

SECURITY AT MUSEUMS
博物馆安全保障



United Nations
Educational, Scientific and
Cultural Organization
联合国教育、
科学及文化组织

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Division of Cultural Heritage, African and Arab museum unit
文化遗产部，非洲与阿拉伯博物馆处

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由中国民族博物馆组织翻译

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.

说明

- 以下规则适用于大多数情况。
- 请注意:本手册提及的各种职责可以分配给多人。
- 请牢记:博物馆馆长或其他主管人员的指令优先于本手册中的提示。
- 要相信自己丰富的经验、良好的判断力和技能,以应对特殊事件和突发情况。



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.

博物馆保障工作不能间断——从夜班到日班的交接应当按照既定程序,有序而安全地进行。



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.

博物馆向公众开放之前半个小时应该即开始安全保障的工作;所有紧急出口应当畅通,而且应当查看紧急出口区域,并移除所有的障碍物。



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

打开在夜间关闭的所有门窗。



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

检查并确认所有重要的钥匙置于原处并已准确标注用处。



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

阅读日志中的所有记录,并根据记录的要求采取适当措施。



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.

关闭夜间入侵检测台,并检查闭路电视监控系统的运行情况,以及报警发射器、无线电发射器、公共广播设备、医疗急救设备和应急设备处于适用状态。



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

快速重播录像带或数码存储设备,以检查已录制的图像的质量。



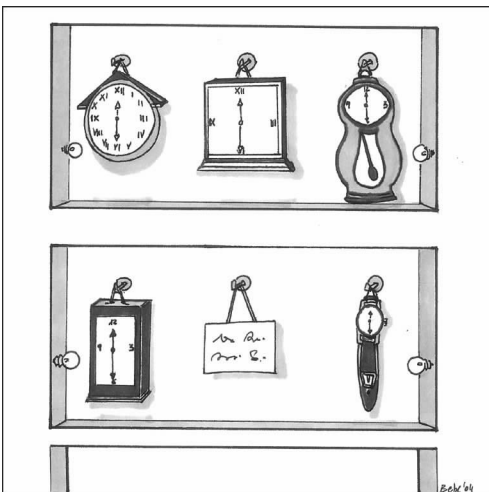
Check your block note, pen, portable lamp and other personal equipment.

检查笔记本、笔、手电筒和其他个人设备。



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

检查展出的所有工艺品，并确认所有工艺品都已准确标注并适当存放。



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

如果有工艺品丢失，检查其对应的含有具体负责人签名的标签是否还在原处。



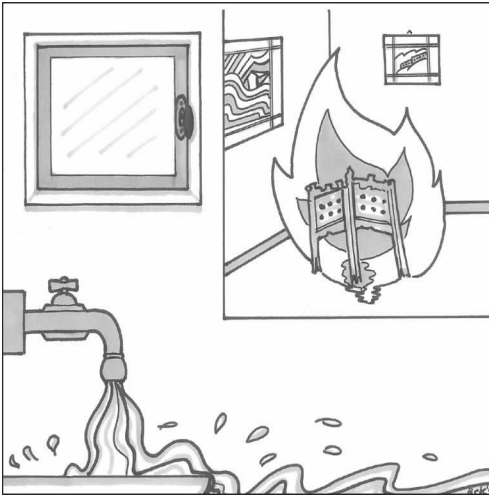
Look for artefacts accidentally moved or in a dangerous position; **do not touch artefacts**. Ask a specialist to rectify the situation.

查找被意外移动或处于危险位置的工艺品；**不要触碰该工艺品**，请专业人员来处理并修正。



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

请专业人员来处理并修正，因为工艺品应当由具有专业技能的人员戴上手套在采取特殊的预防措施后才可以移动。



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

请牢记水和火是博物馆最大的危险源。



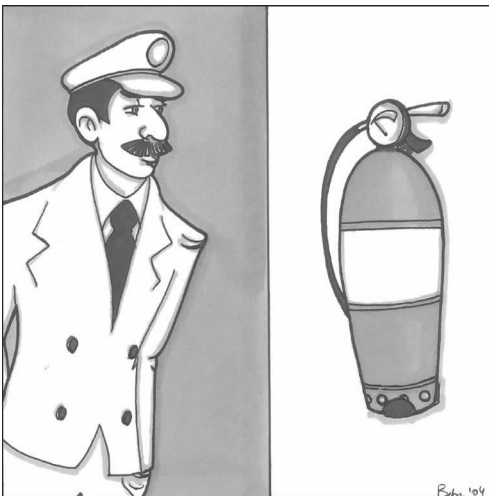
Look for possible water damage.

