

## **Guidelines for Collection Development**

Materials the CIES Archives wants:

Communications to any CIES official (officer, CIES or Comparative Education Review Board Member, secretariat office, regional coordinator) concerning CIES policies or suggestions for CIES activities and actions at regional, national or international levels.

Letters, memoranda or reports from officers of the Society concerning Society business, including the work of CIES organizations and regional CIES organizations, and CIES programs and the Comparative Education Review.

Minutes or reports from meetings of various CIES standing committees, including correspondence or any other record relating to their functioning.

Paper proposals or papers for regional or national meetings of the CIES, or the World Council of Comparative Education Societies.

Manuscripts of special lectures, and documents pertaining to endowments, research grants or projects, travel seminars sponsored or cosponsored by the CIES or involving a substantial number of CIES members.

Photographs, video or audio tapes of any CIES meeting or other CIES sponsored or cosponsored events.

Books, monographs published as a result of a CIES meeting or research activity; reports of CIES sponsored colloquia or symposia in conjunction with an annual meeting of the CIES.

News accounts of any CIES sponsored research activity or initiative; e.g. legislative testimony or petitions, letters to editors, international travel seminars.

Reports, diaries and letters from any CIES sponsored or cosponsored travel seminar; e.g. USSR 1957-71; initial meetings of the World Council of Comparative Education Societies meetings.

Course syllabi or seminar plans for comparative and international education that draw substantially from the work of the CIES or the Comparative Education Review.