Heneb

Reporting of Finds to Heneb

The following steps will guide you through the find recording process with Heneb.

1. Get in contact to let us know that there are finds that you would like recorded. A member of staff will confirm whether the find/s need recording.

2. Contact to make an appointment to drop off your finds. This must be done with at **least 48 hours' notice.** Collection by a member of staff may be available but this must be done with prior agreement.

3. Ensure that all finds are in individual bags, with their locational information (National Grid Reference or what3words). If you need any help with this then please let staff know. This can be done at the time of depositing finds, but **no find will be left with Heneb staff without its locational information**.

4. These finds can then be placed in a larger bag/container if you wish, please include your contact details with this bag. We are currently **limiting the number of finds to 10 per person.** This is in order to help with our current workload. Once these have been recorded and returned, you are more than welcome to bring in a further 10.

5. Once your appointment has been confirmed you can then drop your finds off at the office. A member of staff will take your finds in, check that all required information is present, and issue you with a receipt. Please keep this safe as you will need it to collect your finds.

6. Once your finds have been recorded, we will be in contact with instructions for collection.

7. Please be aware that the recording process may take some time depending on workload, but we endeavour to get them back to you as soon as we can.

8. NB: If you suspect that your find may be Treasure, please make this known to staff. If the find is Treasure, then there is a different process to follow. Staff will advise and guide you through this.

Thank you for your patience and cooperation. If you have any further questions, please do not hesitate to get in touch.

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