检查可能出现的水患。



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

避免堆放易燃物品；如有发现，通知管理人员并要求他们移除。



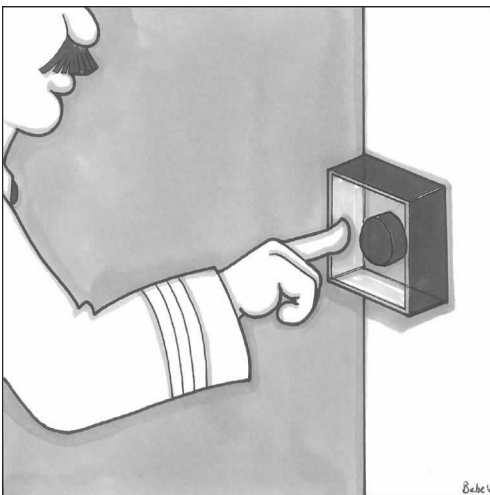
Check location of all portable extinguishers and...

检查并确认所有手提式灭火器的位置及……



...state of operation.

……工作状态。



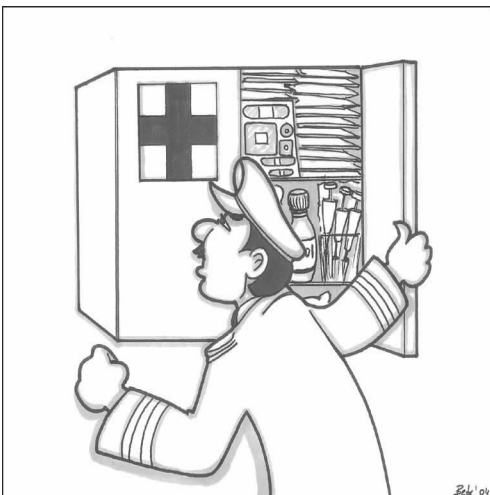
Check location and state of fire alarm buttons.

检查并确认所有火警报警按钮的位置和状态。



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

检查电源接线,如果出现故障或发现受损的线路,则应立即报告。



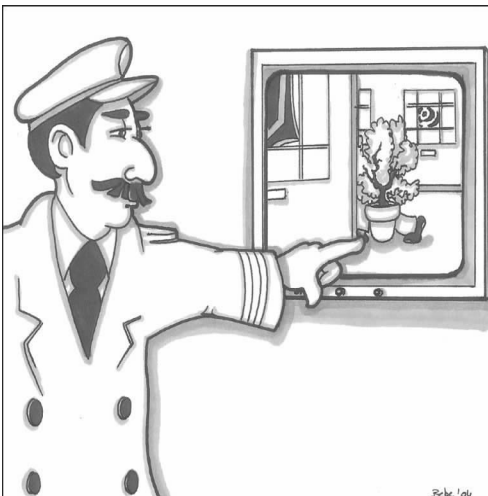
Check the contents of all first aid kits installed in the exhibition rooms.

检查安装在展厅内的急救箱中的物品。



Check that all internal phones are in working order.

检查并确认所有内线电话处于工作状态。



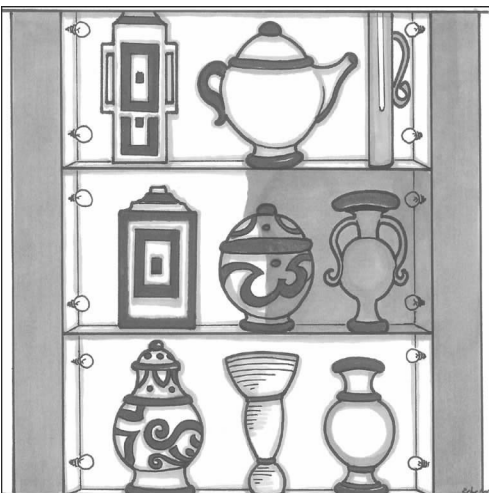
Check the free field of vision CCTV cameras.

检查闭路监控电视摄像机所显示的图像是否清晰。



Monitor cleaning operations and occasionally check contents of trash bins.

