

## **Dress Code – Guidelines**

Please observe the following guidelines regarding appropriate dress during all hours the Library is open for public service.

Remember that we work in a public service business. The image we each present to the public affects their impressions of the Library as a whole, whether we are working directly with the public or not.

Appearance and clothing should be businesslike and professional. Clothing should be clean, hole free, and pressed. General cleanliness is expected.

Clothing not considered businesslike and professional includes: blue denim pants, capri pants, shorts, sweat pants, dresses or tops that expose the shoulders or midriff, and pants that expose underwear or derrière. Provocative or suggestive clothing is inappropriate. Head coverings are not appropriate unless worn for safety, religious, or medical reasons or in conjunction with a Library promotion.

Dress appropriately for temperature conditions in your work area.

Recognizing that most of us are on our feet for many hours, comfortable shoes should be worn. In choosing shoes, remember safety considerations: sandals, open heeled, open toed, and platform shoes generally are not safe in the Library work situation. If for health reasons you need to wear athletic shoes, they must be a solid color - black, tan, or brown in color; all white or multi-colored athletic shoes are not acceptable footwear. Footwear that is not considered appropriate includes spike heels and flip-flops.

Pages and Volunteers, who are not serving the public from behind a Public Service Desk, may wear blue denim pants, provided they are not ripped or patched, and athletic shoes. During the summer months, pages may wear Bermuda shorts or capri pants; short shorts may not be worn.

The important fact to remember is that we each represent the Library in our interactions with others. Your appearance and how you treat others will be associated with the Library. All Staff are expected to look and act professional and businesslike during all hours of Library work.

Thank you for your cooperation.