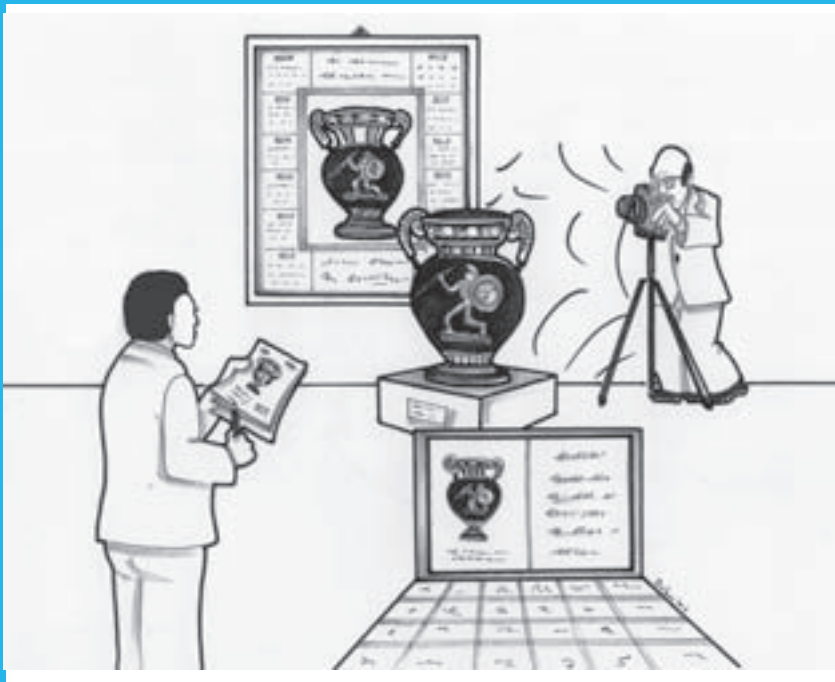


# DOCUMENTATION OF ARTEFACTS' COLLECTIONS

*HIFADHI YA HATI ZA MAKUSANYO  
YA VIFAA VYA KALE*



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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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CLT – 2006/WS/15)

# INTRODUCTION

This booklet is intended for all who collect and are fond of items of social, artistic and/or historical significance, as well as those in charge of public or private collections of such items.

This booklet focuses on principles of documentation. Certain measures are directed towards institutions with equipment and personnel not within the means of private individuals. However, these recommendations embody levels of best practice which one should endeavor to reach as far as possible.

## ***UTANGULIZI***

*Kijitabu hiki kinawalenga wale wote wanaokusanya na wenye upendo na vifaa vya kijamii, kisanii na /au vyenye umuhimu wa kihistoria, vile vile wanaoendesha ukusanyaji kwa ajili ya Umma au watu binafsi wa vifaa hivyo.*

*Kijitabu hiki kinasisitiza kuhusu kanuni za kuhifadhi hati. Baadhi ya vipimo vimeelekezwa kwenye tasisi zilizo na vifaa na watumishi ambao si rahisi kupatikana kwa mtu binafsi. Walakini mapendekezo haya yamekusanya kiwango bora zaidi cha utendaji ambacho kila mmoja wetu ajaribu kukifikia kwa kadri awezavyo.*

## WHY DOCUMENTATION IS IMPORTANT KWA NINI NI MUHIMU KUHFADHI HATI.



Documentation is the process of recording information about the collections for which a museum or cultural institution is responsible.

*Uhifadhi hati ni njia ya kuweka kumbukumbu habari kuhusu makusanyo ambayo makumbusho au taasisi ya utamaduni inashughulika nayo.*

Proper documentation will allow a museum to :

- know what it has in its possession
- know if anything is missing
- know where objects are located
- prove ownership of objects
- create and maintain information about collections



*Uhifadhi hati unaostahiki utaruhusu jumba la makumbusho kwa yafuatayo:*

- Kujua kitu gani kinamilikiwa
- Kujua kama kuna kitu chochote kinachokosekana
- Kujua wapi vilipo vitu Fulani
- Kuhakikisha umiliki wa vitu
- Kutengeneza na kutunza habari zinazohusu makusanyo

# DOCUMENTATION STANDARDS

## USANIFISHAJI WA KUHFADHI HATI



Objects should be documented consistently using recognised standards. These have been developed by national and international organisations, including ICOM and UNESCO, and will help you.

*Vifaa vyatakiwa vihifadhiwe kwa hati. Kwa uaminifu mkubwa huku viwango vyote vinavyotambulika vikitumika. Viwango hivi vimebuniwa na Mashirika ya Kitaifa na Kimataifa, yakiwemo ICOM na UNESCO navyo vitakusaidia.*



Standardising the structure of records and the terminology helps to ensure :

- reliability of information
- ease of sharing
- consistency of records
- improved access

*Usanifishaji wa mfumo wa kumbukumbu na msamiati husaidia kuhakikisha kwamba:*

- *Habari ni za kuaminika*
- *Usambazaji, wake unarahisishwa*
- *Kumbukumbu ni ya kuaminika*
- *Upatikanaji wake unaboreshwa*

## DESCRIBING AND CATALOGUING OBJECTS

### *UELEZAJI NA UINGIZAJI WA VIFAA KATIKA KATALOGI.*



It is a good idea to have an accurate and detailed description of your object in case it is lost or stolen.

It will also help you to recognise it and distinguish it from other similar objects if found.

*Ni wazo zuri kuwa na maelezo sahihi na kinaganaga ya kifaa chako ili yakusaidie kama kitapotea au kuibiwa.*



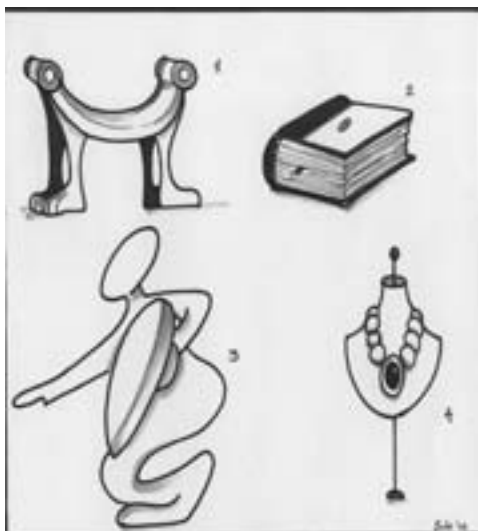
### Object ID

The following guidelines are based on an internationally-recognised standard called Object ID

### *Utambulisho wa kifaa*

*Miongozo ifuatayo imetegemea kiwango kinachotambulika kimataifa maarufu kama OBJECT ID (UTAMBULISHO WA KIFAA).*

DESCRIBING AND CATALOGUING OBJECTS  
UELEZAJI NA UINGIZAJI WA VIFAA KATIKA KATALOGI



### Object Type

You will need to record the type of object you are describing. For example, is it a :

- sculpture?
- vase?
- painting?
- manuscript?
- item of jewellery (necklace, brooch etc.)?