监督保洁人员的清扫工作并抽查垃圾箱中的垃圾。



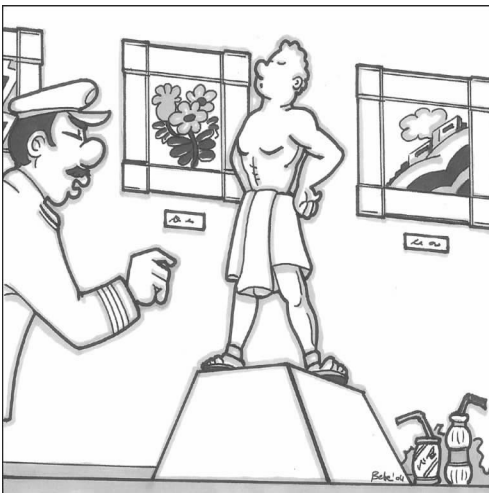
Report any bulbs that have blown.

如果发现有被烧坏的灯泡，则应当及时报告。



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

修复轻微受损的地方，如果可能，报告给相关部门。



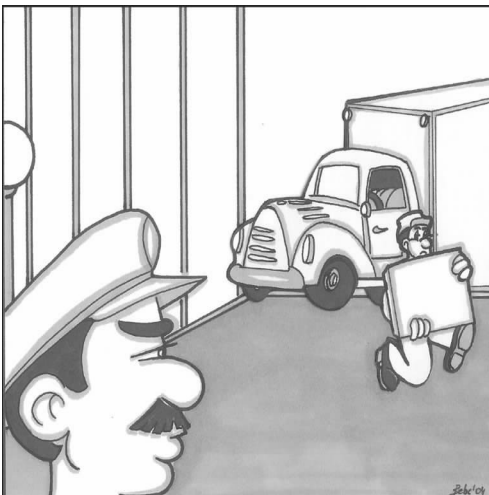
Check for any trash left on site and report to appropriate service.

检查博物馆内地面上是否存有垃圾，并及时报告相关部门。



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

仔细辨认参观的学者和其他人员后,再发授通行证,并根据博物馆的工作需要随时要求其出示通行证。



Closely monitor all loading and unloading operations.

密切监督所有装卸工作。



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

监视博物馆周边环境，如果需要，阻止可能引发危害的活动；如果有必要，应当报警。



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

监督博物馆维护人员、艺术家及其他人的活动；如果有必要，可以根据工作的需要临时限制对某些展厅的开放。



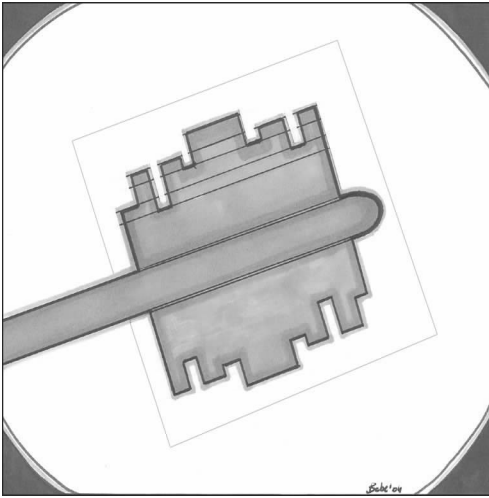
If you use keys, giving access to showcases or other critical containers, do not let anybody handle the key on your behalf, or even see it.

在使用钥匙开启展柜或其他重要容器的時候，不要委託他人使用鑰匙，甚至不要讓他人看到鑰匙。



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

鑰匙的外形很容易用蠟或肥皂進行複製。



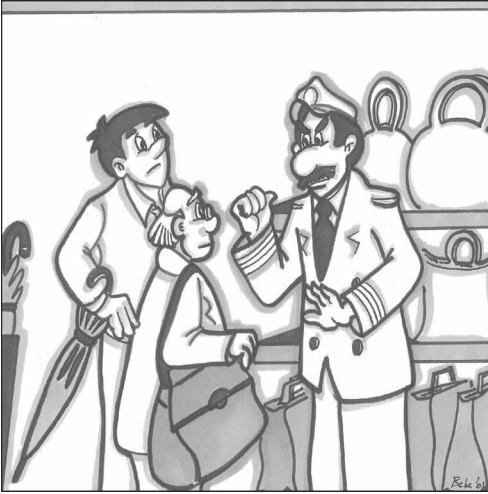
Even the codes of high security double bitted keys, used on safes, may be captured by a skilled observer.

