

Many aspects come together to present a professional staff to the public. The appearance of the library staff is important. Below is a guide as to what is expected.

Dress Code Guide lines for Library Professional attire.

Not all casual clothing is suitable for the library, the following is a guide to help you, the employee, determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, shopping, in your own home, exercise sessions and sports events may not be appropriate for a professional appearance at work.

The personal appearance of employees shall be one which emanates pride and professionalism to correspond with the position held.

In general, library positions deal with the public on a daily basis. This is the first impression someone has of the library. Public image plays an important role in developing and maintaining support for the library. It is important that staff present a professional image to the public. Dressing in a manner that is extremely casual could be interpreted to mean that we do not care.

To maintain the confidence and respect of the people who reside in our counties, each employee must exercise good judgment and professional decision-making as he or she chooses workplace attire. All employees shall be responsible for their personal appearance and hygiene. Employees shall be clean, well groomed and demonstrate acceptable personal hygiene. Attire shall not interfere with job performance or job safety and should be neat and clean at all times.

Business casual is a style of attire which will allow our employees to work comfortably in the workplace and still allowing for the need to project a professional image to our patrons. Staff appearance should not offend, distract, startle or embarrass patrons or your co-workers.

If the employee fails to meet the standards listed below as determined by their supervisor or the Director, the employee will be asked, to not wear the inappropriate clothing to work again. If the problem persists, the employee may be sent home to change and will receive a verbal warning for the first offense. Disciplinary action will be applied if dress code violations continue.

Extremes of any sort should be avoided.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, your anatomy or your underwear is not appropriate for a place of business, even in a business casual setting.

Too much perfume or cologne – remember that you may be wearing something that another person is allergic to or could set off asthmatic issues.

During business hours, staff is expected to present a clean, neat appearance.

Staff must wear clean and well-maintained attire appropriate to the type of work they do.

Torn, frayed, dirty, or showing excessive wear clothing are not suitable. Shoes are required and suitable to the library tasks assigned. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc. Any clothing that has words, terms or pictures that could be offensive to our patrons is unacceptable.

Clothing should be practical and professional for the duties assigned.

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list, below, are all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your immediate supervisor.

Examples of acceptable attire:

- Jeans (not torn, frayed, faded or stained and appropriate for a work environment)
- Slacks, Khakis, dress Capri pants
- Skirts or dresses of an appropriate length
- Sleeveless shirts (that do not expose undergarments)
- Polo shirts, dress shirts.
- Sweaters, Jackets, vests or blazers.
- Shirts (for pants) - long enough to tuck in pants
- Shirts to cover heavy leggings – must be long enough to cover your back side.
- T-shirts, short or long sleeve, plain or with Library or library programs, or friend's logo only
- Sweat shirts that are plain or library or library program or FOL logo only.
- Shoes that are comfortable and provide protection to feet.

Examples of unacceptable attire:

- Faded, torn or ragged Jeans / slacks/ pants
- Shorts or Short shorts
- Excessively short skirts or dresses
- Leggings, that are too thin (see through)
- Leggings - that are not paired with appropriate length shirt.
- Sweat pants
- Exercise clothing or clothing made of spandex.
- Shirts with logos, images or text – (exception are those for library programs)
- Torn, worn or frayed clothing
- Strapless shirts, spaghetti straps halter tops or tank tops
- Hats (exception- head covers that are required for religious purpose or to honor personal cultural tradition are allowed)
- Sloppy clothing
- Pajamas, sleep ware.

Jewelry, makeup, perfume, cologne.

Should be worn in good taste.

Remember that some people (public and co-workers) are allergic to the chemicals in perfumes, colognes and make-up.

All employees will wear the library provided name tags while on the job.

The library provides one name tag per employee. Extra name tags can be purchased at the employee's expense. Contact your supervisor.

A name badge helps the library user know who to approach with a question or to start a conversation on a specific research project. The library needs to have a positive relationship with the library user. It is easier for a library user to pay a complement or lodge a complaint if they know who they were dealing with.

The Director has the final authority on appropriate appearance.

The Director may relax the business casual attire for specific reasons on specific days. Those days could include special programs, library work days (library closed to public) or other reasons and only for a specified time frame. Director may determine the need for a more professional level of attire for meetings or other library functions.

IN CONCLUSION:

All Library employees to a greater or lesser extent deal with the public on a daily basis. It is important the public view the library as a professional place of business.

Supervisors will discuss inappropriate dress with individual staff members, as needed.

If, in the judgment of the immediate supervisor, an employee is inappropriately attired, the employee may be asked to leave the workplace and not to return until properly attired. An employee will not be paid for the time off the job for this purpose.

If the employee fails to meet the expectation of business casual attire as determined by their supervisor or the Director:

- The employee will be informed, to not wear the inappropriate clothing to work again.
- The employee may be told to leave the workplace to change into more appropriate clothing.
 - An employee will not be paid for the time off the job for this purpose.
- Progressive Disciplinary action will be applied if dress code violations continue.
- If, after talking with the immediate supervisor, an employee feels their attire fits Business Casual they may follow Problem Resolution as set forth in the employee handbook.