### Aina ya kifaa

Utahitaji kuweka kumbukumbu ya aina ya kifaa unachokielezea. Kwa mfano je ni:

- Sanamu ?
- Jagi ?
- Picha ya kuchora ?
- Muswada ?
- Mapambo ya vito ? (mkufu, bangili n.k.).



### Material

What materials is the object made from? Is it :

- stone?
- ceramic?
- bronze?
- wood etc.?

### Nyenzo

Nyenzo gani zimetumika kutengeneza kifaa?  
Je ni:

- Jiwe ?
- Kauri ?
- Shaba ?
- Ubao n.k. ?

## DESCRIBING AND CATALOGUING OBJECTS

### UELEZAJI NA UINGIZAJI WA VIFAA KATIKA KATALOGI.



#### Technique

What techniques were used in the production of this object? Was it :

- carved?
- cast?
- painted?
- printed etc.?

#### Mbinu

Mbinu gani zilitumika katika kuzalisha kifaa hiki?

Je :

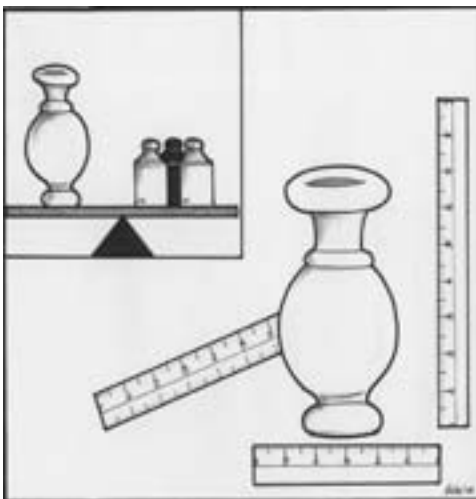
- Kilichongwa
- Kilimiminwa katika kalibu ?
- Kilichorwa ?
- Kilichapwa n.k. ?

#### Dimensions

What are the measurements and units of measurement of the object? Include as appropriate:

- height
- width
- depth
- diameter

You may also want to include the weight of the object.



#### Vipimo

Je kifaa kina vipimo gani na vizio gani. Weka kama mambo ya kufaa:

- Urefu
- Upana
- Kina
- Kipenyo n.k.

Unaweza kuweka na uzito vilevile.





### Inscriptions and Markings

Does the object have any clearly identifiable marks or inscriptions? These could include :

- maker's mark or stamp
- printed or inscribed text
- signatures
- assay marks
- identification numbers (e.g. a museum accession number)

### Michoro na alama

Je kifaa kina michoro au alama zinazoweza kutambulika ? Hizi zaweza kuwa ni pamoja na:

- Alama au muhuri wa mtengenezaji .
- Maandishi yaliyochapwa au kuchorwa.
- Saini.
- Namba ya utambulicho (k.m. namba ya kisajiliwa katika jumba la makumbusho.)



### Distinguishing Features

Are there other features about your object that could help to identify it? These could include :

- damages
- repairs
- modifications
- manufacturing defects

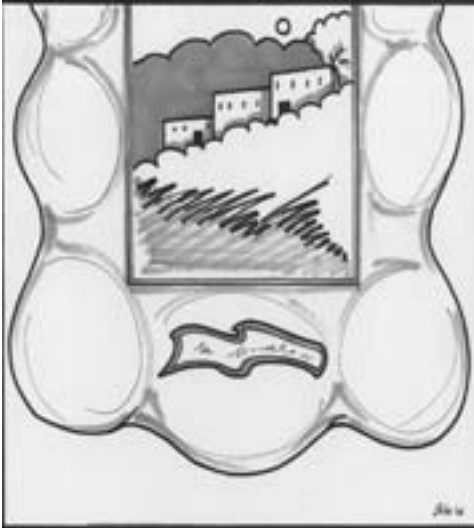
### Sifa

Je kuna sifa nyingine kuhusu kifaa chako zinazoweza kusaidia katika kukitambua ? Hizi zaweza kuwa ni pamoja na:

- Maharibiko
- Ukarabati
- Mageuzo
- Dosari za matengenezo.

## DESCRIBING AND CATALOGUING OBJECTS

### UELEZAJI NA UINGIZAJI WA VIFAA KATIKA KATALOGI.



#### Title

Does your object have a title? This is often true of artworks and may help in the identification of your object if lost or stolen.

#### Jina

Je kifaa chako kina jina ? Hii mara nyingi ni kweli kuhusu kazi za sanaa na inaweza kusaidia katika kutambua kifaa chako kama kimepotea au kuibiwa..



#### Subject

If your object is an artwork, what does it depict or represent? Examples could include

- the pyramids at Giza
- mother and child
- landscape with mountains etc.

#### Somo

Kama kifaa chako ni kazi ya sanaa, je inaonyesha au kuwakilisha nini? Mifano ni pamoja na:

- Mapiramidi ya Giza
- Mama na mwana.
- Nchi na milima n.k.

DESCRIBING AND CATALOGUING OBJECTS  
UELEZAJI NA UINGIZAJI WA VIFAA KATIKA KATALOGI.



**Date or Period**

When does the object date from? When was it made?

**Tarehe au kipindi**

*Kifaa kina umri gani? Lini kilitengenezwa? Tarehe ngapi ?*

**Maker**

Who was the object made by? This could be:

- an individual (painter, sculptor, furniture maker etc.)
- a company
- a cultural group (particularly useful for describing ancient artefacts)



**Mtengenezaji**

*Nani alitengeneza kifaa? Hii yaweza kuwa*

- Mtu binafsi (mchoraji, muundaji seremala n.k.)
- Kampuni
- Kikundi cha utamaduni (mojawapo ya njia nzuri ya kueleza vifaa vya kale)

## DESCRIBING AND CATALOGUING OBJECTS

### UELEZAJI NA UINGIZAJI WA VIFAA KATIKA KATALOGI.



#### Short Description

Write a short description of the object including any other information that will help to identify the object.