即使是保险箱用的高级保险双齿钥匙的形状也可能被具有一定技能的人获得。



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

在开放时间准时打开博物馆的大门——这是对参观者最大的尊重。



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.

有礼貌地请参观者务必把可能损坏展品或者可能用于隐藏并带走展品的个人物品留在入口处。



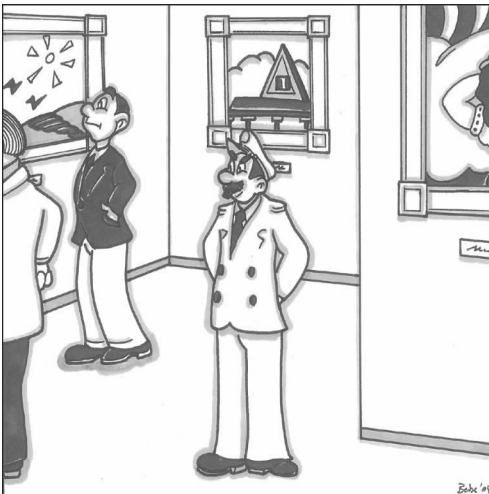
A museum is a temple of our cultural heritage - do not let unruly or improperly dressed visitors desecrate it.

博物馆是展示文化遗产的神圣殿堂,不要让行为散漫、穿着不雅的人玷污它。



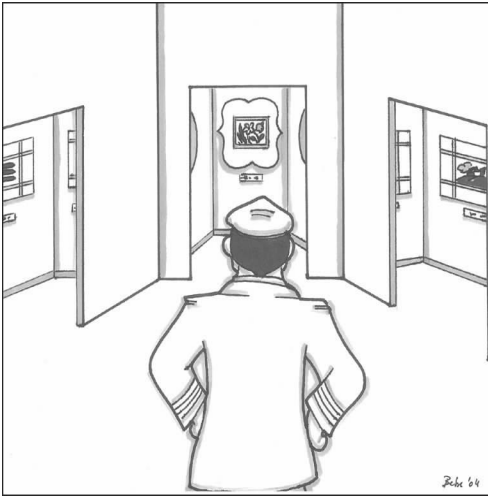
Be ready to help disabled visitors, giving assistance and directions - be careful not to be distracted from your main duty which is to protect exhibits.

随时准备帮助行动有障碍的人，给予他们帮助和指示，注意不要忽略你的主要职责——保护展品。



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

在博物馆开放期间，注意观察参观者以便预见各种隐患或不适当的行为。



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

找到一个有利的观察点,并经常巡视,而且要不时变换巡视的路线和时间。



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

便携式的喷雾瓶几秒钟内就可以破坏一个绘画作品,另外……



... to scratch a valuable portrait.

划破一个珍贵的肖像也只需要几秒钟。



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

如果允许摄影,则要阻止参观者使用闪光灯,并向他们解释过强的光可能会永久性地损坏精致的有机质颜料,也可能打扰其他参观者。



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.

如果允许摄影,则要阻止参观者使用三脚架,因为三脚架可能影响参观者自由走动,也可能在出现紧急状况时减缓参观者退出博物馆的速度。



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

不要让参观者触碰任何类型的工艺品,因为人体皮肤上的油脂可能使金属生锈从而受损。



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

严格贯彻禁烟的原则，因为火是博物馆中展品的主要危险源。



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

有礼貌地请参观者一定不要使用仅用于紧急状况的出口。



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

不允许参观者带食品或饮料进入博物馆；饮料容器可能会破裂，食品也有可能撒落在博物馆的地面上。



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

向参观者指示可以吃东西、喝饮料的地方，确认垃圾都被弃于垃圾箱内。



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

如果在博物馆里发现可疑手袋或包裹……



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

……有礼貌地请所有参观者务必离开，远离存在风险的区域，并寻求有关部门的支援。



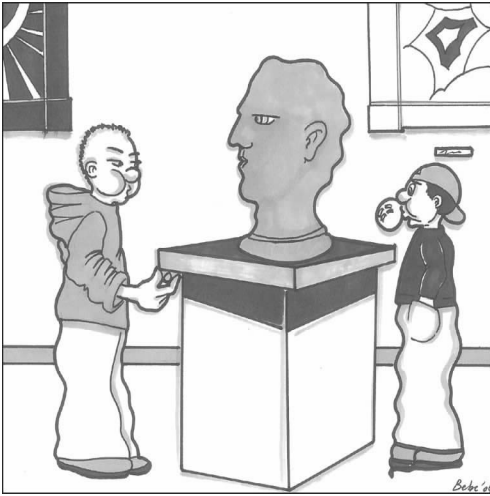
Young visitors are the future custodians of our cultural heritage, but...

