

Silver Lake Public Library – Policy

Silver Lake Public Library – Personnel Policy Addendum – Dress Code

The Silver Lake Public Library has a friendly, yet professional environment. Therefore, employees should dress in casual business attire. Casual business attire means clothing that is comfortable, yet appropriate for an office environment.

Acceptable attire will always be neat and clean. The attire could include, but is not limited to: slacks; khakis; sports shirts; skirts; capris, sweaters; jeans; sweatshirts; tennis shoes; sandals; boots. T-shirts that advertise any of the Silver Lake Public Library or Library programs and services or the Silver Lake Public Schools will always be deemed appropriate, so long as the items are neat and clean.

Unacceptable attire includes, but is not limited to: sweatpants; workout attire; beach attire; cutoffs; halter or tank tops [unless covered by another shirt]; short skirts, short shorts, or short dresses; sheer clothing or clothing that is otherwise revealing, distracting, or provocative; and any attire contrary to a professional setting including dirty or torn items.

Employees are also required to wear proper identification designating them as library employees.