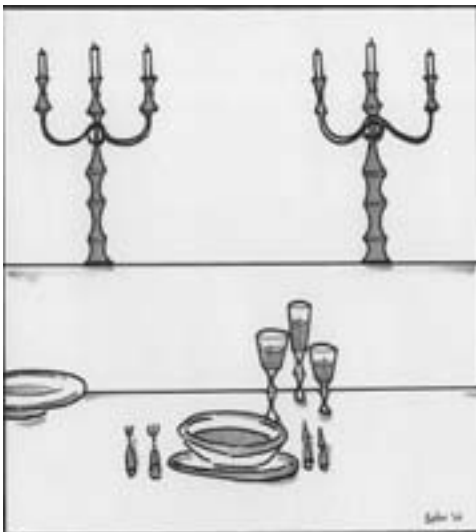
This could include :

- colour
- shape
- where the object was made (if known)

#### Maelezo mafupi

Andika maelezo mafupi ya kifaa ikiwa ni pamoja na maelezo mengine ambayo yatasaidia kutambulisha kifaa. Hii yaweza kuwa ni pamoja na:

- Rangi
- Muundo
- Wapi kifaa kimetengenezwa (kama yajulikana)



#### Additional Points

If your object consists of more than one part (e.g. a set of furniture), you may need to describe each part separately.

You may also want to photograph your object and record information about its storage requirements.

#### Pointi za ziada

Kama kifaa chako kina zaidi ya sehemu moja (k.m. seti ya samani), huenda ikakupasa kuelezea kila sehemu peke yake.

Vilevile unaweza kupiga picha kifaa chako na kuweka kumbukumbu ya maelezo ya mahitaji muhimu ya utunzaji wake.

## PHOTOGRAPHING OBJECTS

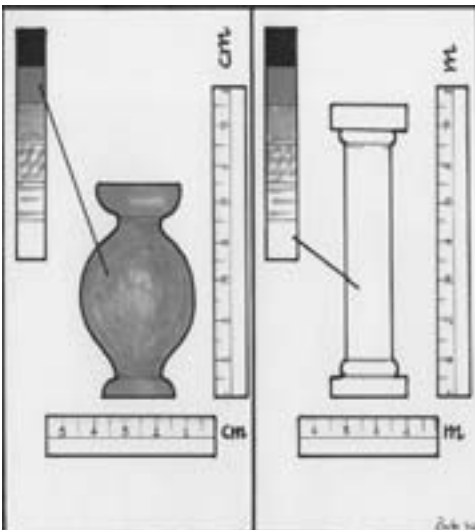
### UPIGAJI PICHA VIFAA



Photographing your object will help in identification if it is lost or stolen.

Photographs can also reduce the need to handle fragile objects, preventing unnecessary damage.

*Kupiga picha kifaa chako kutasaidia kukitambua kama kimepotea au kuibiwa. Picha zinaweza kupunguza hoja ya ubebaji wa vifaa vyenye kuvunjika upesi, hivyo kuzuia uharibifu usio wa lazima.*



#### Size and Colour

It is a good idea to include a scale in your photograph to show how large the object is. A ruler will do.

If possible, include a colour chart. This will allow colours to be properly determined. Black and white photographs can use a grey scale to allow the correct tones to be determined.

#### *Ukubwa na rangi*

*Ni wazo zuri kuwa na skeli katika picha yako ili kuonyesha ukubwa halisi wa kifaa. Mstari waweza kusaidia.*

*Ikiwezekana weka chati ya rangi. Hii itawezesha rangi kufahamika barabara. Picha za kawaida zaweza kutumia skeli ya kijivu kuwezesha uzito sahihi kufahamika.*



### Identity Numbers

If the object has a unique number by which it can be identified (e.g. a museum accession number) it is a good idea to include this in the photograph.

#### *Namba ya utambulisho*

*Kama kifaa kina namba ya pekee ambayo kwayo kinaweza kutambulika (m.f. namba ya usajili ya makumbusho) ni wazo zuri kuiweka pamoja na picha namba hiyo.*

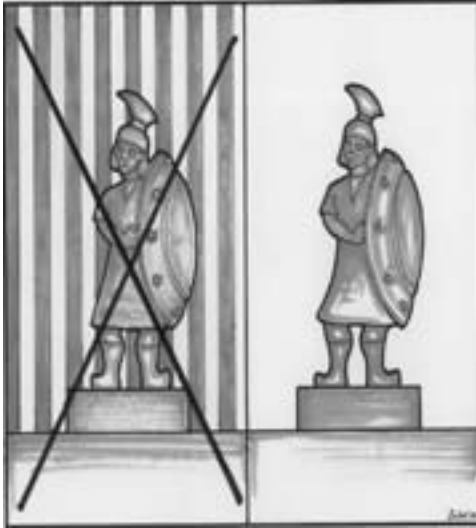


### Lighting Objects

Try to use the right kind of lighting for the object you are photographing. It is worth getting advice from an experienced photographer.

#### *Mwanga wa vifaa*

*Jaribu kutumia mwanga wenye kufaa kwa ajili ya kifaa unacho kipiga picha. Yafaa kupata ushauri kutoka kwa mpiga picha mzoefu.*



### Choosing the Right Background

Objects are best photographed against a plain white backdrop. This is particularly helpful in ensuring the correct colour balance is achieved.

Darker backgrounds should be used if it is necessary to provide contrast.

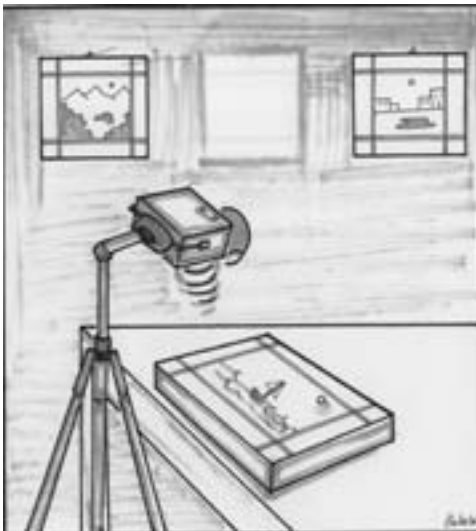
### *Uchaguzi wa usuli unaofaa*

*Vifaa vinatokea vizuri vipigwapo picha mbele ya usuli wa rangi nyeupe. Hii inasaidia hasa kuhakikisha mlingano wa rangi sahihi unafikiwa. Usuli wa kiza utumike pale ambapo ni muhimu kuonyesha tofauti.*

### Photographing Two-dimensional Objects

Objects such as paintings, prints, drawings and textiles are best photographed head on. Where possible, remove pictures from walls, laying them flat and photographing from above.

