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.

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 an office setting.
2. Clothing should be neat and clean.
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 so tight, clingy, low cut, or short that it is revealing or suggestive.
6. Fragrances, when worn should be mild and non-offensive.
7. Shoes are to be worn while working.
8. Hair should be groomed in a manner appropriate for a business office.

The work environments of the University Libraries do not exactly duplicate the typical business office nonetheless; the library is a business setting. The University Libraries’ Dress code was drafted with that in mind. Certain types of apparel are inappropriate for the work setting and should not be worn while working in any University Libraries facility. These apparel may be perfectly acceptable when worn outside of the job setting but should not be worn while on the job. These include but may not be limited to:

- Jeans
- Flip flop sandals or other shoes that do not protect the foot
- T-shirts, sweatshirts, athletic shirts, muscle shirts
- Shorts, skorts (split skirts), extremely short skirts
- Tight pants, sweat pants, capri pants
- Leggings cannot be worn as pants. They can be worn under dresses or skirts.
- Halter tops, tank tops, cropped tops, tube tops
- Sweat suits, wind suits, jogging suits
- Sleepwear
- Beach wear
- Clothing with slogans, sayings, advertising, or large lettering
• Baseball caps, knit hats, skull caps
• Spandex
• Strapless tops or dresses
• Underwear as outerwear
• See through garments that show underwear
• Garments that show a bare midriff or bare back

The University Libraries will observe two casual dress days each week. On Friday and Saturday, casual attire can be worn. Casual dress is optional. Anyone who chooses not to participate in casual dress day should wear normal business attire. On casual dress day the following exceptions to the dress code apply.

• Jeans can be worn. (Must not be frayed, torn, or holey.)
• Sweatshirts, sweaters, golf shirts, or polo shirts with University of Memphis insignia can be worn. (Must not be frayed, torn, or holey.)

To minimize the possibility of clothing becoming soiled during the work day, each department will be equipped with a number of smocks that can be worn whenever tasks are being performed that might result in clothing becoming dirty. All University Libraries’ personnel are expected to observe the Dress Code whenever working. Violation of the Dress Code will be considered a job performance deficiency and will be handled in accordance with University procedures for handling performance problems.

In the event that a medical condition prevents an employee from adhering to the Dress Code, the affected employee should present a Doctor’s statement to the Dean of Libraries and/or the University’s Affirmative Action Officer to request special dispensation.