

DRESS GUIDELINES

Revised October 2009

Patrons regard all staff as representatives of the library. The image we present to the public is important. In order to be most effective in job performance and present a business like appearance, each staff member should be dressed appropriately. Staff may be required to wear LPLS identity badges whenever possible.

Clothing should be neat, clean, well fitting, in good repair and appropriate for assigned duties. Care should be taken to maintain the highest standards of grooming and personal cleanliness. **Shoes should be worn that are clean, practical and safe for the duties performed.**

Care should be made to avoid extremes in clothing and personal grooming. Clothes that are worn most appropriately for recreational purposes should not be worn. The following are examples of attire that should be avoided:

- **Halter, tube, bare midriff tops, or muscle shirts**
- **See through clothing**
- **Miniskirts**
- **Shorts shorter than knee length**
- **Tight or low cut clothing**
- **Jeans that are extremely faded, torn, or cut off**
- **Non-library related issue oriented T-shirts, buttons or badges that are political, religious or advertise a commercial product**
- **Clothing with obscenity, profanity, drug/alcohol, harassing or suggestive messages**
- **Rubber flip flops**
- **Stretch leggings**

Departments/branches in the library perform different jobs and it is up to the department/branch supervisor to interpret the guideline in the context of his/her own department activities. An inappropriately attired employee will be counseled by the supervisor and may be required to wear an LPLS smock for the rest of the workday. If the employee continues to come to work inappropriately attired, he/she will be sent home to change and be required to make up time missed.