

SECURITY AT MUSEUMS

USALAMA KWENYE NYUMBA ZA MAKUMBUSHO



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Division of Cultural Heritage, African and Arab museum unit
*Idara ya urithi wa utamaduni, kitengo cha makumbusho ya kiafrika na kiarabu.
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INTRODUCTION

- the following instructions are generally applicable in most circumstances.
- please note that the duties pictured here may be assigned to more than one guard.
- please remember that instructions issued by the Museum curator or other person in authority have priority over the indications of this manual.
- always trust your best experience, judgement and skill to handle unusual events or unforeseen circumstances.

UTANGULIZI

- *Maelekezo yafuatayo ndiyo ambayo mara nyingi hutumika katika hali mbalimbali.*
- *Tafadhali zingatia kwamba uwajibikaji ulioonyeshwa pichani waweza kuhusisha mlinzi zaidi ya mmoja.*
- *Tafadhali kumbuka kwamba maelekezo yatolewayo na Afisa muangalizi wa Makumbusho au mtu yeyote aliye kwenye mamlaka yapewe kipaumbele juu ya maelekezo ya hiki kitabu cha muongozo.*
- *Daima tegemea uzoefu wako bora, uamuzi na ujuzi kushughulikia matukio yasiyo ya kawaida na hali zisizotarajiwa.*



Museum protection duties never stop – the handover from night duty to daytime duty should be carried out according to agreed procedures, in an orderly and secure manner.

Zamu za ulinzi wa makumbusho hazina kukoma - makabidhiano kutoka zamu ya usiku kwenda zamu ya mchana yafanywe kulingana na taratibu zilizokubaliwa na kwa njia iliyopangiliwa vizuri na salama.



Duty starts about half an hour before opening to the public; all emergency exits should be free and the immediate exit area inspected to remove possible obstructions.

Zamu huanza takribani nusu saa kabla ya jumba la makumbusho kufunguliwa kwa Kadamnasi, milango yote ya dharura yapaswa iwe wazi na eneo la kutokea likaguliwe na kuondosha kinachoweza kuwa kizuizi.



Open or unlock all windows and doors that have been secured at night.

Fungua na weka wazi madirisha na milango yote ambayo iliyokuwa imefungwa wakati wa usiku.



Check that all important keys are present or properly accounted for.

Hakikisha kwamba funguo zote muhimu zipo au zinajulikana wapi zilipo.



Read any remarks written in the log-book and take appropriate steps if any.

Soma taarifa zozote zilizoandikwa kwenye Kitabu cha taarifa na ikibidi uchukue hatua zinazofaa.



Switch off night intrusion detection panel and check regular operation of closed circuit television system, portable alarm transmitter, portable radio sets, public address equipment, first aid kit and emergency equipment.

Zima paneli ya vyombo vya kuchunguza wadukizi wakati wa usiku, kagua vyombo vya televisheni ya ndani ya kutazamia waingiao na watokao, ving'ora vinavyobebeka, seti za redio zinazobebeka, na vipaza sauti, masanduku ya Huduma ya Kwanza na vifaa vya dharura.



Check the quality of the recorded images by replaying an accelerated video cassette or digital recorder.

Kagua ubora wa picha zilizorekodiwa kwa kurudia kuangalia kanda za video au kwa njia ya 'digital'.



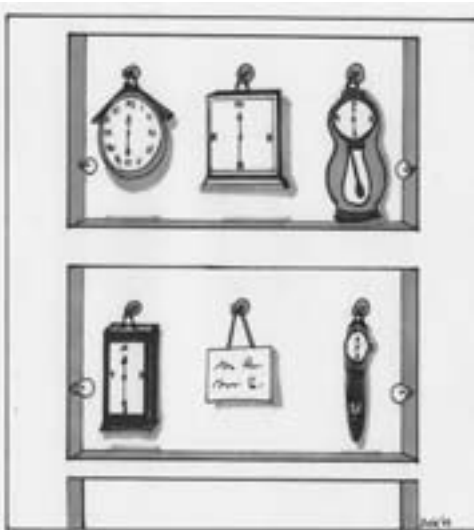
Check your block note, pen, portable lamp and other personal equipment.

