

## **Dress Code for Academic and Research Services**

The Libraries' objective in establishing a dress code is to project a professional image for our users while still allowing us to work comfortably in the workplace. The following guidelines should help you determine what is appropriate to wear to work.

Dirty, torn or frayed clothing is not acceptable nor are clothes that are revealing.

Shorts are not allowed.

Clothing that has words, terms, or pictures that may be deemed offensive to users or other employees is not acceptable.

The employees of the libraries handle books and book trucks. For employee safety, open-toed shoes and sandals and flip flops should not be worn.

Clothing and hair should be in a clean and neat state. No hats or caps are to be worn at the desks.

**I HAVE READ AND UNDERSTAND THE DRESS CODE FOR ACADEMIC AND RESEARCH SERVICES.**

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_