



# TREASURE TROVE IN SCOTLAND

REPORT BY QUEEN'S AND LORD TREASURER'S  
REMEMBRANCER

2013/2014



**Treasure  
Trove**

*Protecting our  
Archaeological Heritage  
for the Nation*

## CONTENTS

	<b>Page</b>
Foreword and Report by QLTR	<b>1</b>
Introduction	<b>3</b>
Remit of SAFAP	<b>3</b>
Report by the Chair of SAFAP	<b>3</b>
Interesting Cases	<b>5</b>
Statistics	<b>11</b>
The work of the Treasure Trove Unit	<b>12</b>
Allocation procedures	<b>13</b>
Funding	<b>14</b>
TTU Contact details	<b>14</b>
Information for users of the Treasure Trove system	<b>14</b>
Comments from Readers	<b>14</b>
<b>APPENDICES</b>	<b>15</b>
Appendix 1 - Names and professional status of members of SAFAP	<b>16</b>
Appendix 2 - Terms of Reference of SAFAP	<b>21</b>
Appendix 3 - List of allocated Finds, their find spots and recipient museums	<b>23</b>
Appendix 4 - List of Finders who reported finds in this reporting year and who have agreed to their name being published	<b>33</b>
Appendix 5 - 2 Flow Charts – Chance Finds and Excavation assemblages	<b>34</b>
Appendix 6 – TTU Contact details (as at June 2014)	<b>36</b>
Appendix 7 - Information for users of the Treasure Trove system	<b>37</b>
Appendix 8 – Standard Reporting form for chance Finds	<b>41</b>

## **TREASURE TROVE IN SCOTLAND - REPORT BY QUEEN'S AND LORD TREASURER'S REMEMBRANCER**

The period covered in this report has been another very productive one with a number of welcome developments across the operation of the Treasure Trove system.

Membership of the Scottish Archaeological Finds Allocation Panel now includes a representative from Historic Scotland, providing an important national perspective. SAFAP is the hard working group of independent experts chaired by Dr Evelyn Silber. They give generously of their time on a voluntary basis to provide me with expert advice on finds and ensure a fair and transparent system in respect of the claim and allocation of objects. More detail of that work is provided in the enclosed report from Dr Silber. I am also grateful to the staff of the QLTR office which provides the necessary administrative support to SAFAP meetings and informs museums and finders of the outcome of the Panel's consideration of each find.

Our public consultation on proposed changes to the Treasure Trove Code of Practice provided an opportunity to hear feedback from the many stakeholders who rely on the system; from museums and the metal detector community, to professional archaeologists.

I would like to thank all who responded for contributing to the formation of the revised Code which will be issued shortly. It includes many changes which I am sure will be welcomed, not least in ensuring that even greater recognition is given to finders for their part in preserving Scottish heritage.

This is particularly timely given that last year witnessed yet another significant rise in the number of chance finds reported. The Treasure Trove Unit experienced a 35% increase in items being submitted in 2013/14 compared with the previous year.

When taken with the higher levels of reporting seen in recent years, this reveals an overall increase in excess of 100% since 2011/12.

Such figures are testament to the value of the outreach work of the TTU staff. There is more information on their work in the body of the report but much has clearly come of their sterling efforts, continuing to engage with finders and museums all over Scotland, delivering focussed events for the metal detector enthusiasts who make the majority of discoveries outside of archaeological fieldwork. These events encourage best practice in handling finds by those lucky enough to come across an item and explain the details of the TT system.

Finds this year have been particularly interesting and include an impressive enamelled Iron Age strap fitting, a Roman wine dipper and a gold Merovingian coin, the first of its type to be found in Scotland. Significant finds from more recent periods include 16<sup>th</sup> century gold jewellery as well as medals and other objects relating to the politically turbulent times of the 17<sup>th</sup> and 18<sup>th</sup> centuries.

The names of the finders of these and all the other finds claimed this year are set out in this report. All have contributed to the success of the system by reporting their objects to the TTU and, by their public spiritedness, ensured that historically important objects are properly conserved and placed in museums to benefit the people of Scotland.



*Catherine Dyer*

**Catherine Dyer**

Queen's and Lord Treasurer's Remembrancer

June 2014

## **INTRODUCTION**

1. This report covers Treasure Trove matters dealt with by the Queen's and Lord Treasurer's Remembrancer ("QLTR") and by the Scottish Archaeological Finds Allocation Panel ("SAFAP"), from 1 April 2013 to 31 March 2014.

## **REMIT OF SAFAP**

2. A list of the names and professional status of the current members of SAFAP, all of whom, as before, are appointed by Scottish Ministers and serve unpaid, is provided in [Appendix 1](#) to this Report.

3. This report therefore covers one year of the operation of the SAFAP, which meets approximately every four months. The Terms of Reference approved by the Scottish Government are reproduced in [Appendix 2](#).

## **REPORT BY THE CHAIR OF SAFAP**

4. The past year has been dominated by the review of the Treasure Trove in Scotland, A Code of Practice issued in 2008. Consultation with the sector on the draft revision took place during summer 2013, comments were summarised and made available on the website in autumn and the final revised Code will be issued shortly. The Panel is very grateful to all those who contributed thoughtful comments to the process and to Andrew Brown, Solicitor to the QLTR for all his detailed work on the drafting. The outcome should be a smoother, simpler process for everyone with greater clarity in some areas.

The Panel met three times (10 July, 24 October, 27 March 2014) and held its annual review meeting with the QLTR (which Jane Carmichael, Head of Collections, National Museums of Scotland also attended) on 27 November. The Panel dealt with 162 cases of chance finds and 22 assemblages from professional archaeologists which were allocated to public collections throughout Scotland. The October meeting was held at Stirling Castle and the Panel met museum curators, archaeologists and metal detectorists from Stirling and Falkirk at a light lunch during which issues of common concern, notably the Review and the Treasure Trove processes, were discussed. The Panel greatly valued the opportunity to meet and hear direct from stakeholders and to see progress on the ambitious conservation and presentation programme at Stirling Castle, kindly arranged by

Richard Welander. The Panel aims to continue this initiative and a meeting in Dundee is planned for 2014.

There have been several changes in Panel membership. David Connolly left the Panel in December at the end of his appointment having contributed greatly to its deliberations over 5 years. Lay member, John Urquhart, whose legal expertise contributed so much to the re-drafting of the Code of Practice, resigned in March 2014 as he will be spending more time abroad. We thank them and wish them well. Jennifer Youngson (Siswell) now represents Museums Galleries Scotland. Dr Neil Curtis, whose expertise has been of vital importance in the Panel's deliberations, had his appointment renewed, thus ensuring continuity through the transition to the new Code.

One of the recommendations of the Review was that the membership of the Panel should be increased by two, from five to seven, apart from the Chair, in order to strengthen its archaeological expertise and deliver effective liaison with Historic Scotland which had not previously been a member. This change was agreed by the Cabinet Secretary in October 2013 and the following new appointments have been made; Richard Welander (Historic Scotland), Mary Macleod Rivett and Murray Cook whom we welcome and who were all able to attend the March 2014 meeting. We expect to recruit a new lay member shortly.

