

Eagle Public Library

Employee and Volunteer Dress Standards

Revised and Adopted by the Board of Trustees

March 9, 2015

1. Purpose

The purpose of the Eagle Public Library's Employee and Volunteer Dress Standards is to provide staff and volunteers with guidance on expectations for appropriate work attire.

2. Guidelines

Staff members are expected to present a professional image to visitors, patrons, and the public. While adhering to the following guidelines, employees are encouraged to use their best judgment to dress neatly, professionally, and appropriately for both their job assignment and the day's anticipated activities.

- Acceptable attire will be neat and clean. The attire could include, but is not limited to slacks, khakis, sports shirts, skirts, capris, sweaters, clean jeans without holes, clean sweatshirts, clean tennis shoes, sandals, or boots. Clothing with noticeable stains, tears, holes, foul language or obscene images may not be worn.
- Shirts should be free from slogans, logos (with the exception of shirt manufacturer's logos such as the Izod crocodile), writing, pictures or advertisements. This excludes library-related shirts or those which promote community spirit (such as local school shirt/university clothing).
- No clothing that exposes midriff, navel, or cleavage.
- Knee-length shorts are acceptable attire for shelvers.
- Shoes should be appropriate for the job assignment. Flip-flops are not permissible.
- Sweat pants and pajama pants are not appropriate work attire.
- No outdoor hats or caps may be worn inside the library building.
- Facial hair should be neatly groomed;
- Poor personal hygiene is not professionally acceptable.

3. Amendment of Standards

The Eagle Public Library Board of Trustees or library director reserves the right to review and amend this policy at any time.