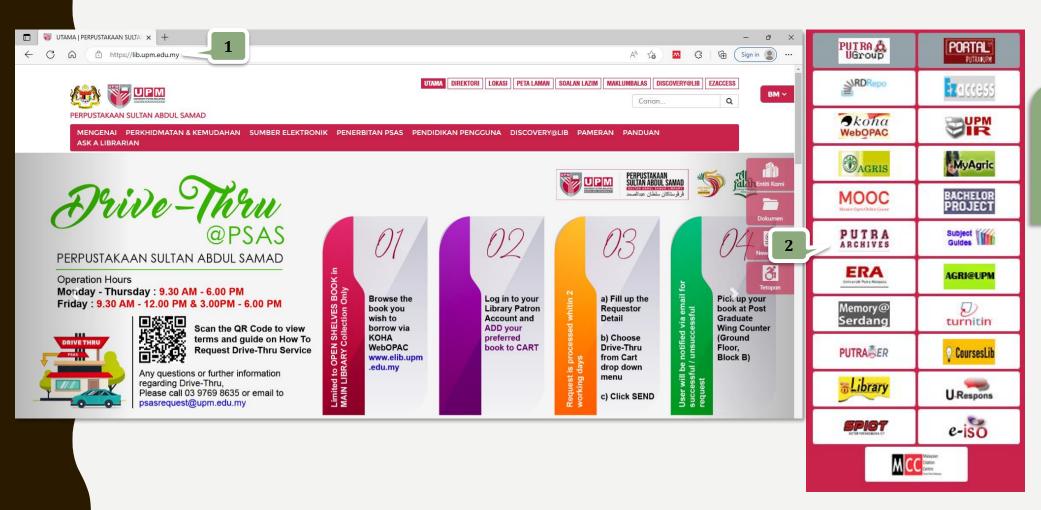
INTRODUCTION

The University Archives strives to ensure the treasures of university historical value are kept for reference and research purposes. The Archives is responsible for the acquisition, processing, storage, preservation, and provision of access to these historical treasures in a variety of formats.

The establishment of the Archives is able to shape the UPM identity and foster the spirit of pride to the campus community who have been part of the history of UPM. For the new campus residents, the establishment of the Archives will provide inspiration and values of excellence that drive the success and glory of UPM in the future.

HOW TO ACCESS PUTRA ARCHIVES?



- 1. Go to the Library Website
- 2. Click on Putra
 Achieves icon

Putra Archives | Universiti Putra Malaysia

Search



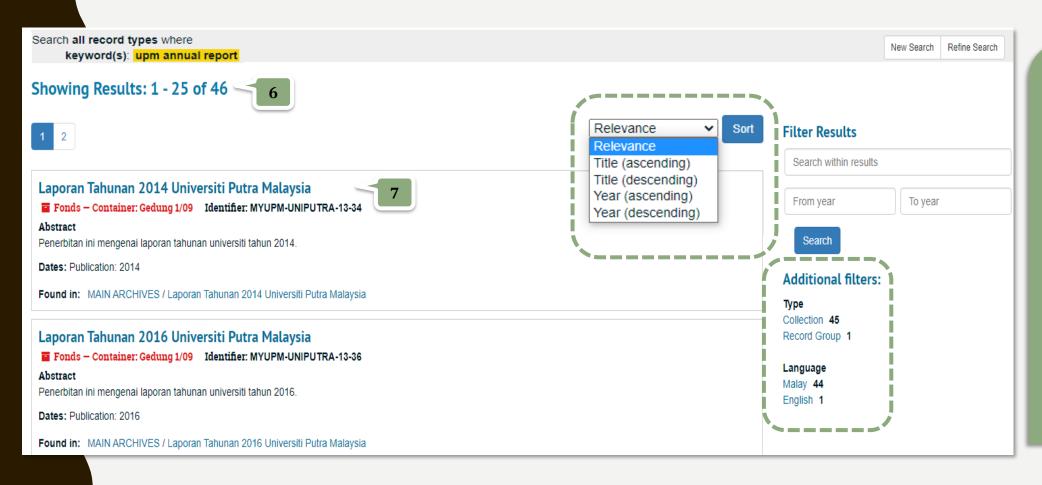
Digital Materials Collections Subjects Record Groups Q Repositories Welcome to Putra Archives The University Archives strives to ensure the treasures of university historical value are kept for reference and research purposes. The Archives is responsible for the acquisition, processing, storage, preservation, and provision of access to these historical treasures in a variety of formats. The establishment of the Archives is able to shape the UPM identity and foster the spirit of pride to the campus community who have been part of the history of UPM. For the new campus residents, the establishment of the Archives will provide inspiration and values of excellence that drive the success and glory of UPM in the future. Search The Archives Enter your search terms Limit by record type From year To year Search field Add row Search all record types To + upm annual report Keyword From