儿童参观者是文化遗产的未来保管者,但是……



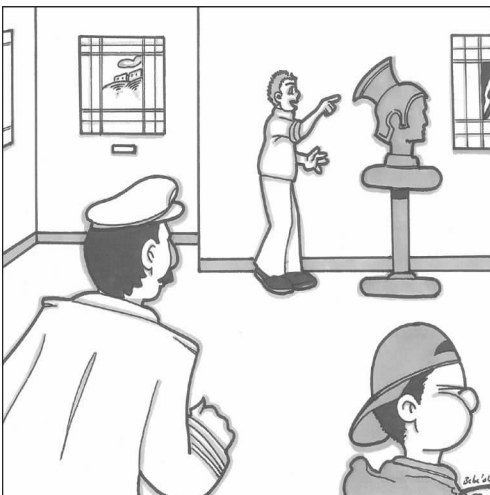
...contact the school master, give advice and directions, discreetly monitor children's behaviour. If necessary, call for additional support.

……应与校方联系,提出建议和要求,密切监督儿童的行为。如果需要,寻求更多的支援。



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

注意嚼口香糖的儿童和其他参观者；常常有人将口香糖粘在工艺品的底面上。



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

密切监督儿童的行为，他们天生的好奇心可能促使其触碰或涂抹工艺品，进而损坏工艺品。



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.

请牢记你的最主要的职责是保护博物馆的藏品；如果有参观者向你提问，只需回答博物馆设施和规则方面的情况；你是一个保安人员，而不是导游。



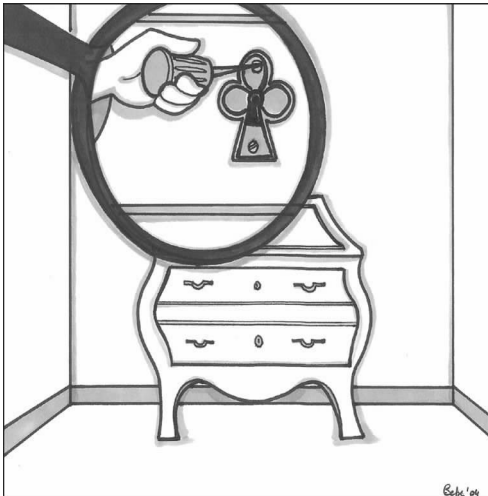
Keep an especially attentive eye on small items that can easily be removed, such as an antique vase cover, for instance, or...

特别关注可以被轻易移动的小物件，例如古董花瓶盖，或……



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

.....钟的指针,或.....



...a key and a keyhole cover.

.....钥匙和钥匙孔盖。



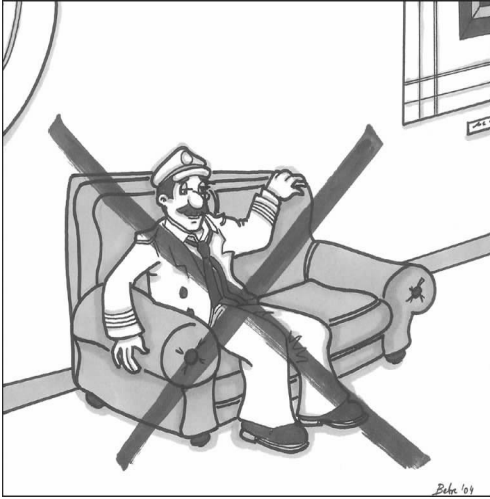
Be ever alert and attentive; if you need to leave your duty post for a moment, ask to be replaced.

始终保持警惕、细心；如果你需要离开岗位片刻，要请求其他保安人员替岗。



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

没有参观者的时候，你可以坐在椅子上休息。



Never rest on artefacts on show.

不要在展出的工艺品上面休息。



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

始终准备好使用内线电话寻求支援。



Be always ready to use a portable fire extinguisher.

始终准备好使用手提式灭火器。



If a visitor should have an accident, ...

如果有参观者发生意外，……



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

……让其他人与意外发生地保持距离,并呼叫专业急救人员。



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

待救护人员到达时,问寻目击者并记录相关情况。



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

在既定的闭馆时间,有礼貌地请所有参观者务必退出博物馆。



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

严格执行不接受任何赠与的原则;可以利用适当时机,建议他们通过募捐的方式来支持博物馆工作。



Put all the museum exits under lock and key.

