**Section 3300.20 Loan Policy**

a) The Adjutant General, State of Illinois, may, with the written approval of the Governor and for the purpose of enabling wider public display, make loans of these artifacts to the Federal government, other State governments, and to any museum which is recognized by a museum association or by the State within which it is located, if the museum meets the following minimum standards:

1) Must be located within the corporate city limits of a town or city having access to both full-time fire and police protection.

2) Must be open at regular hours at least five days a week and seven hours a day. Museum personnel must be present at all times during business hours to provide security and ensure that artifacts are handled by museum personnel only.

3) Must have a full-time staff with at least one curator or an individual experienced and trained in the handling, care, displaying, storing, packing and shipping of artifacts.

4) Outside areas around the building must be lighted at night, and doors and windows must be equipped with locks. The museum must have security personnel within the building when it is closed to the public and/or must have a security alarm system. The alarm system must be connected to the local police department if security personnel are not employed with the alarm system. The alarm system must protect the entire exhibit area and must have closed circuit TV or some form of space protection based on sonic, ultrasonic or infrared sensing devices detecting noise, movement or a heat source.

5) The museum must have a fire protection system with smoke detectors in each room, and the display cases must be constructed of fire resistant materials.

6) The exhibit area must have a year-around controlled environmental temperature of between 65-70 degrees Fahrenheit and a relative humidity of between 40-60 percent.

7) The artifacts must be protected from all direct natural and artificial lighting, and all artificial lights in the exhibit areas must have ultraviolet filters.

8) The exhibit areas must be kept clean and neat, and free from dirt, dust, insects and rodents. The museum must provide janitorial service on a daily basis when the museum is open.

The Adjutant General will send a representative to inspect the museum, either prior to the loan or during the loan period, for compliance with the above standards when, in the judgment of the Adjutant General, the requester or borrower may not be in compliance (e.g., if the Adjutant General is notified of any discrepancy by the museum association or by the State within which it is located). All such inspections will be at the expense of the requester or borrower.

b) All artifacts are subject to loan except those artifacts which, in the judgment of the Adjutant General, are too fragile to be loaned (e.g., Civil War flags which have material which will tear easily when handled).

c) All requests for loans of artifacts, or information concerning loans, must be made in writing to the Adjutant General at:

Department of Military Affairs

ATTN: Public Affairs

1301 N. MacArthur Blvd.

Springfield, IL. 62702-2399