If necessary, photograph the reverse side of the object to show any distinctive markings or features.



### *Kupiga picha vifaa bapa*

*Vifaa kama picha za kuchora, machapisho, michoro na vipande vya nguo vinaweza pigwa picha vizuri uso kwa uso. Ikiwezekana, ondoa picha kutoka ukutani uzilaze chini chali kisha uzipige picha kutokea juu.*

*Endapo ni muhimu, piga picha upande wa nyuma wa kifaa ili kuonyesha alama yoyote ya pekee.*

## PHOTOGRAPHING OBJECTS UPIGAJI PICHA VIFAA

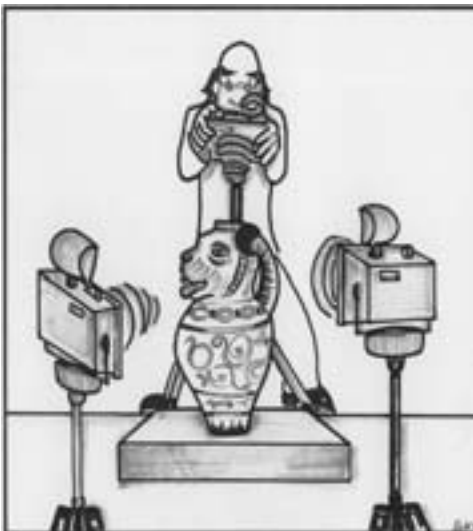


### Photographing Carved or Cast Surfaces and Reliefs

Although these are best photographed head on, like paintings or prints, it is also a good idea to take other pictures from angles to record the depth of the object.

### *Kupiga picha nyuso za vinyago au mifinyango na mandhari ya nchi*

*Ingawaje hizi zinatoa picha nzuri zipigwapo picha uso kwa uso kuma picha za kuchora au machapicho, vile vile ni wazo zuri kuzipiga picha kutokea pembe ili kurekodi kina cha kifaa.*



### Photographing Three-dimensional Objects

Try to convey the overall shape of the object. To do this, photograph it from above, showing the top, front and one side. You can take more photographs to show any parts of the object not visible.

### *Kupiga picha vifaa vyenye urefu, upana na kimo*

*Jaribu kufikisha jumuisho la umbo la kifaa, kufanya hili, piga picha kutokea juu, kuonyesha sehemu ya juu, kutokea mbele na kutokea upande mmoja. Unaweza kupiga picha nyingi upendavyo ili kuonyesha sehemu yoyote ya kifaa isiyonekana.*



## PHOTOGRAPHING OBJECTS *UPIGAJI PICHA VIFAA*



### Photographing Damage and Distinguishing

Features As with written descriptions, it is a good idea to photograph any distinguishing blemishes or features that will help to identify the object.

### *Upigaji picha wa vitu mashuhuri au vyenye dosari*

*Kama ilivyo kwa maelezo ya kimaandishi, ni wazo zuri vile vile kupiga picha vifaa vyenye umashuhuri au hata uharabu ili kusaidia kuvitambua itapobidi.*

## MANAGING INTELLECTUAL PROPERTY RIGHTS *USIMAMIAJI WA HAKI MILIKI*



### Ownership and Intellectual Property Rights

Law on rights management will vary from country to country and cover more than just ownership. Although you may own a painting or sculpture, you do not necessarily own the intellectual property rights to it.

### *Umiliki na haki za hati miliki*

*Sheria kuhusu haki za usimamizi zaweza kubadilika kutoka nchi hadi nchi na zinazungumzia zaidi ya umilikaji.*

*Ingawaje waweza kumiliki picha au tamathili, lakini si lazima uwe na haki miliki ya vitu hivyo.*



### Establishing Rights

It is important to establish who owns the reproduction rights to an object or image in case you want to reproduce it in the future. This should be carefully documented.

### *Uthibitishaji wa haki*

*Ni muhimu kuthibitisha nani anamiliki haki ya kunakili ya kifaa au picha endapo utataka kuinakili hapo baadaye. Jambo hili inabidi liwekewe mikataba ya kimaandishi kwa uangalifu.*



### Waiving Rights

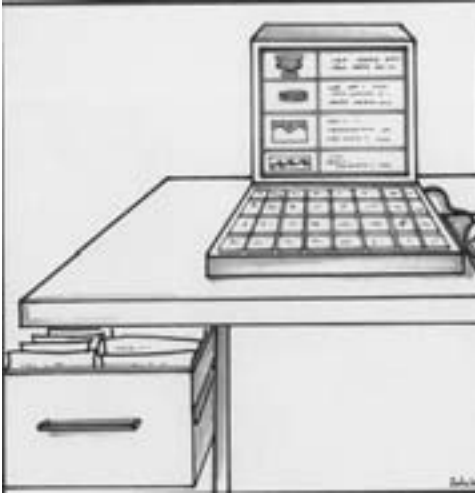
In most cases, photographs taken by an employee of a museum will belong to the museum. However, if you use a freelance photographer you will not necessarily own the rights to the images. If necessary, get the photographer to sign a form waiving their rights.

### *Ukanushaji wa haki*

*Mara nyingi, picha zilizopigwa na mwajiriwa wa makumbusho kisheria ni mali ya makumbusho. Walakini kama utatumia mpiga picha wa kujitegemea sio lazima uwe na haki juu ya picha alizokupiga kisheria. Inapobidi hakikisha kwamba mpiga picha huyo amesaini makubaliano ya kukanusha haki zake.*

## COMPUTERISED DATABASES

### ORODHA KUU YA VIFAA KWENYE KOMPYUTA

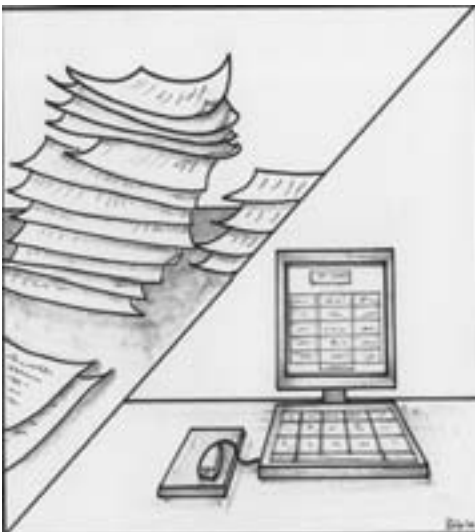


Increasingly museums and private collectors record information about their objects using computerised databases.

