

## Handing in Finds – Covid-19

**\*\*\*Please note: the Treasure Trove Unit (TTU) is still operating a reduced service and staff are in the office on a limited, part-time basis. Updates on finds may still take weeks or months\*\*\***

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 emailing [treasuretrove@nms.ac.uk](mailto: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 a waiting area.
- Please make use of the hand sanitising facilities in the entrance hall and await a TTU member of staff.
- You **must** wear a mask whilst in the museum. The list of exemptions can be found in the [Scottish Government guidance on Face Coverings](#).
- The number of individuals per appointment will be limited to **two people** from the same household. Individuals from other households will need to make separate appointments, although finds may be handed in on someone's behalf.
- 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.

- Finders will not be able to visit the museum pre or post-appointment without having booked a free timed entry slot with National Museums Scotland. You can book your ticket(s) here: <https://www.nms.ac.uk/national-museum-of-scotland/book-tickets/>.

## By Post

- Please inform the TTU ([treasuretrove@nms.ac.uk](mailto: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.
- It is currently necessary for any post to be quarantined for 72 hours. Due to this, you will not immediately receive confirmation of your package's arrival. It may take up to a week for you to receive a receipt via e-mail.

## 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.