锁住博物馆所有出口的门。



Lock all windows.

将所有窗户锁好。



Inspect all exhibition rooms.

检查所有展厅。



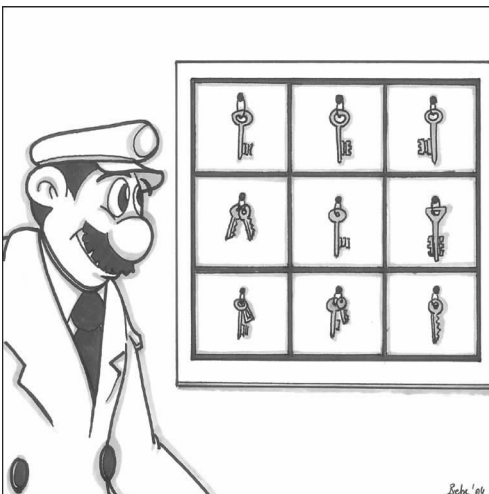
Check all intrusion detector devices by observing the blinking light reaction to your movements (if appropriate).

检查所有入侵检测设备,观察信号灯对你的动作的反应(如果可以这样做)。



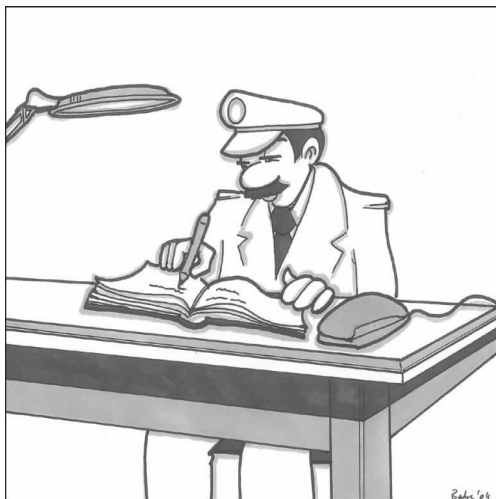
Inspect all service rooms and toilets.

检查所有工作间和洗手间。



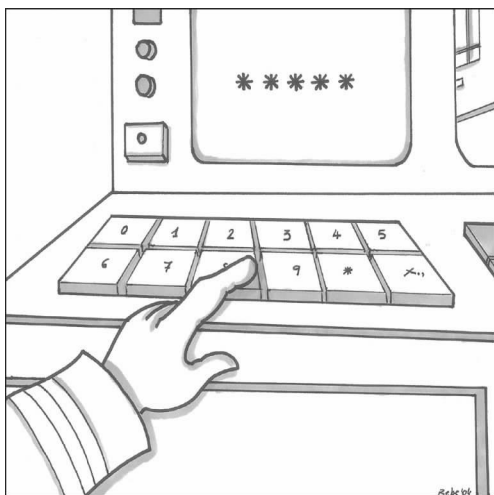
Check that all main keys are present or properly accounted for.

检查所有重要的钥匙是否置于原处并准确标注用处。



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

在日志上记录值日班的相关情况,以便值夜班的保安进行查看。



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

开启夜间入侵监测控制台;检查并确认所有安全仪器都正常工作。



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

按照相关程序,进行夜班的职责交接。



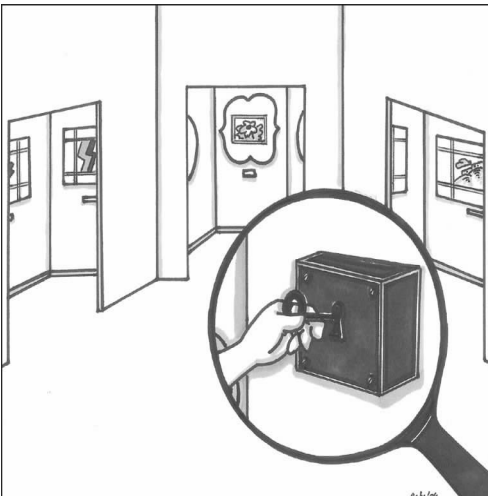
If appropriate, carry out the night shift watch tour by checking the areas for inspection in the sequence indicated here.

按照图中指示的路线进行适当的夜班巡查。



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

按照本手册的说明,再次检查重要区域。



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

如果有监视记录器,将其按照既定的时间表设置。



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