Kagua daftari lako, peni, tochi na vifaa vingine binafsi vya kazi.



Inspect all artefacts on display and check that all are accounted for and secured.

Kagua vitu vyote vya kale vilivyo kwenye sehemu ya kuonesha na hakikisha kwamba idadi yake ni sawa na viko salama.



If any artefacts are missing, check that the appropriate label, with duly authorized signature, is applied on site.

Kama kuna kitu chochote cha kale kinakosekana, hakikisha kwamba kitambulisho chenye maelezo ya kitu hicho na saini ya muidhinishaji vimewekwa pahala pake.



Look for artefacts accidentally moved or in a dangerous position; **do not touch artefacts**. Ask a specialist to rectify the situation.

Tafuta vitu vya kale vilivyogusana au kutikiswa kwa bahati mbaya au vilivyo katika hatari ya kuharibika, usiviguse. Muombe mtaalamu arekebishe hali hiyo.



Ask a specialist to rectify the situation; artefacts should always be moved by skilled people wearing gloves and taking special precautions.

Mtaarifu mtaalamu ili arekebishe hali, vyombo vya kale siku zote vinatakiwa kuwekwa vizuri na watu wenye ujuzi wakiwa wamevaa glavu na kuchukua tahadhari mahsusi.



Please remember that water and fire are the two greatest risks in a museum.

Tafadhali kumbuka kuwa maji na moto ni majanga mawili makubwa kwa makumbusho.



Look for possible water damage.

Angalia kama kuna bomba lililoharibika.



Avoid large piles of flammable packing materials; inform supervisor and ask for them to be removed.

Usiache marundo ya vitu vinavyoweza kushika moto, muarifu msimamizi na uelekeze vitu hivyo viondolewe.



Check location of all portable extinguishers and ...

Kagua sehemu ilipowekwa mitungi ya kuzimia moto na...



... state of operation.

... kama inafanya kazi vizuri.



Check location and state of fire alarm buttons.

Kagua mahali vilipo na hali ya ufanyaji wa kazi wa vitufe vya ving'ora vya moto.



Check electrical connection wires and report any faulty or damaged wiring immediately.

Kagua nyaya za kuunganisha umeme mara moja na toa taarifa juu ya dosari au uharibifu wowote.



Check the contents of all first aid kits installed in the exhibition rooms.

Kagua vilivyomo kwenye masanduku yote ya Huduma ya Kwanza yaliyowekwa kwenye vyumba vya maonyesho.



Check that all internal phones are in working order.

Kagua kuhakikisha simu zote za ndani zinafanya kazi.



Check the free field of vision of CCTV cameras.

Kagua nafasi iliyo wazi inayolindwa kwa jicho la kamera maalumu za CCTV.



Monitor cleaning operations and occasionally check contents of trash bins.

Simamia zoezi la usafi na mara nyingine kagua vilivyomo ndani ya mapipa ya taka.



Report any bulbs that have blown.

Toa taarifa ya balbu zilizoungua.



Fix minor disruptions, if possible, or report to appropriate service.

Fanya ukarabati mdogo mdogo kila inapowezekana au toa taarifa ilia huduma kamili ifanyike.



Check for any trash left on site and report to appropriate service .

Kagua kama kuna uchafu wowote ulioachwa kwenye sehemu ya maonyesho na utoe taarifa ili huduma ifaayo itolewe.



Carefully identify visiting scholars and third parties, before granting a visitor pass, to be constantly displayed while on museum premises.

Kwa uangalifu, wabaini wanazuoni na wageni wengine wote wanaotembelea hapo, kabla ya kuwapa pasi watakazovaa ili zionekane vizuri wakati wote mgeni atakapokuwa kwenye eneo la makumbusho.



Closely monitor all loading and unloading operations.

Simamia kwa makini shughuli zote za upakiaji na upakuaji mizigo.



Monitor and, if necessary, prevent activities, in immediate museum surroundings, that may be a source of danger – if appropriate, call police for help.