In the coming year we look forward to implementing the revised Code of Practice and to supporting the Treasure Trove Unit in their extremely active programme in which outreach in the form of Finds Days and meetings in all parts of Scotland are playing an increasingly important role to increase knowledge and understanding of Treasure Trove. As Stuart Campbell's report makes clear this has had a major impact on the number of finds reported. The Panel will be monitoring closely how the projected increase in the reporting of finds as a result of the Review and the streamlining of process, including more use of electronic media, affects the Treasure Trove Unit's workload. As always their archaeological expertise and extensive knowledge of sites and people is indispensable to the operation of Treasure Trove and I thank Stuart Campbell and Natasha Ferguson warmly for their unfailing efficiency and patience in servicing the Panel meetings, and all the Panel members for their constructive, considered and efficient input.

**Evelyn Silber,**  
Chair of the Scottish Archaeological Finds Allocation Panel

## INTERESTING CASES

5. The following objects represent a selection of Treasure Trove cases allocated to museums by the Crown during the period April 2013 to March 2014.

### TT.45/13 Gold Merovingian coin, Coldstream, Scottish Borders



A gold Merovingian tremissis dating to the 7th century AD; the tremissis was a coin introduced in the late Roman Empire and continued to be issued by successor states across Europe. Coins of this type were in use across England, but a Scottish findspot is highly unusual for such a coin and this is the first of its type found in Scotland. Allocated to the Hunterian Museum.

### TT.141/13 Roman Wine Dipper, Hawick, Scottish Borders



A fragmentary Roman wine dipper, comprising the cast handle and the fragmentary remains of the bowl, made from sheet metal. The findspot is in close association with a settlement enclosure and suggests that the dipper was in native hands, and might best be paralleled with other examples (such as the well known hoard from Helmsdale) where such elaborate items of Roman culture appear to have been used as diplomatic gifts to ensure friendly relations with local tribes. Allocated to Scottish Borders Museums Service.

**TT.154/13 Iron Age Strap Mount, Dunbar, East Lothian**



A substantial strap mount cast in bronze and decorated with roundels of yellow and red enamel. Both in the casting and the enamelling, this object would require considerable technical skill and is characteristic of the 1<sup>st</sup>-2<sup>nd</sup> centuries AD. An object like this would have been part of a larger suite used to decorate the trappings of a horse and associated vehicle such as a chariot. It is a symbol of the wealth and power of the owner and symbolic of the warrior elites who were a significant part of Iron Age culture. Allocated to East Lothian Museums Service.

**TT.51/13 16<sup>th</sup> century gold finger ring, Roslin, Midlothian**



Gold finger ring with the bezel in the shape of clasped hands and decorated with white enamel. Conventionally such rings were given as marriage gifts or used as wedding rings. The interior has been engraved in capitals with the inscription (in French) PRENE EN GRE ('Accept in gratitude'), an abbreviated version of a phrase common at the time; 'accept with gratitude the gift of him who loves you'. Allocated to National Museums Scotland.



**TT.116/13 Early Historic brooch, Auldearn, Highland**



A small Early Medieval copper alloy cast penannular brooch with animal headed terminals. Close parallels may be drawn to similar styles of brooch such as from the St Ninian's Hoard, Shetland which dates to the 8th – 9th century. The use of two headed animal heads in Early Medieval metal work appears to have originated in a belief it held protective power for the wearer, and although at first it may have had pagan origins it later embodies a more Christian belief. This example is unusual in being made of copper alloy rather than silver, and was found by chance when the finder was digging a ditch. Allocated to Nairn Museum.

**TT.25/13 Silver medal of Charles II, Solway, Dumfries & Galloway**



A small silver gilt medal of Charles II with portrait bust of the king under the legend Carolus Secundus. Medals of this type were a common way of demonstrating political support for the Stewart dynasty after the Restoration, and one might presume they were worn from a position of political strength (i.e. while Charles sat upon the throne). However many, like this example, are very small in size and their unobtrusive nature may have been valued on a country where many people would have both political and religious reservations about their new monarch. Allocated to Dumfries & Galloway Museums Service.

**TT.57/13 Pierced coin of Charles II , Rosyth, Fife**



While expensive medals may not have been affordable to everyone there were other ways that an individual could show political support. This coin of Charles II has been pierced to be worn as a medal or badge to show the head of the monarch. In a Scottish context this object has added interest, for while the Covenanters enjoyed the approval of the king in exile, Charles swiftly alienated both the Covenanters and those of Presbyterian sympathies by his actions once he was upon the throne. This object presumably belonged to either an individual of royalist sympathies or dates to that brief period when Charles was a popular figure.

**TT.61/13 18<sup>th</sup> century Political medal Cowie, Stirling**



This medal is a pewter copy of a well-known bronze striking of 1746 which commemorates the defeat of Jacobite forces at the battle of Culloden. On the side shown, the Duke of Cumberland can be seen on horseback. As an inexpensive copy of what would have been an expensive object it is likely such medals were produced by a local artisan to take advantage of the anti-Jacobite feeling prevalent across Scotland in 1746. Medals like this can be seen both as a type of mass media and a political popular culture, serving both as a representation of the event and signifying the sympathies of the owner. Allocated to Stirling Smith Art Gallery & Museum.

**TT. 128/13 Canister shot, Culloden, Highland**



Canister shot are a case of lead balls fired from cannon at close range against charging cavalry or lines of approaching infantry. The effect can be compared to a very large shotgun. As the findspot was accurately recorded by the finder this find can be compared with a larger assemblage of canister shot and other artillery projectiles recovered during an archaeological investigation of Culloden battlefield in 2006 and also provides important evidence of the location of the right wing of the Government army and supporting artillery in the British lines. Allocated to Inverness Museum & Art Gallery.

**TT.125/13 16<sup>th</sup> century gold finger ring, Culross, Fife**



Gold finger ring with the bezel in the shape of a human skeleton, the interior of the hoop is engraved with the legend 'COGITA MORI' ('remember death') picked out in black enamel. Items of jewellery like this functioned as memento mori, a reminder of the wearer's mortality and that one should live a good life on earth in expectation of judgment in the next life. The austerity of the message notwithstanding, this is a high quality object which was made to be attractive, and is as much an object of fashion as one of faith. Allocated to Fife Cultural Trust.

### TT.131/13 Medieval Silver Crucifix, Loch Leven, Perth & Kinross



A fragmentary silver crucifix of medieval date. The front of the cross shows a standard medieval depiction of Christ on the cross. The rear face is decorated with a large cabochon blue glass gem intended to resemble a sapphire. Around this are the remains of an inscription, which originally read 'IHESUS NAZRENUS REX IOUDOREUM' or 'Jesus of Nazareth, King of the Jews' which was commonly believed to function as a form of magical spell which would protect the wearer from violent death. To the medieval mind, the sapphire was popularly believed to bestow magical attributes on the wearer, and this cross has been designed so the stone would be in contact with the wearer. This cross is an interesting example of two forms of medieval magical beliefs combined in a single object. Allocated to Perth Museum and Art Gallery.

