



Dress Policy

The Hampshire County Library is a public institution and must maintain an image which inspires confidence from its community. The staff, as the face of the library, must be presentable and professional at all times in order to encourage this public confidence. Therefore, staff must always dress appropriately both for their work assignment and to foster good public relations. The dress standard at the library is business casual. If inappropriate dress occurs, it will privately be discussed with the staff member.

Guidelines:

Attire will be clean and well-maintained and shoes are required and must be in good condition.

Examples of acceptable attire include:

- *Shoes:* sandals, loafers, flats, boots, sneakers, or other type of orthopedic shoes. It is understood that staff are on their feet all day, so some leeway with shoes will be given to promote the comfort and efficiency of staff members.
- *Tops:* Shirts with the library Logo, casual shirts, turtlenecks, dress shirts, sleeveless blouses/tops, sweaters and polo shirts are acceptable attire for work. While not required, suit and sport jackets are also acceptable.
- *Pants, Skirts and Dresses:* Slacks are appropriate, as are dress pants and colored jeans. Skirts must be no more than three inches above the knee, and casual dresses are acceptable as long as they are of a length suitable for an office environment.

Examples of unacceptable attire will include anything torn or dirty, as well as:

- *Shoes:* thongs, flip-flops, and slippers are not to be worn to the library.
- *Tops:* halter or spaghetti strap tank tops, t-shirts with logos or pictures, and sweatshirts are not acceptable.
- *Pants, Skirts and Dresses:* Inappropriate pants include blue jeans, sweatpants, exercise pants, shorts, overalls and leggings. Short, tight skirts, sun dresses, and spaghetti strap/halter dresses are also inappropriate for the library.

The exception to this dress policy will be Casual Fridays. Casual Fridays are a chance to relax and be comfortable; however, that does not mean that the standards of the Library and of the staff will relax. Staff will be expected to behave in a professional manner.

Examples of acceptable Casual Friday attire are:

- *Pants, Skirts, Dresses:* Blue jeans are acceptable as long as they are not frayed, torn, or stained. Dark wash is preferable.
- *Tops:* Shirts with Library slogans, sweaters, turtlenecks, polos, and dress shirts are acceptable. T-shirts with logos or pictures and sweatshirts are not acceptable.

It is understood that some activities, such as cleaning days, outside activities, or craft projects may call for a variation from the standard dress policy. If staff feel that they need to dress down for an activity, seek the Director's approval beforehand.

Approved by the HCPL Board of Trustees on November 17, 2021