

ABSTRAK

Knowledge is information that has been compiled and analyzed so it will be easy to understand. Knowledge is divided into two types, there are tacit and explicit knowledge. Tacit knowledge is the knowledge that comes from one's accumulated experience and learning inherent in the individual minds that it is difficult to share with others. In an enterprise, tacit knowledge is a main resource of potential asset, for example in PDII LIPI at the preservation. But it is not well documented for example the unavailability of the manual instruction for each machine in preservation division so that the quality of microfiche will really dependent on employees who operate it.

This research is use to be documented the tacit knowledge of employees while doing preservation into the form of best practice with SECI method (Socialization, Externalization, Combination, and Internalization). Best practice is used as an ingredient in making the design of e-Learning content with ADDIE method (Analyze, Design, Development, Implementation, and Evaluation). Development of e-Learning in this reserach, using Adobe Flash Professional software and on next research can create forum for employee to do sharing knowledge on e-Learning.

Keywords: e-Learning, SECI, ADDIE, Explicit Knowledge, Tacit Knowledge, microfiche, best practice, preservation