There are many companies supplying collections-management software as well as some simple shareware applications available for free.

*Kumekuwa na ongezeko la maktaba na wakusanyaji binafsi kurekodi vifaa vyao vya kale kwa kuweka orodha kuu ya vifaa hivyo kwenye kompyuta.*

*Yapo makampuni mengi yanayo sambaza programu za kusimamia makusanyo, hadi kadhalika zipo programu za kurahisisha ubia bila malipo.*



#### Keeping your Information in Order

Computer databases take up less space than paper-based recording systems, allowing backup copies to be made. They also make it easy for information to be stored in an ordered and structured manner and allow for fast searching and retrieval of records.

#### **Kuweka habari vizuri**

*Uwekaji wa orodha kuu ya vifaa kwenye kompyuta, unatumia nafasi ndogo kulinganisha na utumiaji wa karatasi. Hii inamruhusu vilevile utoaji wa nakala kwa urahisi.*

*Vilevile kazi ya kuhifadhi inafanyika katika utaratibu unaoweza upataji habari kuhusu kifaa kwa urahisi na haraka mara tu kinapohitajika.*

## COMPUTERISED DATABASES

### ORODHA KUU YA VIFAA KWENYE KOMPYUTA



#### Linking Information

Museum collection management systems allow information to be linked to digital images of the object. Most databases also make it easy to store information about supporting paper-based

#### *Uunganishaji habari*

*Mfumo wa usimamiaji makusanyo wa makumbusho unaruhusu habari kuunganishwa na taswira ya kidijito ya kifaa. Mara nyingi orodha ya vitu hurahisisha kuhifadhi habari kuhusu maandishi yanayohusiana yaliyochapwa.*



#### Sharing Information

Digital information is easy to share, allowing photographs and descriptions of items to be sent to researchers, the police or international bodies such as UNESCO.

#### *Ubia wa habari*

*Habari za kidijito (kwenye kompyuta) zaweza patikana kiubia kirahisi, picha na maelezo kuhusu vitu mbalimbali zaweza kutumwa kwa watafiti polisi na Jumuiya za Kimataifa kama UNESCO.*

## COMPUTERISED DATABASES ORODHA KUU YA VIFAA KWENYE KOMPYUTA



### Multiple Uses for Information

Information held in databases can be reused in many different ways, including creating catalogues, exhibition texts or on-line exhibitions.

### *Ukithirishaji wa matumizi ya habari*

*Habari zilizopo kwenye orodha kuu ya vifaa zinaweza kutumika katika njia tofauti tofauti nyingi, zikiwemo kutengeneza katalogi, matini ya maonyesho au maonyesho ya papo kwa papo ya waya.*

## OBJECTS ENTERING THE MUSEUM VIFAA VIINGIAVYO KWENYE JUMBA LA MAKUMBUSHO



When an object enters a museum, information about it should be recorded on a form. This will capture important information about the object, as well as acting as a receipt for the depositor.

*Kifaa kiingiapo kwenye makumbusho, habari zake yapasa zirekodiwe kwenye fomu maalum.*

*Hii itawezesha kupatikana habari muhimu kuhusu hicho kifaa vilevile itakuwa kama ndio stakabadhi ya muwekaji.*

## OBJECTS ENTERING THE MUSEUM

### VIFAA VIINGIAYO KWENYE JUMBA LA MAKUMBUSHO



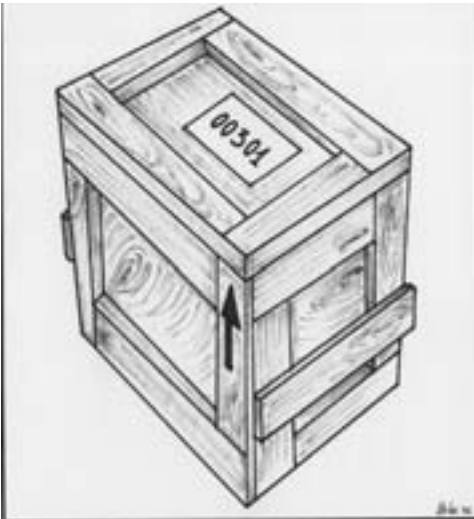
#### Object Entry Forms

Ideally these should be pre-numbered and printed on carbonless copy paper. The top sheet is retained by the museum and stored in the object-entry file. One copy should be provided to the depositor. The second copy should be kept with the object.

#### Fomu ya kuingiza kifaa

*Kinadharia hizi zatakiwa ziwekewe tarakimu na kuchapwa huku zikiacha nakala tatu.*

*Nakala ya kwanza ya asili hubaki kwenye makumbusho na kuhifadhiwa kwenye jalada la uingizaji vifaa, nakala moja hupewa muwekaji kifaa. Na nakala ya mwisho huwekwa pamoja na kifaa kilichoingizwa.*



#### Object Entry Numbers

The number from the Entry Form can be used to uniquely identify the object. If more than one object is recorded on the same form then sub-numbers can be used (e.g. 00301.1 & 00301.2 etc.).

#### Namba ya kiingilio ya kifaa

*Namba iliyopo kwenye fomu ya kuingiza kifaa yaweza kutumika kukitambulisha kifaa kwa kipekee.*

*Endapo zaidi ya kifaa kimoja kimerekodiwa kwenye fomu moja basi namba za chini zitumike. K.m. 000301.1 na 000301.2 n.k.*

## OBJECTS ENTERING THE MUSEUM VIFAA VIINGIAVYO KWENYE JUMBA LA MAKUMBUSHO



### Owner and Depositor

You will need to record the name and address of the owner of the object, as well as that of the depositor as these will not necessarily be the same. Ask the depositor to sign and date the Entry Form. A representative of the museum should also sign to confirm that the details recorded are correct.

### Mmiliki na muwekaji

*Itakubidi kurekodi jina na anuani ya mmiliki wa kifaa, vilevile jina na anuani ya muwekaji kwani mara nyingi hawa huwa ni watu tofauti.*

*Muombe muwekaji asaini na kuandika tarehe kwenye fomu ya kuingiza. Muwakilishi wa makumbusho naye yampasa asaini kuthibitisha kwa maelezo yaliyorekodiwa ni sahihi.*



### Establishing Ownership Rights

It is a good idea to check whether or not the depositor wants the object to be returned. If not, you may want to ask the owner to transfer title of the object to the museum (see "Acquisition"). If you then don't want to keep the object you will be free to dispose of it appropriately without further consultation (see "Object Disposal").

