**Name of the archive/collection:**

Possibly the institution´s logo

**Institution:**

**Address:**

**Management in charge:**

**Staff:**

**Objectives and benefits**

**Objectives:**

**Benefits:**

**Resource details**

**Institutions:**

**Region/s:**

**Start of collecting activity/period of collecting activity (collection years):**

**Type of program material archived:**

**Handling of the programs**

**Acquisition and indexing of the programs:**

Acquisition: □ digital and/or □ print

Archiving: □ digital and/or □ print

Software used:

**Finding aids:**

**Access to resources:**

**Publications on archive resources**

**Contact:**

**Homepage:**

**Appendix**

* How are the resources structured? According to which systematics are new programs added? (category-/keyword system (organizations, topics, other))
* possibly photos from archive
* possibly screenshot, if available online