Simamia na kama ni lazima, zuia shughuli zilizo maeneo ya jirani kabisa na makumbusho zinazoweza kuwa chanzo cha hasara ikibidi ita polisi kwa msaada.



Monitor the activities of conservators, graphic artists and so on; if necessary, temporarily restrict access to the exhibition room where work is being performed.

Simamia shughuli za watunzaji wa makumbusho, wasanii na wengineo; endapo utaona ni muhimu, zuia kwa muda uingiaji kwenye chumba cha maonyesho ambako kazi inafanyika.



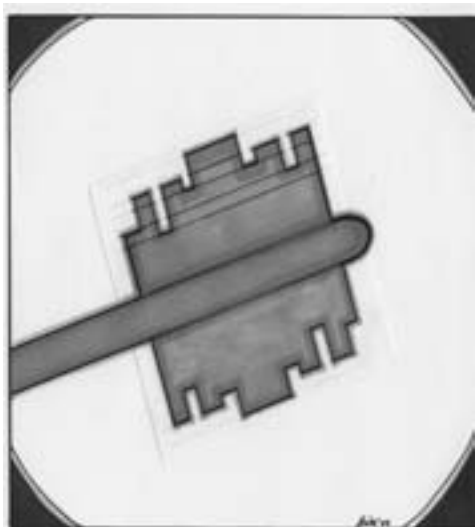
If you use keys, giving access to showcases or other critical containers, do not let anybody handle the key on your behalf, or even see it.

Endapo unatumia funguo, zinazofungua makabati ya maonyesho au masanduku mengine muhimu, usimuachie mtu mwingine yeyote ashike funguo kwa niaba yako au hata kuuona.



Profile keys may be easily copied by making a quick impression with wax or soap.

Umbo la funguo linaweza kunakiliwa kirahisi mara moja kwa kubandikwa kwenye nta au sabuni.



Even the codes of high security double bitted keys, used on safes, may be captured by a skilled observer.

Wachunguzi mahiri wanaweza kugeza alama na namba za siri za funguo za usalama wa hali ya juu zenye sura mbili zitumikazo kwenye kasha za fedha, baada ya kuzitazama tu.



Be ready to open museum doors at stated time – it is an essential act of courtesy to visitors.

Kuwa tayari kufungua milango ya makumbusho katika wakati uliopangwa, ni tendo la kuwastahi wageni.



Gently but firmly, ask visitors to leave at the entrance all personal items that can cause damage to objects or may be used to hide and take these away.

Kwa upole lakini kwa kusisitiza waombe wageni waache mlangoni vitu vyote binafsi vinavyoweza kuharibu au kutumika kufichia na kuiba vitu vya kale.



A museum is a temple of our cultural heritage - do not let unruly or improperly dressed visitors desecrate it.

Jumba la makumbusho ni hekalu la urithi wa utamaduni wetu usiruhusu watu wafedhuli au wasivaa vizuri walichafue (walinajisi).



Be ready to help disabled visitors, giving assistance and directions – be careful not to be distracted from your main duty which is to protect exhibits.

Uwe tayari kuwasaidia wageni wenye ulemavu, wape msaada na waonyeshe wapi pa kupita - hata hivyo usipoteze umakini wako kutoka kwenye jukumu lako kubwa la kulinda vitu vya kale.



Keep an attentive eye on visitors during opening hours, to detect early signs of potential trouble or improper behaviour.

Chunga zaidi wageni katika saa za mwanzo tangu kufunguliwa kwa makumbusho ili kubaini ishara za mwanzo za matatizo na mienendo isiyofaa.



Try to find a strategic observation point and move often, constantly taking different paths and at different times.

Jaribu kutafuta eneo zuri linalokupa fursa ya kuchunguza kila kitu na usitulia sehemu moja tu, zunguka huku na kule ukichukua njia tofauti kila wakati.



It takes only seconds to damage a painting with a portable spray can, or...

Inachukua sekunde chache tu kuharibu picha kwa kutumia rangi ya kupuliza inayobebeka kirahisi au ...



... to scratch a valuable portrait.

...au kukwaruza picha ya thamani.



