

Schuylkill Valley Community Library Grooming & Dress Code Policy

I. Purpose

To define standards of grooming and dress that are consistent with Schuylkill Valley Community Library's high standard of community service as dictated by the Department of Education.

II. General Standards For All Employees

- A. Employees are expected to wear appropriate attire that is clean, pressed and properly fitted.
- B. Miniskirts (4-5" above knee), short shorts, skorts, backless/strapless/spaghetti strap tops or dresses, rompers, low necklines, midriff revealing, spandex and sheer attire are not acceptable work attire.
 - 1. Bermuda/ mid length shorts are acceptable as long as no undergarments are showing or holes/ fraying is present.
- C. Jeans are acceptable attire if no holes or fraying are present.
- D. Dress slacks and dress capris are appropriate.
- E. Must wear appropriate undergarments and they should not be visible.
- F. Hair should be clean and neatly combed.
- G. Beards, mustaches and sideburns should be neatly trimmed and groomed.
- H. Jewelry may be worn in moderation.
- I. Shoes must be clean and in good repair.
 - 1. Flip-flops are not acceptable footwear.
 - 2. Loose fitting shoes or boots of any style that are unsafe for the work performed are not permitted.
- J. Clothing and accessories which promote or advocate political, religious, social or controversial causes are not permitted.
 - 1. Clothing with logos, mottos or advertising are not permitted unless approved by the library director if considered relevant and non-controversial.
 - 2. SVCL "library shirts" or appropriate library/reading themed shirts may be worn at any time.
- K. Holiday, seasonal or special occasion attire is appropriate following the above mentioned guidelines.
- L. These standards may be interpreted as the library director deems appropriate.
- M. This policy shall be reviewed and approved by the board of directors every 3 years.
 - 1. It shall be signed by the designated board officers.
 - 2. Each employee will review and sign the policy on an annual basis.

Stephanie Schrieber, President

Alia Emery, Secretary