> Search all record types Limit to collections

> Limit to digital materials

Now, let's start:

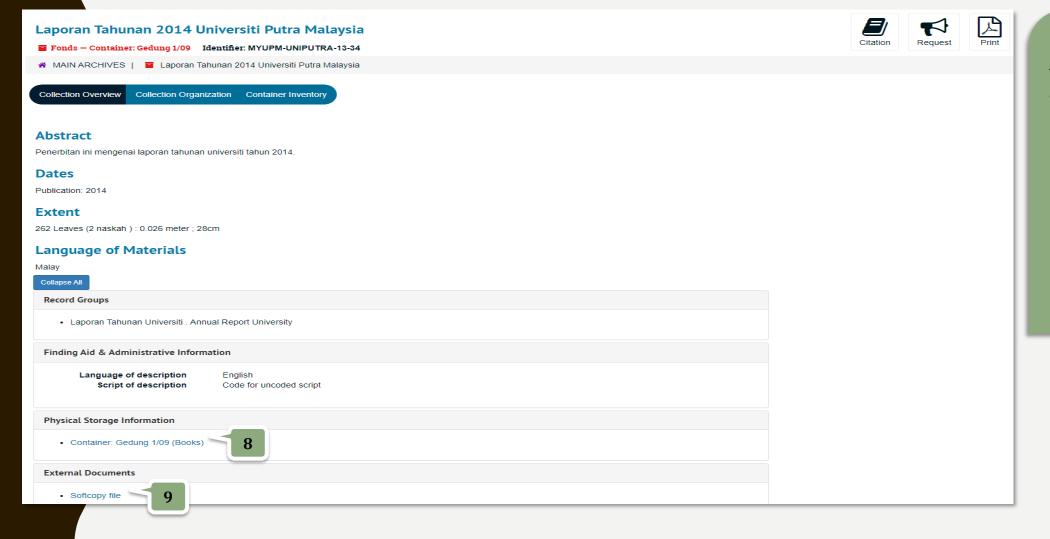
- 3. Type in the Search
 Terms box
 e.g. "UPM annual
 report"
- 4. Click the dropdown Limit by record type and select search type e.g. Search all record types
- 5. Click Search



- 6. Your search results is 46
- 7. Click on the exact title to view the collection overview

You also can:

- Sort your search results by Relevance, Title, Year
- Additional filter your search results by Type, Language

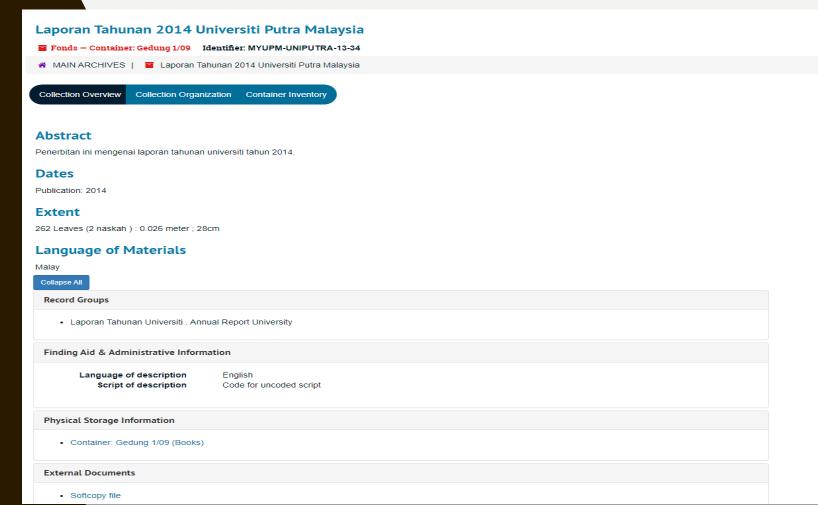


Details information of the collection

- 8. Click Container:
 Gedung 1/09
 (Books) to check
 the other
 collections under
 the same
 container
- 9. Click **Softcopy file** to view the full text



10. Click **Download** icon to save the full text or click **Print** icon





You also can:

- Click Citation icon to copy the Cite Item Description
- Click Request icon to get the original item. Fill in the required data and click the Request button. If approved, you will be noticed via email to collect the original item
- Click Print icon to make a copy of Summary Information

THANK YOU FOR WATCHING!