## STATISTICS

6. [Appendix 3](#) lists the finds claimed as Treasure Trove, with information as to each find spot and where the item found was allocated. A list of those finders whose items were claimed and who agreed to their name being published are included in [Appendix 4](#).

7. In the period covered in this report 825 objects found by members of the public were claimed as Treasure Trove and allocated to museums across Scotland; these were dealt with as 162 treasure trove cases, a rise of just under a third over the year 2012-13. In two cases objects were returned to the finder as they attracted no interest from museums. Details of these cases are included in [Appendix 3](#). A total of 265 finders reported objects to the Treasure Trove Unit, including those objects which were not claimed.

Finders of objects are routinely given an ex gratia award to recognise their contribution to Scottish heritage and these awards are based on the market value of their find. In the period of this report the total sum paid as ex gratia awards was £50,070 with individual payments ranging from £10 to £5500. In eight cases the finder chose to forego their ex gratia award.

In the same period 22 excavation assemblages were declared by professional archaeologists. Of these four attracted no interest from museums and were returned to the excavator. Details of these cases are also included in [Appendix 3](#).

## THE WORK OF THE TREASURE TROVE UNIT

8. The last year was a particularly busy and productive period for the TTU, and staff dealt with 1668 separate objects reported to them by members of the public. As well as those objects which the TTU claimed on behalf of the QLTR (see above, under 'Statistics') there were a further 135 cases where objects were recorded and returned to the finder and 133 enquiries regarding chance finds which did not need to enter the Treasure Trove system.

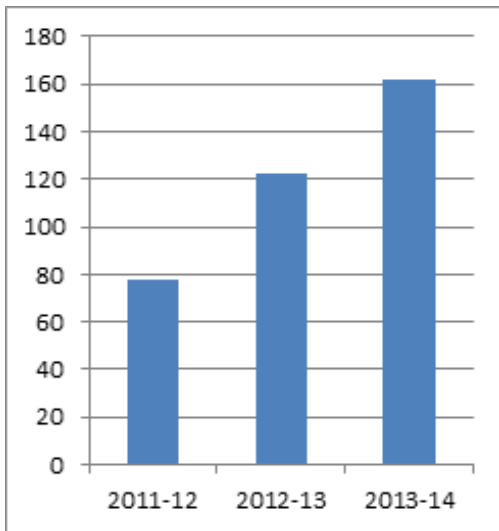
The TTU also carried out 35 various outreach events held around Scotland and further afield. The program of finds days held around Scotland was continued with 9 events held from Kirkcudbright to Inverness. The TTU also held two regional workshops for museum professionals and metal detector users which acted as an introduction to Treasure Trove and artefact identification; these were held in Inverurie and Inverness and the TTU also visited Museum nan Eilean, Stornoway to assess objects reported by members of the public.

An important development in this period was the release of the first of a series of finds posters showing common finds from each period to act as an aid in reporting. These have proved popular and the series will be continued in the coming year. The TTU also gave a number of public lectures and talks to local societies and contributed both to the ITV Series 'Britain's Secret Treasures' and the BBC 'The Quest for Bannockburn' to be shown in early June.

The continuing development of the outreach program has ensured that the numbers of objects reported to the TTU has continued to rise and over the last three years cases of objects allocated to museums have more than doubled (see graph below).

The academic importance of the material which has been reported as treasure trove was highlighted at conference presentations, including at the British Museum and at Fields of Conflict Conference held in South Carolina. This period also saw the publication of 'New Perspectives on Medieval Scotland', an important interdisciplinary publication for which Stuart Campbell contributed a chapter on medieval artefacts.

Outreach work has resulted in a sharp rise in the number of cases of chance discoveries over the last three reporting years.



TTU staff discuss finds using one of the new finds identification posters developed by the unit.



## **ALLOCATION PROCEDURES**

9. Appendix 5 contains Flow Charts, which illustrate:

(1) the procedures followed between the reporting of a chance find and the paying out of the *ex-gratia* award and allocation of the find to the museum; the typical time span for these various procedures is within 12 months from date of reporting; and

(2) the process in relation to items recovered in the course of an archaeological dig.

## **FUNDING**

10. The operational expenses of the SAFAP and TTU comprise mainly staff costs and Administration costs which amounted to around £80,000. These costs are met by grant-in-aid from the Scottish Government to the National Museums of Scotland, which houses the TTU.

## **CONTACT DETAILS OF TTU**

11. The names of the staff of the TTU are contained in [Appendix 6](#) together with their contact details and the website address. Readers are encouraged to contact the TTU with any Treasure Trove query, the answer to which is not dealt with on the website. The members of the Unit are always pleased to help with enquiries from members of the public and have many years' experience of dealing with Treasure Trove matters.

## **INFORMATION FOR USERS OF THE TREASURE TROVE SYSTEM**

12. Information for users of the Treasure Trove system is contained in [Appendix 7](#) and a Reporting Form in [Appendix 8](#). More detailed guidance and information can be found in the Treasure Trove Code of Practice.

## **COMMENTS FROM READERS**

13. The QLTR and SAFAP are keen to obtain readers' comments on the contents of this Report. These can be sent by letter or email to the QLTR Office ([COQLTR@copfs.gsi.gov.uk](mailto:COQLTR@copfs.gsi.gov.uk)).

Queen's and Lord Treasurer's Remembrancer Office  
Unit 5  
14 South St Andrew Street  
Edinburgh, EH2 2AZ

June 2014



## **APPENDICES**

**Appendix 1** - Names and professional status of members of SAFAP

**Appendix 2** - Terms of Reference of SAFAP

**Appendix 3** - List of allocated Finds, their find spots and recipient museums

**Appendix 4** - List of Finders who reported finds in this reporting year and who have agreed to their name being published

**Appendix 5** - 2 Flow Charts – Chance Finds and Excavation Assemblages

**Appendix 6** – TTU Contact details (as at June 2014)

**Appendix 7** - Information for users of the Treasure Trove system

**Appendix 8** – Standard reporting form for chance Finds

## Appendix 1

### SAFAP

#### Protecting our Archaeological Heritage for the Nation

##### SCOTTISH ARCHAEOLOGICAL FINDS ALLOCATION PANEL

The Scottish Archaeological Finds Allocation Panel members are appointed by Scottish Ministers, except in the case of the representatives from National Museums Scotland (“NMS”), Museums Galleries Scotland (“MGS”) and Historic Scotland (“HS”) who are nominated by the respective director, CEO AND Chief Executive of NMS, MGS and HS on behalf of Scottish Ministers.