Prevent visitors from using flashes if photographing is authorized – explain that excessive light may irreversibly damage delicate organic-based colours and disturb other visitors.

Zuia wageni kutumia mwanga mkali wa kamera ikiwa upigaji picha unaruhusiwa waeleze kwamba mwanga unaweza kuharibu rangi za kiojuigabuju zisizorejebushika na kuwa utawaghasi wageni wengine.



Prevent visitors from using tripods, during picture-taking (if authorized) – the tripod may interfere with the free flow of visitors and slow down rapid exit, in case of emergency.

Usiruhusu wageni kutumia vigoda vya kusimamishia kamera (endapo upigaji picha unaruhusiwa) - Vigoda vinaweza kuzuwia mienendo huru ya wageni na kusababisha mwendo wa pole kwa wageni na kuwazuia kutoka kwa haraka ikiwa kuna dharura.



Do not let visitors touch artefacts of any kind – even metal can be damaged by corrosion from natural skin oils.

Usiruhusu wageni kugusa vitu vya kale vya aina yoyote - hata metali zinaweza kuharibiwa kwa kumenge'nywa na mafuta ya asili ya ngozi.



Strictly enforce a no-smoking policy; fire is a major risk for artefacts displayed in a museum

Sisitiza kwa nguvu zote sera ya kutovuta sigara, moto ni janga kubwa kwa vitu vya kale vinavyoonyeshwa kwenye jumba la makumbusho.



Gently yet firmly stop visitors from using exits which should be used only in emergencies.

Kwa upole lakini kwa msisitizo zuia wageni kutumia milango iliyotengwa maalumu kwa ajili ya nyakati za dharura.



Do not allow visitors to bring food and bottles into the museum; bottles may break and food may spill on museum floors.

Usiruhusu wageni kuingiza vyakula na chupa kwenye nyumba ya makumbusho; chupa zinaweza kuvunjika na vyakula vinaweza kumwagika juu ya sakafu za nyumba hiyo.



Show visitors where they may eat and drink – check that trash is thrown in bins.

Waonyeshe wageni wapi wanaweza kula na kunywa – hakikisha kwamba mabaki yote yametupwa kwenye mapipa ya taka.



If you notice a suspicious bag or package in the museum ...

Kama ukigundua mfuko au kifurushi unachokitilia mashaka kwenye nyumba ya makumbusho...



... gently but firmly ask all visitors to leave, restrict access to the risk area and call for appropriate support.

... kwa upole lakini kwa msisitizo waombe wageni wote watoke, zuia watu kufikia eneo la hatari, omba msaada unaostahili.



Young visitors are the future custodians of our cultural heritage, but...

Wageni watoto ndiyo walinzi wa baadaye wa urithi wetu wa utamaduni lakini,...



... contact the school master, give advice and directions, discreetly monitor children's behaviour. If necessary, call for additional support.

... wasiliana na mkuu wa shule, na umpe ushauri na maelekezo, kufuatilia kwa karibu mienendo ya watoto, ikibidi omba msaada zaidi.



Watch for children and visitors chewing gum; often the gum is found attached to the underside of artefacts.

Chunga watoto na wageni wanaotafuna jojo mara nyingi jojo hukutwa zimegandishwa chini ya vitu vya kale.



Discreetly, but carefully, watch children's behaviour; the natural curiosity of children may lead to artefacts being touched or scratched, with possible consequential damage.

Kwa siri, lakini kwa uangalifu, chungu nyendo za watoto; tabia yao ya udadisi wa asili huwasababisha kutaka kugusa au kukwangua vitu vya kale, jambo linaloweza kabisa kusababisha uharibifu.



Please always remember that your primary duty is to protect the museum collection; if questioned by a visitor, give answers only related to museum facilities and rules; you are a guard, not a tourist guide.

Tafadhali, siku zote kumbuka kuwa kazi yako ya msingi ni kulinda hazina ya makumbusho; ikiwa mgeni anakuuliza jambo, toa majibu yanayohusiana tu na suhura na sheria za makumbusho; wewe ni mlinzi, na si mwongoza watalii.