### Uthibitishaji wa haki za mmiliki

*Ni wazo zuri kucheki iwapo muwekaji anataka kifaa kirejeshwe au kisirejeshwe. Kama hapana, unaweza kumtaka mmiliki ahamishe jina la kifaa kwa makumbusho (tazama upataji).*

*Endapo hutaki kuweka kifaa hicho basi utakuwa huru kukiondoshwa upendavyo bila kumshauri yeyote (tazama uondoshaji vifaa).*

## OBJECTS ENTERING THE MUSEUM

### VIFAA VIINGIAYO KWENYE JUMBA LA MAKUMBUSHO



#### Reason for Entry

Record the reasons why the object has been brought into the museum. These may include :

- offer for donation
- purchase
- loan
- identification

#### *Sababu za kuingiza kifaa*

Weka kumbukumbu ya kwa nini kifaa kimeletwa jumba la makumbusho, sababu zaweza kuwa ni :

- Mchango
- Kuuzwa
- Kuazimisha
- Kutambulika



#### Capturing Important Information

Try to capture as much information as possible when the object enters a museum. If you are bringing an object into a museum for donation or as a loan, remember to bring any relevant details or documents with you.

#### *Uchukuaji wa habari muhimu*

*Jaribu kuchukuwa habari nyingi iwezekanavyo kuhusu kifaa mara tu kiingiapo makumbusho.*

*Kama unaleta kifaa kwenye makumbusho kama mchango au kama kuazimisha, kumbuka kuleta vilezo muhimu au hati muhimu pamoja nawe.*



## OBJECTS ENTERING THE MUSEUM VIFAA VIINGIAVYO KWENYE JUMBA LA MAKUMBUSHO



### Other details

Other details may include :

- a brief description of the object
- insurance valuation
- price (if purchased or offered for sale)
- copyright holder (see "Rights Management")
- agreed return date

### Maelezo mengine

Maelezo mengine ni pamoja na

- Maelezo mafupi ya kifaa
- Tathimini ya bima
- Bei (kama kimenunuliwa au kitauzwa)
- Hati miliki za mshikiliaji (tazama usimamizi wa haki)
- Makubaliano kuhusu siku ya kurejeshwa

## ACQUIRING AND ACCESSIONING OBJECTS UPATAJI NA USAJILI WA VIFAA



Museums need to be able to establish title to the objects they own. This means recording any transfer of ownership.

Accessioning is the process by which an object becomes a formal part of the museum's collection.

*Makumbusho yahitajika yaweze kuthibitisha majina ya vifaa inavyomiliki, Hii yamaanisha kuweka kumbukumbu ya uhamiaji wa umiliki.*

*Usajili ni taratibu ambapo kifaa kinakuwa sehemu rasmi ya makusanyo ya makumbusho.*

## ACQUIRING AND ACCESSIONING OBJECTS

### UPATAJI NA USAJILI WA VIFAA



#### Transfer of Title Forms

Although transfer of title can be recorded on an Object Entry Form (see "Object Entry") it is often better for ownership to be established using a separate form. This should include the current and new owner and details of any payments made.

#### Fomu za kubadili jina

*Ingawaje ubadilishaji wa jina waweza kurekodiwa kwenye fomu ya kuingiza kifaa. (tazama uingizaji kifaa). Mara nyingi ni vyema umiliki uthibitishwe kwa kutumia fomu tofauti. Hii iwe na jina la mmiliki wa sasa na mmiliki mpya na maelezo ya malipo yoyote kama yamefanyika.*



#### Reason for Acquisition

Not all objects are acquired by museums for addition to the permanent collection. Instead, they can be used for handling or teaching collections. The reason for acquisition should be recorded on the Object Entry Form (see "Object Entry").

#### Sababu za upataji

*Si vifaa vyote vinapatikana kwenye makumbusho kama nyongeza kwa makusanyo yake ya kuidumu bali, yaweza kutumika kwa kuhifadhi au kama makusanyo ya kufundishia. Sababu za upataji zirekodiwe kwenye fomu ya kuingiza vifaa (tazama: "uingizaji vifaa").*

## ACQUIRING AND ACCESSIONING OBJECTS

### UPATAJI NA USAJILI WA VIFAA



#### Accession Register

Accessioned objects should be recorded in the museum's Accession Register. This is an unalterable written record of the museum's collection and exists in addition to the catalogue or computerised database.

Includes :

- initial storage location
- entry number
- accession number
- date accessioned
- person or organisation received from
- brief description

#### Tasjili ya mapato

Vifaa vyote vilivyopatikana kwa ajili ya makumbusho inabidi visajiliwe. Hii ni kumbukumbu ya kimaandishi isiyobadilika ya makusanyo ya makumbusho. Na inapatikana ikiwa ni ziada juu ya katalogi au orodha kuu ya vifaa kwenye kompyuta. Inakusanya:

- Sehemu ya hifadhi ya awali
- Namba ya kuingizia
- Namba ya kupatikana
- Tarehe ya kupatikana
- Mtu au shirika iliyokileta
- Maelezo mafupi



#### Loan Agreements

When your museum borrows an object, try to establish a proper loan agreement, signed by both the museum and lender. Loans should ideally be for set periods of time, although these can be extended or renewed. Long-term or open-ended loans are best avoided wherever possible.

#### Mikataba ya uazimishaji

Makumbusho yako ikiuzima kifaa, jaribu kuthibitisha mkataba sahihi wa uazimishaji ukiwa umesainiwa na wote wawili makumbusho na muazimishaji. Kinadharia kuuzima kunakuwa kwa muda Fulani uliowekwa, ingawaje muda huo unaweza kuongezwa au kujadidishwa. Uazimaji wa muda mrefu au usio na mipaka ni bora uepukwe kila inapowezekana.

## BORROWING OBJECTS

### KUAZIMA VIFAA



#### Recording Loans

The museum's database or catalogue should record :

- the name of the lender
- duration of loan
- expected return date
- standards of care
- responsibility for conservation
- insurance arrangements

#### Kurekodi uazimaji

Orodha ya vitu ya makumbusho na katalogi irekodi.

- Jina la muazimishaji
- Muda wa uazimishaji
- Tarehe ya marejesho inayotarajiwa
- Uwajibikaji kwa utunzaji
- Mipango ya bima
- Mipango ya usafiri



#### Filing Loans Records

As well as keeping loan agreements in the object's history file, copies can also be stored in a "Loans In File" in return date order. This will allow loans to be monitored and renewed more easily.