The current composition of the Panel is as follows:

##### Chair



##### **Dr Evelyn Silber, Hon. Professorial Research Fellow in the History of Art at the University of Glasgow**

Dr Evelyn Silber is a former Director of the Hunterian, University of Glasgow, also of Leeds Museum and Galleries, and Assistant Director at Birmingham Museums and Galleries. From 2006-2009 she was a member of the Historic Environment Advisory Council for Scotland. A historian and art historian by training, originally specialising in medieval manuscript illumination, she has considerable experience of the issues around the acquisition, conservation and presentation of archaeological and numismatic material and the care and presentation of medieval sites for the enjoyment and understanding of the public. Evelyn has lived in Glasgow for 10 years and is involved in several local heritage and cultural tourism projects, including Chairmanship of the Charles Rennie Mackintosh Society.

## Members

### **Neil Curtis, Senior Curator, Marischal Museum, University of Aberdeen**



Neil Curtis is Head of Museums in the University of Aberdeen, including responsibility for Scottish history and archaeology, and Honorary Senior Lecturer in Anthropology. His research has included museum education, repatriation and the treatment of human remains, and studies of Scottish museum history, including Treasure Trove in Scotland. Associate of the Museums Association and Secretary of the North-East Section and Vice-President of the Society of Antiquaries of Scotland.

**(From 1 April to 31 December 2013)**

### **David Connolly, Director of BAJR and Connolly Heritage Consultancy, East Lothian**



David Connolly has been a field and buildings archaeologist for the past 25 years and worked in a variety of positions and locations from Scotland to Iraq and Germany to Turkmenistan. An Archaeological Consultant and Contractor, working with community groups and currently working closely with metal detecting groups and other interested parties to ensure wider cooperation within the field of public and accessible archaeology. Mr Connolly is also co-editor of the volunteer journal Past Horizons, and is the founder and director of the British Archaeological Jobs and Resources website. He also runs Connolly Heritage Consultancy.

## **John Urquhart**



John Urquhart was appointed as the lay member of the panel from 1 April 2011. A lawyer and tribunal chairman, he is an enthusiastic amateur archaeologist, currently serving as Hon. Treasurer of Edinburgh Archaeological Field Society, and as such is an advocate for community archaeology. He has worked on numerous digs and geophysical surveys in Scotland, without ever making a find worthy of treasure trove, and has visited archaeological sites in various parts of the UK, Europe, North, Central and South America, and Asia.

## **Jilly Burns, Head of National and International Partnerships, National Museums Scotland**



Jilly Burns is the National Museums Scotland representative on the panel. As Head of National and International Partnerships, she is responsible for the National Programme, which manages and develops the organisations support and collaboration with the wider museum sector in Scotland.

## Jennifer Siswell, Museums Galleries Scotland



Jenny Youngson is the Museums Galleries Scotland (MGS) representative on the panel. MGS is the National Development Body for the museum sector in Scotland, working collaboratively to invest in and develop a sustainable museum and galleries sector for Scotland, in line with the aims of Going Further: The National Strategy for Scotland's Museums and Galleries. As Quality Assurance Manager, Jenny is responsible for the support and assessment of the museums within the Accreditation and Recognition Schemes, and as Collections & Engagement Manager she works with museums across Scotland and stakeholders from around the UK to support collections management and engagement with collections.

**(From 31 January 2013)**

**Richard Welander, Richard Welander, Head of Collections, Historic Scotland**



Trained as an archaeological conservator, Richard Welander has worked in Scottish archaeology for more than 30 years. He has extensive field and post-excavation conservation experience, managing the Ancient Monuments Laboratory in Edinburgh until its closure in 1992. The author of Historic Scotland's operational policy on 'The Treatment of Human Remains in Archaeology', he has had a long interest in the evidential preservation of all excavated finds, serving for many years on the former Finds Disposal Panel and, as its last chairman, overseeing the successful transfer of its function to the Treasure Trove Unit. Heading up Historic Scotland's Collections Unit, he is now responsible for the care of large and varied collections at more than 150 sites across Scotland. He joined the panel on 31st January 2014 as a representative for Historic Scotland.

**(From 1 March 2014)**  
**Murray Cook**



Murray Cook is Stirling Council's Archaeologist and the Co-Director of Rampart Scotland. He graduated from Edinburgh University in 1995 and has since worked in a variety of roles across Archaeology in Scotland and Northern England. He is currently undertaking a PhD on Aberdeenshire hillforts at Edinburgh University.

**(From 1 March 2014)**  
**Dr Mary MacLeod Rivett - Lecturer in Archaeology, Lews Castle College,  
University of the Highlands & Islands**



Dr Mary MacLeod Rivett is a lecturer in Archaeology in Lews Castle College, UHI, and consultant archaeologist. From 1998 to 2009, she worked as Regional Archaeologist for the Western Isles, has twice served on the Council of the Society of Antiquaries of Scotland, and is a director of the Scottish Coastal Archaeology & the Problem of Erosion (SCAPE) Trust. Dr MacLeod Rivett has wide international excavation and post-excavation experience, managing and working on academic, commercial and community archaeological projects, and is also a crofter.

## Appendix 2

### SCOTTISH ARCHAEOLOGICAL FINDS ALLOCATION PANEL

#### TERMS OF REFERENCE

##### Status

1. The Panel is a non-statutory advisory committee established to assist the Queen's and Lord Treasurer's Remembrancer ("QLTR") in discharging her functions in relation to portable antiquities. Scottish Ministers appoint the Panel and provide resources in order to allow the Panel to carry out its remit.
2. The Panel is supported in its work by a secretariat (i.e. the Treasure Trove Unit). The secretariat is currently hosted by National Museums Scotland ("NMS").

##### Membership

3. The Panel usually comprises a Chair and originally five, increased to seven, members. The Chair and Panel members are appointed for a fixed term (renewable) by Scottish Ministers, except in the case of each of the *ex officio* members, one from each of NMS. Museums Galleries Scotland and Historic Scotland, who are nominated by the respective heads of those organisations on behalf of Scottish Ministers. The Panel will be quorate when two members and the Chair are present, and at least one of the members is a ministerial appointment. The Chair may nominate another Panel member to act in her/his stead at a Panel meeting (or other occasion when he would be representing the Panel), which she/he is unable to attend.
4. Members of the secretariat attend Panel meetings to provide information as required by the Chair and to record the Panel business.
5. The QLTR is entitled to attend Panel meetings and members of the QLTR staff may attend Panel meetings with the agreement of the Chair.
6. Other individuals may on occasion be invited to attend Panel meetings at the discretion of the Chair.

## Remit

7. The Panel's role is to advise the QLTR on valuations and allocations of portable antiquities claimed by the Crown. In carrying out its valuation and allocation work in relation to portable antiquities the Panel is to apply the criteria and follow the procedures set out in the Code of Practice. When considering the valuation and allocation of any claimed item, the Panel may recommend disclaiming to the QLTR.

8. The Panel will respond to requests from the QLTR for advice, comment or action.

9. The Panel will respond to requests from Scottish Ministers.

10. The Chair will liaise with other relevant bodies at his discretion.

11. The Panel will, as required by the QLTR, assist in the definition and dissemination of good practice in relation to Scottish portable antiquities and will assist the QLTR in the production of an annual report on the work of the Panel.

