

The Rothschild Collection, Waddesdon Manor Due Diligence Policy: Loans

Waddesdon Manor's due diligence policy for objects on loan from overseas to temporary exhibitions is in accordance with all relevant national and international standards, including the following:

- Statement of Principles issued by the National Museum Directors Conference on “spoliation of works of art during the Holocaust and World War II period” in 1998;
- Combating Illicit Trade: Due Diligence Guidelines for Museums, Libraries and Archives on collecting and borrowing Cultural Material (DCMS, October 2005);
- UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property;
- ICOM Code of Ethics;
- SPECTRUM: UK Documentation Standard for Museums;
- ICOM red list
- Museums Association Code of Ethics
- Convention on International Trade in Endangered Species of Wild Fauna and Flora

Procedure

Waddesdon Manor's due diligence policy and procedures are assigned to the exhibition curator. They are checked by the Registrar and authorised by the Head of Collections. The Chief Executive has overall responsibility for ensuring that the appropriate due diligence procedures are carried out.

The exhibition curator is required to make full provenance checks for each object which is proposed for temporary loan for exhibition. In cases where the provenance is incomplete or information is suspect, the curator will consult other colleagues in the relevant field.

Checks include: the legitimate title of the owner; the Lender's legal right to lend; consultation with the Lender on provenance with particular attention to the period 1933 – 1945.

Waddesdon Manor will not proceed with any loans with questionable provenance and no loan may proceed without completion of the relevant check list(s).

Loan & Due Diligence documentation

All loans are subject to the completion of a loan form which specifies the purpose and period of loan. The form also identifies the roles of both the lender and the borrower. In cases where the lender requests the use of their loan form, it will be assessed and used if it meets the appropriate national and international standards. The Waddesdon form will also be used to ensure that the Lender has agreed to the terms regarding legal title and provenance.

The form identifies the following:

- Confirmation by the Lender that they have legal title to the object and that they have full legal authority to lend it.
- Confirmation by the Lender that they are not aware of any past, current or potential claim by a third party

All records of due diligence checks and relevant correspondence are retained within the permanent records of the exhibition. Documents include: signed loan forms, correspondence; published material; lender's evidence and photographic evidence.