#### Ujazaji wa kumbukumbu za uazimishaji

Pamoja na kuweka makubaliano ya uazimaji kwenye jalada la historia ya kifaa, nakala zaweza kuhifadhiwa kwenye jalada la kuazima kwa kufuatana na tarehe ya kurejeshwa. Hii itaruhusu uazimishaji kufuatiliwa na kujadidishwa kirahisi zaidi.

## LOCATION AND MOVEMENT OF OBJECTS UWEKAJI NA UONDOSHAJI WA VIFAA



Museums need to be able to account for objects in their care. Controlling the location and movement of objects will ensure that they can easily be found and losses quickly spotted.

*Makumbusho yahitajika yaweze kutoa maelezo ya vifaa vilivyo kwenye uangalizi wake. Kuthibiti ukaaji na uondoshaji wa vifaa kutahakikisha kwamba vinaweza kupatikana kirahisi na upoteaji unagundulika haraka.*



### Recording Storage Locations

Try to assign each object a normal storage location. You will then know where it should be returned to if it is taken to a new, temporary location.

### Kurekodi maeneo ya hifadhi

*Jaribu kutenga kwa kila kifaa eneo maalum la hifadhi.*

*Hivyo basi utajua wapi kirejeshwe endapo kimechukuliwa kwenda eneo jipya la muda.*

LOCATION AND MOVEMENT OF OBJECTS  
UWEKAJI NA UONDOSHAJI WA VIFAA.



### Updating the Catalogue

It is a good idea to record object movements on the museum's catalogue or database. This should include changes to normal locations as well as temporary movements.

### *Kuboresha katalogi*

*Ni wazo zuri kurekodi mwenendo wa vifaa katika katalogi ya makumbusho au orodha kuu ya vifaa. Hii ni pamoja na mabadiliko ya eneo la kawaida na hata mwenendo wa muda.*



### Proxy Cards

When an object is temporarily moved it is often a good idea to leave a card in its usual location.

This should include :

- identity number
- object name
- date removed
- new location
- name of remover
- expected return date

### *Kadi wakala*

*Kifaa kinapoondoshwa kwa muda, mara nyingi ni vizuri kuacha kadi katika eneo lake.*

*Kadi iwe na:*

- *Namba ya utambulisho*
- *Tarehe ya kuondolewa*
- *Eneo jipya*
- *Jina la muondoshaji*
- *Tarehe ya kurejeshwa tarajiwa*

## OBJECTS CONDITION CHECKING *KUCHEKI HALI YA VIFAA*



### Checking the Object

Objects need to be checked regularly to ensure that they are not deteriorating. It is also a good idea to check them before leaving the museum on loan or for conservation (see “Object Exit”). This will allow any damage to be easily detected.

### *Kucheki kifaa*

*Vifaa yafaa vichekiwe kila baada ya muda maalum kuhakikisha kwamba haviharibiki. Ni wazo jema vilevile kuvicheki, kabla kutolewa kutoka makumbusho kwa kuazimwa au kuhifadhiwa (tazama “Utokaji wa vifaa”). Hii itaruhusu uharibifu wowote kugundulika kirahisi.*



### Recording Condition Assessments

The condition of the object can be recorded on the museum’s catalogue or database. Remember to update your records if any alterations to the objects storage conditions are required. It is a good idea to record the name of the person carrying out the

### *Kurekodi tathmini ya hali*

*Hali ya kifaa yaweza kurekodiwa kwenye katalogi ya makumbusho au orodha kuu ya vitu. Kumbuka kuboresha rekodi zako, endapo kuna mabadiliko kwenye hali ya uhifadhi wa kifaa yanayohitajika. Ni vyema kurekodi jina la mtu ambae anakagua pamoja na tarehe ya ukaguzi.*

## LENDING OBJECTS UAZIMAJI WA VIFAA.



### Loan Agreements

Objects lent by museums should be the subject of proper loan agreements signed by the museum and borrower. Loans should ideally be for set periods of time, although these can be extended or renewed

Long-term or open-ended loans are best avoided wherever possible.

### *Makubaliano ya kuazima*

*Vifaa vilivyoazimwa na makumbusho vyapaswa viwe chini ya makubaliano thabiti ya uazimaji yaliyosajiliwa na makumbusho na muazimaji, uazimaji kinadharia wafaa uwe kwa muda maalumu. Ingawaje huu unaweza kurefushwa au kujadidiwa. Uazimishaji wa muda mrefu au usio na kikomo ni bora uepukwe kila inapowezekana.*

### Recording Loans to Others

The museum's database or catalogue should record :

- the name of the borrower
- duration of loan
- expected return date
- standards of care
- responsibility for conservation
- insurance arrangements
- transport arrangements

### *Kurekodi uazimishaji kwa wengine*

*Orodha kuu ya vitu vya makumbusho au katalogi inabidi irekodi.*

- *Jina la muazimaji*
- *Muda wa kuazima*
- *Tarehe ya marejesho tarajiwa*
- *Kiwango cha utunzaji*
- *Uwajibikaji wa kuhifadhi*
- *Mipango ya bima*
- *Mipango ya usafiri*





LENDING OBJECTS  
UAZIMAJI WA VIFAA.



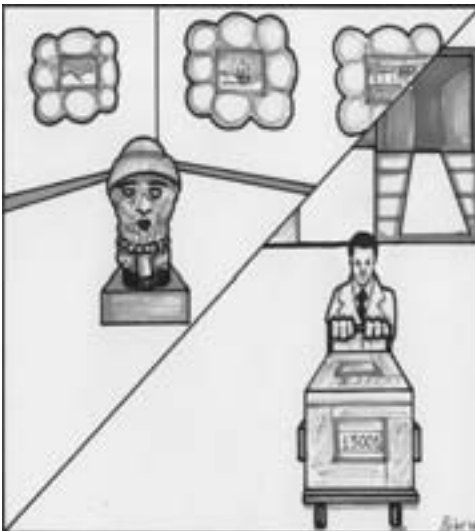
### Filing Loans Records

As well as keeping loan agreements in the object's history file, copies can also be stored in a "Loans Out File" in return date order. This will allow loans to be monitored and renewed more easily.