## Meetings

12. The Panel will normally meet three times a year. Additional meetings may be held if required by the Chair. The Chair has the power to deal with items of business other than at Panel meetings, in urgent and exceptional cases.

13. The Panel and its secretariat will meet annually with the QLTR to review the year's business and discuss items of mutual concern.



## Appendix 3

### ALLOCATIONS OF TREASURE TROVE CASES July 2013 – March 2014

The following is a list of cases claimed by the Crown and allocated to the museums or museum services indicated. The list comprises cases dealt with by SAFAP I at its meetings of July 2013, October 2013, March 2014 and is organised by the council area in which finds were discovered.

**Contact** details along with addresses and opening hours for all museums can be found at: [www.museumsgalleriesscotland.org.uk](http://www.museumsgalleriesscotland.org.uk)

Guide to symbols

\* objects acquired by listed museum in absence of any applications from local museums

\*\* objects disclaimed and returned to finder in absence of any applications from local museums

Local Authority Area TT.No	Findspot	Allocation
-------------------------------	----------	------------

#### Aberdeenshire

Neolithic and Early Bronze Age excavation assemblage - MAS 2013-10	Midmill Industrial Estate, Kintore	Aberdeen University Museums *	09/13
Neolithic Bronze Age excavation assemblage - MAS 2012-15	Inverurie Paper Mill, Inverurie	Aberdeen University Museums*	10/13
Medieval excavation assemblage - MAS 2011-32	Gordon's Granary, Banff	Disclaimed**	11/13
Prehistoric flint blade	Inverurie	Aberdeen University Museums	112/13
Neolithic excavation assemblage - MAS 2013-12	Westgate Development, Inverurie	Aberdeen University Museums*	12/13
Fragment of Bronze Age rapier	Stonehaven	Aberdeen University Museums	144/13
Late Bronze Age socketed axehead	Newmachar	Aberdeen University Museums	148/13
Early prehistoric excavation assemblage - CA0108-2013	Sauchen	Aberdeen University Museums	161/13
Pierced silver 18th century coin	Kinnellar	Aberdeen University Museums*	20/13

## Angus

16th-17th century seal matrix	Glamis	Angus	59/13
Fragment of Bronze Age sword	Usan	Angus	73/13
Post-medieval gold finger ring	Montrose	Montrose Museum	126/13
Fragment of bronze Age axehead	Montrose	Montrose Museum	133/13
16 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	313/12
4 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	314/12
5 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	315/12
1 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	316/12
6 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	317/12
3 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	318/12
2 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	319/12
1 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	320/12
9 coins from a medieval hoard	Kirriemuir	Kirriemuir Gateway to the Glens Museum	321/12

## Argyll & Bute

Viking silver ingot	Isle of Bute	Bute Museum	03/13
Post-medieval buckle plate	Isle of Coll	Campbeltown	113/13

## City of Edinburgh

Multi-phase and period excavation assemblage	Edinburgh Castle	Historic Scotland	163/13
--	------------------	-------------------	--------

## Dumfries & Galloway

Medieval padlock	Kirkandrews	The Stewartry Museum	06/13
Medieval figure of Christ	Newton Stewart	Stranraer Museum	07/13
Four Early Historic & later finds	Kirkland	Dumfries Museum	08/13
Roman Figurine	Dalswinton	Dumfries Museum	102/13
Fragments of Bronze Age sword blade	Dundrennan	Stewartry Museum	129/13
Medieval coin hoard	Castle Douglas	Stewartry Museum	149/13
Assemblage of medieval finds	Kirkcudbright	Stewartry Museum	166/13
Medieval hammered coin, Wigton, Dumfries & Galloway	Wigton	Stranraer Museum	22/13
Georgian military belt plate, Gatehouse, Dumfries & Galloway	Gatehouse	The Stewartry Museum	23/13
Medieval seal matrix Whithorn, Dumfries & Galloway	Whithorn	Stranraer Museum	24/13
2 17th century finds, Solway, Dumfries & Galloway	Solway	The Stewartry Museum	25/13
Fragment of bronze Age axehead, Kirkcudbright, Dumfries & Galloway	Kirkcudbright	The Stewartry Museum	26/13
Fragment of Bronze Age sword, Whithorn, Dumfries & Galloway	Whithorn	Stranraer Museum	27/13
2 medieval finds, Whithorn, Dumfries & Galloway	Whithorn	Stranraer Museum	28/13
Bronze Age axehead	Dalbeattie	The Stewartry Museum	328/12
Tip of Bronze Age sword	Dundrennan	The Stewartry Museum	46/13
Medieval sword pommel	St John's Town of Dalry	The Stewartry Museum	58/13

## Dundee City

Fragment of early modern crucifix	Dundee	The McManus: Dundee's Art Gallery & Museum	147/13
-----------------------------------	--------	--	--------

## East Lothian

Iron Age strap mount	Dunbar	East Lothian Museums	154/13
Iron Age terret	Haddington	East Lothian Museums	155/13
Fragment of carved stone	Traprain Law	NMS	168/13

## Falkirk

Communion Token	Airth	Disclaimed**	74/13
Roman mortar	Rough Castle	NMS	150/13

## Fife

8 medieval & later finds	Crail	Fife Cultural Trust	330/12
Iron Age terret	Blairadam	Fife Cultural Trust	05/13
Middle Bronze Age axehead	Leuchars	Fife Cultural Trust	16/13
Medieval Pilgrim Badge	Kincardine	Fife Cultural Trust	18/13
Medieval and later assemblage	Dairsie	Fife Cultural Trust: St Andrews Museum	48/13
Pierced coin of Charles II	Rosyth	Fife Cultural Trust: Pittencrieff House Museum	57/13
Post-medieval toy watch	Aberdour	Fife Cultural Trust: Pittencrieff House Museum	62/13
Medieval seal matrix	St Andrews	McManus: Dundee's Art Gallery and Museum	65/13
Medieval & later finds	Crail	Fife Cultural Trust: St Andrews Museum	72/13
Post-medieval gold finger ring	Culross	Fife Cultural Trust	125/13
Medieval zoomorphic buckle	Strathmiglo	Fife Cultural Trust	127/13
Roman brooch	Charlestown	Fife Cultural Trust	130/13
Fragment of Bronze Age gold ring	Dairsie	Fife Cultural Trust	134/13
Medieval harness pendant and mount	Dairsie	Fife Cultural Trust	135/13
Early Historic strap mount	Dairsie	Fife Cultural Trust	136/13
16th-17th century seal matrix	Lower Largo	Fife Cultural Trust	137/13
Medieval coin hoard	Ballingry	Fife Cultural Trust	164/13

