

Handing in Finds – Covid-19

In line with government guidance the TTU now has limited capacity to take in finds by the following methods:

In Person

Individuals **must** make an appointment in advance by using the bookings system ([here](#)) or e-mailing treasuretrove@nms.ac.uk. Please note: TTU staff will only have availability on **Tuesdays** and **Thursdays** and will be limiting the number of appointments per day.

We will not be able to meet individuals who do not have an appointment.

Once an appointment has been agreed:

- You should make yourself known to Visitor Experience staff at the help desk in the main entrance hall upon arrival at the National Museum of Scotland, stating your name and time of appointment. You will then be directed to wait at the visitor desk.
- From Monday 18 April, there is no longer a legal requirement to wear face coverings but we still strongly recommend that visitors wear them in our indoor spaces to help protect themselves and our staff.
- Paperwork - such as Reporting Forms with full find-spot information - should be completed in advance of the meeting.
- Meetings will be strictly limited to a maximum of 15 minutes. This unfortunately means there may not be opportunity to discuss finds in detail during the meeting.
- When you make an appointment, you may be asked to limit the number of finds you hand over. Treasure Trove staff may not be able to take in finds that they are not expecting.
- A digital receipt for any objects handed in will be issued by email after your appointment, rather than in person.

By Post

- Please inform the TTU (treasuretrove@nms.ac.uk) in advance that you wish to post your find(s).
- Posting finds is ultimately at the finder's own risk; objects deemed fragile should not be posted. You may be advised by the TTU that an object should not be posted and an alternative method will be sought.

- Any finds which are posted should be packaged securely, with the artefacts wrapped with bubble wrap or tissue paper. Find should be sent to Treasure Trove Unit, Department of Scottish History and Archaeology, National Museums Scotland, Chambers Street, Edinburgh EH1 1JF.
- Please include sender information, including a completed Reporting Form if this has not been provided via email.
- Please ensure that any postal method is tracked.

Outreach events/local museums

Outreach events are currently under review and many local museums are not in a position to take in finds on our behalf currently. We will provide an update as soon as possible for those finders who are unable to meet in person or post their finds.