Keep an especially attentive eye on small items that can easily be removed, such as an antique vase cover, for instance, or ...

Chunga kwa namna ya pekee vitu vidogovidogo ambavyo vinaweza kuchukuliwa kwa urahisi, kama vile mifuniko ya mabuli ya kale kwa mfano au...



... the hands of a clock, or...

... mikono ya saa za ukutani au ...



...a key and a keyhole cover.

... ufunguo na kifuniko cha tundu la funguo.



Be ever alert and attentive; if you need to leave your duty post for a moment, ask to be replaced.

Uwe macho na msikivu saa zote; kama utahitaji kuondoka katika sehemu yako ya kazi japo kwa muda mfupi, omba mlinzi mwingine akushikie zamu.



If no visitor is present, you may rest on appropriate collapsible chairs.

Kama hakuna mgeni yeyote, unaweza kujipumzisha kwenye kiti kinachofaa cha kukunja.



Never rest on artefacts on show.

Kamwe usipumzike juu ya vyombo vya samani vilivyo kwenye maonyesho.



Be always ready to use the internal phone to call for support.

Mara zote uwe tayari kutumia simu ya ndani kuomba msaada unaohitajika.



Be always ready to use a portable fire extinguisher

Mara zote uwe tayari kutumia mtungi wa kuzimia moto unaobebeka.



If a visitor should have an accident, ...

Kama mgeni amepata ajali,....



...keep other people at a distance and call for professional first aid.

....wazuie watu wasimsogelelee na mara moja omba msaada wa mtaalamu mtoa Huduma ya Kwanza.



When the paramedics arrive, interview witnesses and record all the relevant facts.

Wataalamu wa tiba wakifika, wasaili mashahidi na urekodi matukio na mambo yote muhimu.



At appointed time, gently yet firmly escort all visitors to the exit.

Wakati wa kufunga nyumba ya makumbusho, kwa upole na msisitizo wasindikize wageni kutoka nje.



Strictly refrain from accepting gratuities of any kind; if appropriate, propose a donation to support museum activities .

Kataa katakata kupokea bakhshishi ya aina yoyote kama inafaa, pendekeza mchango kwa ajili ya kuendeleza shughuli za makumbusho.



Put all the museum exits under lock and key.

Funga milango yote ya makumbusho kwa kufuli na funguo.



Lock all windows.

Funga madirisha yote.



Inspect all exhibition rooms.

Kagua vyumba vyote vya maonyesho.



Check all intrusion detector devices by observing the blinking light reaction to your movements (if appropriate).

Hakikisha vin'amuzi vya wadukuzi vyote vinafanya kazi kwa kuchunguza mimuliko ya mwanga kufuatana na mwenendo wako (kama inafaa).



Inspect all service rooms and toilets.

Kagua vyumba vyote vya huduma na maliwato.



Check that all main keys are present or properly accounted for.

Hakikisha kuwa funguo zote muhimu zipo au inajulikana zilipo.



Write any information about your day shift in the logbook for the information of the night guards.

Andika maelezo yote muhimu kuhusu shifti yako ya mchana kwenye kitabu cha taarifa kwa ajili ya kuwataarifu walinzi wa zamu ya usiku.



Turn on the night intrusion detection control panel; check that all security equipment is working properly.

Washa paneli ya kuchunguza wadokozi wa usiku hakikisha kuwa vyombo vyote vya usalama vinafanya kazi barabara.



Perform night shift exchange of duties, according to relevant procedures.

Tekeleza zoezi la kubadilishana zamu kwa mujibu wa taratibu zilizowekwa.



If appropriate, carry out the night shift watch tour by checking the areas for inspection in the sequence indicated here.

Kama inafaa, fanya ziara ya ukaguzi wa zamu ya usiku kwa kupitia maeneo yote kwa mtiririko ulioonyeshwa hapa.



Check the important areas once again as indicated in this handbook.

Kwa mara nyingine, kagua maeneo yote kama ilivyoonyeshwa katika mwongozo huu.



If there is a watch recorder, set to planned schedule.

Kama kuna mashine ya kurekodi muda, itegeshe kwa mujibu wa ratiba.