### *Ujazaji wa rekodi ya uazimaji*

*Pamoja na kuweka makubaliano ya uazimaji kwenye jalada ya historia ya kifaa, nakala vilevile zaweza hifadhiwa kwenye jalada la vilivyoazimwa kwa mujibu wa tarehe ya marejesho. Hii itaruhusu uazimaji kufuatiliwa na kurahisisha ujadidishaji.*

## DISPOSING OF OBJECTS UONDOSHAJI WA VIFAA.



### Dealing with Unwanted Objects

Occasionally a museum will want to dispose of an object. This is usually because it no longer fits in with the museum's collecting policy or because it would be better to transfer it to another museum. The actual exit of the object should be recorded on an Exit Form (see "Object Exit").

### *Kushughulikiwa vifaa visivyotakiwa*

*Wakati mwingine makumbusho itataka kuondosha kifaa, mara nyingi hii ni kwa sababu kifaa hicho hakikubaliani na sera ya ukusanyaji, ya makumbusho au kwa sababu itafaa zaidi kukihamisha kwenda makumbusho ingine. Utokaji halisi wa kifaa urekodiwe kwenye fomu ya kutoa (tazama "utoaji kifaa").*

## DISPOSING OF OBJECTS UONDOSHAJI VIFAA



### Deaccessioning

Objects forming part of the museum's permanent collection and that the museum would like to dispose of will need to be deaccessioned. Remember to record this in the accession register and the database along with the reason for disposal.

### Uondoshwaji

*Vifaa ambavyo ni sehemu ya makusanyo ya kudumu ya makumbusho na ambayo makumbusho ingelipenda kuviondoa lazima viondoshwe. Kumbuka kurekodi kwenye tasjili ya upataji na orodha kuu ya vitu pamoja na sababu ya kuondoshwa.*

## OBJECTS LEAVING THE MUSEUM VIFAA VINAVYOTOKA MAKUMBUSHO



Museums need to be able to account for all objects leaving their care. This should be recorded on an Exit Form, as well as on the computerised database if it exists.

If an object is returned to its owner (e.g. if it is a loan or unwanted gift) then an Exit Form is not usually required as its return can be logged on the original Object Entry Form.

*Makumbusho yapaswa kuwa na maelezo ya vifaa vyote vinavyotoka chini ya uangalizi wake. Hii irekodiwe kwenye fomu ya kutoka na kwenye orodha kuu ya vifaa kwenye kompyuta, kama ipo.*

*Kama kifaa kinarudishwa kwa mwenyewe (k.m. kama kiliazimwa au zawadi asiyotakiwa) hapo fomu ya kutoka mara nyingi haihitajiki kwani kurejeshwa kwake kunaweza kuingizwa kwenye fomu ya uingizaji kifaa ya asili.*

## OBJECTS LEAVING THE MUSEUM VIFAA VINAVYOTOKA MAKUMBUSHO.



### Exit Forms

Ideally these should be pre-numbered and printed on carbonless copy paper.

The top sheet is retained by the museum and stored in an Object Exit File. A copy should be provided to the recipient. If the object has been loaned out, a second copy can be stored in return date order in a Loans Out File until the object's return.

### *Fomu ya kutoa*

*Kinadharia hizi hupewa nambari mapema na kuchapwa katika nakala tatu.*

*Nakala ya juu inabakishwa kwenye makumbusho na kuhifadhiwa katika jalada la kutoa vifaa. Nakala moja hupewa mpokeaji kama kifaa kimeazimwa, nakala ya pili yaweza kuhifadhiwa kwa mujibu wa tarehe ya kurejeshwa katika jalada la kuazimisha mpaka kifaa kitakaporudi.*



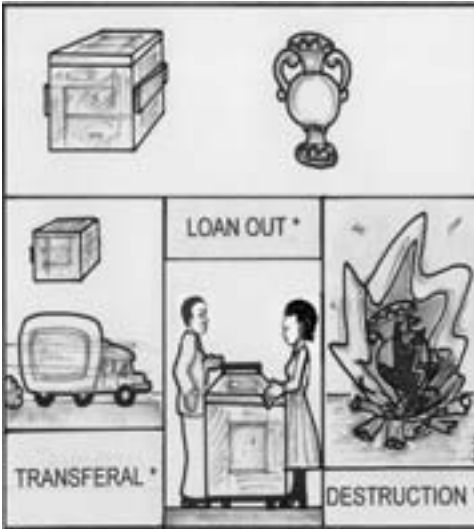
### Remover and Recipient

It is a good idea to record the name and address of the remover of the object as well as that of the recipient, as these will not necessarily be the same. Ask the remover to sign and date the Exit Form. A representative of the museum should also sign to

### *Mtoaji na mpokeaji*

*Ni vyema kurekodi jina na anuani ya mtoaji wa kifaa vilevile jina na anuani ya mpokeaji kwani hawa si lazima wawe ni mtu mmoja. Muombe mtoaji, asaini na kuandika tarehe ya fomu ya kutoa, muwakilishi wa makumbusho naye yampasa kusaini kuthibitisha kuwa maelezo yaliyorekodiwa ni sahihi.*

OBJECTS LEAVING THE MUSEUM  
VIFAA VINAVYOTOKA MAKUMBUSHO



**Reason for Removal**

Remember to record the reasons why the object is leaving the museum. These may include :

- transferral \*
- loan out \*
- destruction \*

**Sababu ya kuondolewa**

*Kumbuka kurekodi sababu zilizofanya kifaa kiondolewe kwenye makumbusho. Hizi zaweza kuwa ni:*

- Uhamisho \*
- Kuazimwa \*
- Kuharibika \*



**Object Information**

The Exit form should include key information about the object including :

- a brief description of the object
- identifying number
- insurance valuation
- conditions governing removal
- agreed return date

**Maelezo ya kifaa**

*Fomu ya kutoa iwe na maelezo muhimu yafuatayo kuhusu kifaa:*

- Maelezo mafupi ya kifaa
- Namba ya utambulisho
- Tathimini ya bima
- Hali inayosababisha kuondoshwa
- Tarehe ya kurejeshwa iliyokubaliwa

OBJECTS LEAVING THE MUSEUM  
VIFAA VINAVYOTOKA MAKUMBUSHO.



**Return of Objects**

It is a good idea for the original Exit Form to be signed by a museum representative to record when an object is subsequently returned to the museum (for example if it has been loaned out or sent for conservation).

***Kurejeshwa kwa vifaa***

*Ni vyema kwa fomu ya kutoa ya asili iwe imesainiwa na muwakilishi wa makumbusho kurekodi ni lini kifaa kinarejeshwa kwenye makumbusho (k.m. kama kimeazimwa au kimepelekwa kuhifadhiwa).*