

## Tarleton Libraries Dress Code

The library will observe a year-round business casual dress. Staff should use good judgment and wear clothing that is appropriate for an employee's individual schedule for the day. For instance, meetings with vendors, customers, or other individuals may require a higher standard of dress in order to project a high level of professionalism.

### Tops

- Sleeved shirts (i.e. work tops, button downs)
- Blazers
- Sweaters
- Collared shirts (i.e. polos)
- Sleeveless shirts should be worn with a cover (blazer, sweater, overshirt)

### Bottoms

- Dress slacks
- Casual pants
- Denim pants (not blue jeans)
- Capri pants
- Skirts, skorts, culottes, kilts (no shorter than 1 inch above the knee)

### Single Garment

Single garment attire should be no shorter than one inch above the knee.

- Dresses and sundresses (no strapless or spaghetti straps)
  - Covers may be worn to make more appropriate (blazers, sweaters, overshirts)
- Jumpsuits
- Tunics and kaftans

### Shoes

Shoes should be based on the work being done.

- Flats
- Boots
- Loafers
- Athletic shoes

Open toed shoes and sandals are not permitted for some work. All staff are responsible for bringing in a second set of shoes if wearing sandals or open toed shoes.

## Tarleton Libraries Dress Code (continued)

### Head Coverings

Head coverings worn for religious and/or cultural purposes are acceptable. Other hats (caps, cowboy hats, etc.) and sunglasses are not to be worn while on duty in the library.

### Body Piercings & Tattoos

Body piercings and tattoos are permitted.

If requested by a supervisor due to the nature of the tattoo, you are expected to cover inappropriate tattoos.

If a body piercing can get caught on any type of library equipment, the piercing will need to be removed.

### Student Workers

- Casual dress is acceptable for student workers. This includes blue jeans and t-shirts.
  - If requested, students are expected to cover inappropriate logos, images, & wording on clothing.
- Students are expected to follow the inappropriate apparel portion of this policy.

### Purple Thursday & Casual Friday

Clothing considered acceptable for Purple Thursdays, Casual Fridays, days when classes are not in session, and during the summer semester, includes, but is not limited to:

- Business Casual (listed above)
- Blue jeans (not faded or torn)
- Tarleton logo attire and t-shirts
- Other campus logo t-shirts

### Inappropriate Apparel

- Items that are dirty, worn or unkempt are not allowed.
- Items designed to be ripped, frayed or torn may be considered inappropriate depending on the location of the distress.
- Items containing obscene, profane, discriminatory, or provocative words or pictures.
- Items advertising alcoholic beverages, drugs, or tobacco products.
- Sweatshirts/sweatpants/leggings and spandex garments intended as workout clothes.
- See-through garments, halter tops, bare midriff/back tops, tank tops/muscle shirts, lowcut tops and bottoms
- Worn out (i.e.. falling apart) sneakers, work boots, and house shoes
- Hats, caps, sweatbands, and similar headwear designed to be worn outside or during exercise.

**Exceptions:** On occasion, there are special library projects where physical requirements necessitate relaxing these guidelines. Such projects include, but are not limited by, preparing bindery shipments, moving library materials and/or furnishings, or working in remote storage.