

University of Memphis University Libraries - Dress Code

Policy: It is the policy of the University Libraries of the University of Memphis that each employee's dress, grooming, and personal hygiene should be appropriate for a business office work setting. The image projected should be one of professionalism. This means that neatness, cleanliness, and good taste in appearance are required of all University Libraries' personnel. The department supervisor will be responsible for the implementation of this policy with consideration given to the nature of the work done in the department.

Rationale: Employees of the University Libraries interact with the public in a variety of settings. Each library employee is an ambassador for the University Libraries and as such is expected to represent the libraries well at all times. Both first impressions and ongoing impressions are important and our goal is to keep them positive. Because appearance has a significant impact on perceptions and image, and because dress is a major component of an individual's appearance, the University Libraries maintains a policy on dress that should guide decisions as employees are deciding how to dress for work.

The following general guidelines should be observed when deciding on clothing and grooming for this work setting.

1. Clothing should be appropriate for working in a professional or business office setting.
2. Clothing should be neat, clean, and not frayed, torn, or holey.
3. Clothing should not inhibit the full range of movement required to accomplish the tasks of the job.
4. Clothing should not create a safety hazard or risk potential harm to the employee and/or co-workers.
5. Clothing should not be tight, clingy, low cut, or short.
6. Fragrances, when worn should be mild and non-offensive.
7. Shoes are to be worn while working.

Updated: August 2018, October 2023