

North Logan City Library Employee Dress Code

Wear clothing that conveys a professional image by being coordinated, modest, neat, clean, and pressed.

Acceptable

Shirts and Tops

- Pressed and clean
- Blazers and jackets
- Tops with non-revealing neckline
- Collared shirts
- Golf or polo shirts
- Suits or pantsuits
- Sweaters
- Turtlenecks
- T-shirts: Pages may wear T-shirts that are clean, have no offensive graphics or logos, and look neat and tidy. Clerks, librarians, and people in other professional positions should only wear T-shirts with library related graphics or logos.

Pants and Bottoms

- Pressed and clean
- Appropriate pants may include, but are not limited to, corduroy slacks, khaki slacks, chino slacks, Capri pants past the knee, and pantsuits. Denim should not have holes, rips, tears, or signs of excessive wear.
- Shorts that reach just above the knee may be appropriate for outdoor events only.

Skirts and Dresses

- Pressed and clean
- Must be just above knee or longer
- Professional in appearance

Footwear

- Footwear should look clean and not show signs of excessive wear.

Not Acceptable Clothing

- Wrinkled
- Torn/ripped faded
- Off the shoulder tops
- Spaghetti strap tops or dresses
- Backless
- Exposed midriff or lower back
- Sheer, tight, or revealing
- Shorts (Shorts that reach just above the knee are appropriate for outdoor events)
- Overalls
- “Hip hugger” pants (low waist pants)
- Visible undergarments
- Tank tops or muscle shirts
- Tube tops
- Beachwear such as swimsuits
- Shirts with non-library related graphics or logos. (Pages may wear T-shirts with inoffensive graphics or logos.)
- Leggings
- Pajamas

Hygiene

Appropriate hygiene is essential to an effective work environment. All employees should bathe/shower daily before coming to work, have good oral/dental hygiene, and wear effective deodorant/antiperspirant. Hair should be clean and done in a professional manner. Facial hair should look neat and trimmed in a professional manner.