## Highland

2 medieval & later finds Inverness,	Inverness	Inverness Museum & Art Gallery	324/12
Multi-period assemblage	Ardersier	Inverness Museum & Art Gallery	332/12
Late Bronze Age hoard, Inverness, Highland	Inverness	Inverness Museum & Art Gallery	14/13
Fragment of Bronze Age axehead, Tongue, Highland	Tongue	Strathnaver Museum	15/13
Post-medieval toy axe, Black Isle, Highland	Black Isle	Inverness Museum and Art Gallery	19/13
Medieval annular brooch, Inverness, Highland	Inverness	Inverness Museum & Art Gallery	21/13
1 medieval silver coin	Isle of Skye	Museum of the Isles	44/13
Bronze Age arrowhead,	Dundreggan	Inverness Museum & Art Gallery	47/13
Medieval annular brooch	Milton	Inverness Museum & Art Gallery	66/13
Medieval annular brooch	Muir of Ord	Inverness Museum & Art Gallery	67/13
Medieval/Early Historic dress pin	Inverness	Inverness Museum & Art Gallery	68/13
Medieval & later finds	Redcastle	Inverness Museum & Art Gallery	69/13
Medieval & later finds	Fortrose	Groam House Museum	70/13
Medieval & later finds	Cromarty	Cromarty Courthouse Museum	71/13
Post-medieval silver ring	Cadboll	Inverness Museum and Art Gallery	75/13
Medieval & later finds	Clashmore	Historylinks Museum	77/13
Early Historic silver ingot	Clashmore	Historylinks Museum	78/13
Late Iron Age pin head	Clashmore	Historylinks Museum	79/13
Medieval coin hoard	Kiltarlity	Inverness Museum & Art Gallery	108/13
Prehistoric carved stone ball	Balintore	Tarbat Discovery Centre	109/13
Medieval Seal Matrix	Dalcross	Inverness Museum & Art Gallery	114/13
Fragment of post-medieval silver ring	Dalcross	Inverness Museum & Art Gallery	115/13
Early Medieval Penannular brooch	Auldearn	Nairn Museum	116/13
Post-medieval Canister shot	Culloden	Inverness Museum & Art Gallery	128/13
Medieval silver finger ring	Arisaig	Inverness Museum & Art Gallery*	132/13
Fragment of stone macehead	Nigg	Tarbat Discovery Centre	139/13
Bronze Age pinhead	Dores	Inverness Museum	151/13
Roman brooch	Ospisdale	Historylinks	156/13
Post-medieval brooch	Durness	Disclaimed	165/13
Bronze Age and Neolithic	Castle Stuart	Inverness Museum &	158/13

excavation assemblage - HAS/CST07		Art Gallery	
Bronze Age and modern excavation assemblage - HAS110705	Dalmore (2000), Alness	Inverness Museum & Art Gallery*	159/13

## Midlothian

16th century gold finger ring	Rosewell	NMS*	51/13
17th century toy figurine,	Penicuik	NMS*	63/13
Early Historic ring-headed pin	Roslin	NMS*	111/13

## Moray

Assemblage of lithic artefacts	Burghead	Elgin Museum	331/12
Medieval & later assemblage	Burghead	Elgin Museum	01/13
2 Iron Age objects	Burghead	Elgin Museum	02/13
2 Early Historic finds	Burghead	Elgin Museum	80/13
5 Roman & Iron Age	Burghead	Elgin Museum	81/13
Medieval & later finds	Burghead	Elgin Museum	82/13
Medieval & later finds	Burghead	Elgin Museum	83/13
Roman & Iron Age finds	Burghead	Elgin Museum	84/13
Early Historic finds	Burghead	Elgin Museum	85/13
Fragment of Late bronze Age armlet	Burghead	Elgin Museum	86/13
Roman & Iron Age finds	Burghead	Elgin Museum	87/13
Medieval & later finds	Burghead	Elgin Museum	88/13
Iron Age finds	Elgin	Elgin Museum	89/13
Medieval & later finds	Elgin	Elgin Museum	90/13
Medieval & later finds	Spynie	Elgin Museum	91/13
Bronze Age axehead	Deskford	Elgin Museum	103/13
Pictish symbol stone	Craigellachie	Elgin Museum	138/13
Assemblage of metal detected finds B	Burghead	Elgin Museum	142/13
Two early modern lead tokens	Birnie	Elgin Museum	143/13

## North Lanarkshire

Medieval harness pendant	Wishaw	North Lanarkshire	145/13
--------------------------	--------	-------------------	--------

## Perth and Kinross

3 medieval finds	Loch Leven	Perth Museum and Art Gallery	322/12
Medieval belt plate	Kinross	Perth Museum and Art Gallery	326/12
16th-17th century seal matrix	Luncarty	Perth Museum and Art Gallery	327/12
Medieval harness pendant	Loch Leven	Perth Museum and Art Gallery	329/12
Medieval enamelled strap mount	Spittalfield	Perth Museum and Art Gallery	17/13
12 medieval coins from hoard	Methven	Perth Museum and Art Gallery	29/13
3 medieval coins from hoard	Methven	Perth Museum and Art Gallery	30/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	31/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	32/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	33/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	34/13
2 medieval coins from hoard	Methven	Perth Museum and Art Gallery	35/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	36/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	37/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	38/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	39/13
2 medieval coins from hoard	Methven	Perth Museum and Art Gallery	40/13
12 medieval coins from hoard	Methven	Perth Museum and Art Gallery	41/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	42/13
1 medieval coin from hoard	Methven	Perth Museum and Art Gallery	43/13
Post-medieval gold posy ring	Inchyra	Perth Museum & Art Gallery	53/13

Roman copper alloy bell	Spittalfield	Perth Museum & Art Gallery	55/13
Fragment of medieval silver ring	Fowlis Wester	Perth Museum & Art Gallery	56/13
Iron Age sword hilt	Dunkeld	Perth Museum & Art Gallery	60/13
Fragment of Bronze Age axehead	Ballathie	Perth Museum & Art Gallery	64/13
Medieval - Post Medieval excavation assemblage - PE20/10Jul2013	Kinnoull Aisle	Perth Museum & Art Gallery	94/13
Medieval - Post Medieval/modern burial excavation assemblage - PE21/10Jul2013	Old Kinnoull Church Graveyard	Perth Museum & Art Gallery	95/13
Medieval - 19th century excavation assemblage - PE21/10Jul2013	Greyfriars Burial Ground	Perth Museum & Art Gallery	96/13
Medieval pottery and Post Medieval excavation assemblage - PE49/10July2013	199 High Street, Perth	Perth Museum & Art Gallery	97/13
Medieval - Post Medieval and Modern excavation assemblage - PE50/10July2013	Fair Maid's House, Perth	Perth Museum & Art Gallery	98/13
Medieval excavation assemblage - PEX170/10July2013	Kirkgate, Perth	Perth Museum & Art Gallery	99/13
Neolithic lithic with Medieval - Modern excavation assemblage - PEX171/10July2013	St John's Kirk, Perth	Perth Museum & Art Gallery	100/13
Fragment Late Bronze Age socketed axehead	Crieff	Perth Museum & Art Gallery	104/13
Fragment Medieval Pilgrim's Badge	Crieff	Perth Museum & Art Gallery	105/13
Fragment Roman headstud brooch	Loch Leven	Perth Museum & Art Gallery	106/13
Medieval excavation assemblage - 89340.01	A9 Dualling: Luncarty to Pass of Birnam	Perth Museum & Art Gallery	107/13
Neolithic flint arrowhead	Aberuthven	Perth Museum & Art Gallery	110/13
Medieval harness pendant	Loch Leven	Perth Museum & Art Gallery	118/13
Post-medieval brooch	Strageath	Perth Museum & Art Gallery	120/13
Bronze Age chisel	Spittalfield	Perth Museum & Art Gallery	121/13
Medieval finger ring	Pitcairngreen	Perth Museum & Art Gallery	123/13



