

Due Diligence Procedure

Full provenance checks (history of ownership) are required for any object entering Glasgow Life Museums for any of the following reasons:

- Acquisition: purchase, gift (donation), bequest, exchange, allocation or transfer, joint ownership, or other
- Loans in - short and long term

The checks will include:

- Legitimate title of the current owner and their authority to lend or transfer ownership.
- Lender's legal authority to lend (if acting on behalf of the owner)
- Verification of the object's ownership history with the lender/owner
- Evidence of ownership for the period 1933 – 45 period, with consideration of information which may suggest irregularity of ownership or means of acquisition.
- Art Loss Register

These checks uphold the requirements of the following standards:

- Combatting Illicit Trade: Due diligence Guidelines for Museums Libraries and Archives on collecting and borrowing Cultural Material (DCMS Oct 2005)
- UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1, 2002
- ICOM 'Red List' which illustrates the categories of cultural goods most vulnerable to illicit traffic.
- National or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country
- CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora)
- The laws of bona vacantia including Treasure Trove
- Statement of Principles issued by the National Museums Directors Conference on spoliation of works of art during the Holocaust and WW2 period (1933-45) 1998 and 2016 renewal.
- ICOM Code of Ethics
- Museums Association Code of Ethics

- Spectrum: UK Documentation Standards for Museums
- HMRC import/export regulations.
- The Ivory Act (2018)

Glasgow Museums will not progress any acquisition or loan should there be any doubt of the object's legal status or ownership.

A Due Diligence Questionnaire (see 'Appendix 1' below) will have to be completed.

Appendix 1



Due Diligence Questionnaire

Glasgow Life Museums operates an ethical loans and acquisition policy and recognises and complies with the ICOM Code of Ethics and the (UK) Museums Association Code of Ethics.

Glasgow Life Museums recognises and complies with the principles of Combating Illicit Trade (DCMS 2005), the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Cultural Property and the Convention on International Trade in Endangered Species of Wild Fauna and Flora.

Glasgow Life Museums will not knowingly acquire, borrow or display any work for which there is reasonable cause to believe that the work may have been stolen, spoliated, illegally exported or illegally imported from its country of origin.

In order to assist us in carrying out Due Diligence, please could you supply an account of the provenance of the object and supply copies of documentary evidence to support your account where available/applicable.

Object Details

Name / Title of object

Object reference number

Artist / Maker

Date of Production

Account of Provenance

Please continue on a separate page as necessary

Proof of your ownership

Full ownership/shared ownership (please provide full details).
A letter from a solicitor may be requested.

Provenance History (prior to your acquisition of object(s)):
History of Import into the UK
Exhibition History (prior to your acquisition of object(s)):
Bibliographical References (prior to your acquisition of object(s)):
Types of Documentary Evidence Supplied with this form to support account (please indicate): <ul style="list-style-type: none"> <input type="checkbox"/> Museum acquisition record <input type="checkbox"/> Export licence from country of origin <input type="checkbox"/> Publication in a reputable source prior to 1970 <input type="checkbox"/> Will <input type="checkbox"/> Inventory <input type="checkbox"/> Photographic evidence <input type="checkbox"/> Family correspondence <input type="checkbox"/> Auction catalogue entry <input type="checkbox"/> Excavation field notes <input type="checkbox"/> Receipt of purchase <input type="checkbox"/> Other (please specify)
Please supply details if you are aware of any prior or current third-party claims to the object:

Signature

Please confirm that you have full legal title to this object

Signed:

Date:

Full Name:

Official Position:

General Data Protection Regulations

The personal information we collect from you is used solely for the purpose(s) of managing Glasgow Museums Collections. The data will not be shared with any third party and will be held securely in accordance with current data protection legislation: the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018)