

## **Dress Code and Personal Appearance**

Employees working in the library should maintain a well-groomed appearance. Ripped, shabby, or untidy apparel is not permitted. Employees should not wear the following: shorts, flip-flops, items promoting alcohol or tobacco products, t-shirts with designs that do not have a library/reading/literary theme. All employees must wear protective attire (e.g., safety eyeglasses, supportive footwear, etc.) if required by working conditions. On occasion, the Director may allow employees to dress more casually than is usually required.