Medieval harness pendant	Forteviot	Perth Museum & Art Gallery	124/13
Medieval silver crucifix	Milnathort	Perth Museum & Art Gallery	131/13
Roman brooch	Spittalfield	NMS	157/13

### Renfrewshire

Fragment of Bronze Age axehead	Inchinnan	Glasgow Museums	50/13
--------------------------------	-----------	-----------------	-------

### Scottish Borders

Iron Age strap fastener	Jedburgh	Hawick Museum	04/13
Merovingian gold coin	Coldstream	Hunterian Museum*	45/13
Medieval silver coin, Melrose	Melrose	NMS*	49/13
Early Historic pommel	Hawick	NMS*	54/13
Medieval papal bulla	Hawick	Hawick Museum	76/13
Late Neolithic to Post Medieval excavation assemblage - 3048, 3262, 3298	Soutra Quarry Extension (3 phases) Humbie,	Disclaimed**	101/13
Medieval seal matrix	Kelso	Coldstream Museum	119/13
Medieval strap end	Hawick	Hawick Museum	122/13
Bronze Age flanged axehead/chisel	Hawick	Hawick Museum	140/13
Fragmentary Roman wine dipper	Hawick	Hawick Museum	141/13
Four medieval objects	Morebattle	Coldstream Museum	153/13
Medieval ewer	Lilliesleaf	Scottish Borders Museum Service, Selkirk area	167/13
Post medieval battle-related assemblage - CBA003	Philiphaugh	Disclaimed**	162/13

### Shetland

Iron Age and Norse excavation assemblage	Norwick, Island of Unst	Shetland Museum	093/13
--	-------------------------	-----------------	--------

## South Ayrshire

Post medieval excavation assemblage - RA 11054	Tarbolton Cemetery	Disclaimed**	160/13
--	--------------------	--------------	--------

## South Lanarkshire

Medieval seal matrix	Lanark	Royal Burgh of Lanark Museum	325/12
Medieval brooch	Crawford	Biggar Museum Trust	152/13

## Stirling

Neolithic arrowhead	Doune	Stirling Smith Art Gallery and Museum	323/12
Post Medieval assemblage	West Plein Cottages	Stirling Smith Art Gallery and Museum	13/13
18th century political medal	Cowie	Smith Museum and Art Gallery	61/13
Middle Bronze Age axehead	Cowie	NMS*	117/13

## West Lothian

Bronze Age flanged axehead/chisel	Torphichen	West Lothian Council Museums Service	146/13
-----------------------------------	------------	--------------------------------------	--------

## Western Isles

Fragment of annular brooch	Isle of Lewis	Museum nan Eilean	52/13
Multi-site and multi period excavation assemblage	Udal, North Uist,	Museum nan Eilean	92/13

## Appendix 4

### LIST OF FINDERS WHO REPORTED FINDS IN THIS REPORTING YEAR AND WHO HAVE AGREED TO THEIR NAME BEING PUBLISHED

Lewis Affleck  
Alan Baxter  
Grahame Brailsford  
John Brassey  
Dale Burgess  
Mark Cranston  
Jim Crombie  
Karen Dawson  
John Elliot  
Steve Ellis  
Mike Gallon  
Ken Gowans  
Michelle Gowans  
Gordon Hay  
Ross Henry  
Chris Hocking  
Mike Howell  
Ian Hughes  
Andrew Johnstone  
Terry Kay  
Melia Knecht  
Stuart Lees  
Hilary Maxtone  
Kenneth MacIntyre  
John McDonald  
Gordon McFadyen  
Roy Scott

#### Organisations

Alder Archaeology  
Beverly Ballin Smith  
Cameron Archaeology  
Centre for Battlefield Archaeology, University of Glasgow  
Derek Hall  
GUARD Archaeology Ltd  
Highland Archaeology Services  
Historic Scotland  
Murray Archaeological Services Ltd  
Rathmell Archaeology Ltd  
Wessex Archaeology



## TREASURE TROVE PROCESS FLOW-CHART: EXCAVATION ASSEMBLAGES

(n.b. there are slightly divergent pathways for assemblages depending on whether or not they derive from projects sponsored by Historic Scotland)

Excavation or other fieldwork produces assemblage of portable antiquities (not sponsored by Historic Scotland)

↓  
Report sent to TTU once DSR and finds listing available and post-excavation analyses of assemblage complete (finds retained by excavator)

↓  
↓  
↓  
TTU advises QLTR of recommended claim

↓  
QLTR claims, allocates TT case number, and sends letter to excavator

↓  
TTU advertises case to Scottish museums

↓  
TTU sends DSR/finds listing to museum(s) interested in bidding

↓  
Request(s) for allocation sent by museum(s) to TTU

↓  
SAFAP meets and considers allocation

↓  
TTU advises QLTR of SAFAP's recommendation

↓  
QLTR decides to accept SAFAP's recommendation

↓  
QLTR informs museum and excavator of allocation decision

↓  
Museum and excavator arrange transfer of assemblage to museum

↓  
Recipient museum registers assemblage as part of its collection

Excavation or other fieldwork produces assemblage of portable antiquities (sponsored by Historic Scotland)

↓  
Report sent to Historic Scotland once DSR and finds listing available and post-excavation analyses of assemblage complete (finds delivered to Historic Scotland)

↓  
Historic Scotland reports assemblage to the TTU

↓  
TTU advises QLTR of recommended claim

↓  
QLTR claims, allocates TT case number, and sends letter to Historic Scotland

↓  
TTU advertises case to Scottish museums

↓  
TTU sends DSR/finds listing to museum(s) interested in bidding

↓  
Request(s) for allocation sent by museum(s) to TTU

↓  
SAFAP meets and considers allocation

↓  
TTU advises QLTR of SAFAP's recommendation

↓  
QLTR decides to accept SAFAP's recommendation

↓  
QLTR informs museum and Historic Scotland of allocation decision

↓  
Historic Scotland arranges transfer of assemblage to museum

↓  
Recipient museum registers assemblage as part of its collection

### Abbreviations

TTU: Treasure Trove Unit

QLTR: Queen's & Lord Treasurer's Remembrancer

SAFAP: Scottish Archaeological Finds Allocation Panel

DSR: Data structure report

## **Appendix 6**

### **TTU CONTACT DETAILS**

TREASURE TROVE UNIT  
National Museums Scotland  
Chambers Street  
Edinburgh  
EH1 1JF

[info@treasuretrovescotland.co.uk](mailto:info@treasuretrovescotland.co.uk)

[www.treasuretrovescotland.co.uk](http://www.treasuretrovescotland.co.uk)

Head of Unit - Stuart Campbell, Tel no. 0131 247 4355

Treasure Trove Administrator – Natasha Ferguson, Tel no. 0131 247 4082

## Appendix 7

### INFORMATION FOR USERS OF THE TREASURE TROVE SYSTEM

#### INFORMATION FOR FINDERS

##### What to do if you make a find

- The Crown is entitled to claim any finds made in Scotland, whether these are made by chance, by metal-detecting, fieldwalking or archaeological excavation and such finds may be claimed as treasure trove
- If you have found a coin and/or object which may be of historical or archaeological interest or importance you must report it for treasure trove assessment.
- If you are not sure what type of find should be reported please contact the Treasure Trove Unit ("TTU") for advice in the first instance
- It is important not to dismiss a find if you don't know what it is. The most unpromising find can turn out to be an important missing piece of the past.
- The **Case archive** page on the website has examples of recent finds which have been claimed as treasure trove and details of the museums to which they have been allocated.

