for evaluating media.

V. Challenged Materials ([WCPSS Board Policy 3210](#))

If a formal complaint is made, the following procedures should be observed:

1. Be courteous, but make no commitments.
2. Explain to the complainant the school selection procedure and criteria.
3. The complainant is asked to fill his/her objections in writing and send him/her a copy of the Request for Reconsideration of Instructional Materials Form, designed for submitting a formal complaint to the **media specialist and members of MTAC**.
4. Appoint Reconsideration Committee to be composed of the media coordinator, two teacher representatives who specialize in the content area being challenged, two parents, and the principal, as the minimum number to review challenge materials.

5. Continue the use of challenged material until the consideration process is completed, but suspend the use of that particular student.
6. Inform media services.
7. Activate the Reconsideration Committee.
8. The decision of the team may be appealed to the Central Instructional Materials Advisory Committee. Each voting member of the committee will read or view the material in its entirety before the committee informs the school committees of its position. Only the Board of Education has the power to reverse the schools' decision. The complainant will be notified of the central committee's recommendation in writing.
9. If the complainant remains dissatisfied with the decision, he/she may appeal to the Wake County Board of Education.

 EXAMPLE of MTAC Material Review- Macbeth for kids