

Organizational Policies and Procedures



Artwork & Decoration for the SELCO Office Building

Status: Current
Created: February 2000
Reviewed/Revised: October 2006

A. Common Areas

The Executive Director or a Fine Arts Committee appointed by the Executive Director will select the artwork and decorations for the common areas of the building. Common areas of the building include:

- Conference and training rooms
- Hallways
- Restrooms
- Staff Lounge

The selection will include original pieces of fine art, fine craft and ethnic art created by Midwest artists, with preference given to Minnesota residents. Pieces should reflect a wide variety of medium, such as but not limited to, painting, pastel, drawing, limited edition prints (serigraphs, lithographs and wood cuts), mixed media, photography, ceramics, glass, wood and fiber.

B. Inventory

For the selection of original pieces purchased by SELCO, staff will create a database inventorying each piece. The database will include an individual digital image and information about each artist, including:

- Artist's name and address
- Title of piece (if available)
- Number or edition (if available)
- Medium
- Production date (if available)
- Date of purchase Price
- Artist statement (if available)

C. Private Offices and Workstations

Within private offices and workstations, staff members may display personal items, artwork and decorations that are in keeping with SELCO policies.

D. Hanging & Installation

SELCO will provide a selection of picture hangers for use by staff members. No tape or tacks should be used to attach items to walls or doors.