##### How to report a find

- Download and complete a reporting form from the website
- email it to: [info@treasuretrovescotland.co.uk](mailto:info@treasuretrovescotland.co.uk)
- or post it to the TTU
- or telephone and ask for a form to be sent to you
- if you have a digital image of the find you have made it is very helpful to include this as an email attachment or as a hard copy along with your form.

##### What will happen next

- The TTU will contact you to acknowledge receipt of your form
- If the find needs to be assessed arrangements will be made with you for the find to be delivered to the Treasure Trove Unit
- If the find is not appropriate for further treasure trove assessment you will be advised

##### Finds which are claimed as Treasure Trove

- The TTU will send you details of the procedures and timescales involved and you will receive a digital image and information on the find
- The QLTR Office will also write to you to formally claim the find and will give you information regarding a reward

##### Finds which are not claimed as Treasure Trove

- Finds which are not claimed by the Crown are returned to the finder by the TTU along with an individually numbered certificate stating that the Crown is not exercising its right to claim.

### **Treatment of finds**

- Please do not clean or apply substances such as wax or lacquer etc to coins or objects you have found. Rewards will be reduced or waived for finds which have been treated and/or damaged by cleaning or the application of such substances.
- Please consult **Treatment of finds** page on the website for information.

### **Illegal removal or disposal of finds from Scotland**

- Unauthorised removal or disposal of finds may amount to theft, since finds are the property of the Crown, not the finder or landowner. Please consult the **Legal position** page on the website.

### **Use of a metal detector in Scotland**

- Finds made in Scotland using a metal detector must be reported for treasure trove assessment.
- Under section 42 of the Ancient Monuments and Archaeological Areas Act (1979) it is a criminal offence to use a metal detector on a scheduled ancient monument or a monument in the guardianship of the State.
- It is also an offence to remove from such a monument, any object of archaeological or historical interest found using a metal detector.



## INFORMATION FOR MUSEUMS

### Advertising of new Treasure Trove cases

- New cases will be advertised on the Treasure Trove website on the **Information for Museums** page
- New cases will also be advertised in the Museums Galleries Scotland e-bulletin *Connect*.

### Bidding for Treasure Trove cases

- Museums should request case details from the TTU for any case they wish to bid for
- Museums intending to bid for Treasure Trove cases should submit these in accordance with the **Code of Practice**.
- All bids must be submitted on the standard **application form** (downloadable from the website)
- Deadlines for submitting bids will be notified on the website and in the MGS bulletin

### Submitting finds for Treasure Trove assessment

- All finds submitted to the TTU should be accompanied by a **reporting form** (downloadable from the website)

### Collection of allocated Treasure Trove finds

- Museums should make arrangements with the TTU to collect finds once payment has been made to the QLTR Office.
- Please give 48 hours notice to TTU staff

### Loans of unallocated Treasure Trove for display

- Museums wishing to borrow unallocated Treasure Trove material for display are requested to complete a **museums loan form** (downloadable from the website) and return it to the TTU.

### National Fund for Acquisitions

- Museums may be eligible to apply for a grant towards the purchase of treasure trove allocations from the National Fund for Acquisitions. Further details are available on the website.

TREASURE TROVE UNIT (TTU)  
NATIONAL MUSEUMS SCOTLAND  
CHAMBERS STREET  
EDINBURGH  
EH1 1JF

**Email:** [info@treasuretrovescotland.co.uk](mailto:info@treasuretrovescotland.co.uk)

**Website:** [www.treasuretrovescotland.co.uk](http://www.treasuretrovescotland.co.uk)

## INFORMATION FOR ARCHAEOLOGY UNITS and OTHER FIELDWORKERS

At present all assemblages made through archaeological excavation or other types of fieldwork in Scotland are claimed by the Crown and allocated to Scottish Museums.

Any change in this practice will be notified on the website.

### How the Treasure Trove system operates

- Guidance on Treasure Trove procedures for Fieldwork units is downloadable from the website on the **Information for Units** page.

### How to report assemblages

- All finds recovered in the course of archaeological fieldwork in Scotland must be reported to the TTU. A **fieldwork reporting form** is downloadable from the website.

### Removal of finds from Scotland

- Archaeology Units or fieldworkers wishing to remove finds from Scotland must complete a **Unit Loan application form** downloadable from the website.
- Please read the section on the legal implications of the export of finds from Scotland.

### Reporting to Historic Scotland (ex Finds Disposal Panel)

- Individuals, archaeology units or other organizations undertaking fieldwork funded by Historic Scotland which results in the recovery of artefacts should continue to report to Historic Scotland as previously.
- The TTU will then liaise with Historic Scotland regarding the processing of fieldwork cases through the Treasure Trove system.
- Museum storage grants for assemblages from Historic Scotland funded projects will continue to be available from Historic Scotland.

## Appendix 8

### Standard reporting form for chance finds



Treasure  
Trove

#### DECLARATION OF FINDS FOR TREASURE TROVE ASSESSMENT

Finder's name:

Address:

Town:

Postcode:

County/Region:

Contact tel:

Description of find(s):  
(eg coin/axehead/unidentified)

Date object found:

Findspot of object:

Grid Reference:  
(give 2 letters followed by 6 digits)

Nearest town/village:

County/region:

#### Method of discovery

Discovered by metal-detecting  
I have landowners permission

Yes/no (please indicate)  
Yes/no (please indicate)

Discovered by chance  
(eg whilst walking, ploughing, etc)

Yes/no (please indicate)

Being declared for other reasons  
(eg house clearance)

Yes/no (please indicate)

Please give information on current and/or previous land use, or on previous finds from the findspot which you think may be relevant:

#### Declaration

I confirm that I am the finder of the object(s) declared above

Name:

**Please return this form to:**

Treasure Trove Unit  
National Museums Scotland  
Chambers Street  
Edinburgh EH1 1JF  
Tel: 0131-247-4082/4355  
**email: [info@treasuretrovescotland.co.uk](mailto:info@treasuretrovescotland.co.uk)**