

## **STAFF POLICIES REGARDING LIBRARY EQUIPMENT USE AND DRESS CODE**

### **Equipment use:**

Library equipment has been purchased to provide services to our users. Library staff can use library equipment for personal use following these guidelines.

1. Copy machine, computer printers, and microfilm reader/printer: 25 copies are allowed per staff person a month. (This gives a \$2.50 grace amount for personal use.) Copies over this limit will be paid for at 10 cents a copy.
2. FAX machine: can be used only for a special need with library director or youth services librarian's approval. \$1.00 per page will be charged to fax.
3. Laminating machine: can be used only with library director or youth services librarian's approval. \$1.00 per foot of laminate will be charged.
4. Computers: Computers are for library work. Only the computer back near the break room may be used by library assistants and library pages on break time for personal use. Personal software or programs off the internet cannot be downloaded for personal use.
5. Telephones: Use telephones back in the staff work or break room for personal phone calls. If a call comes in while you are at the desk, have another staff person take your desk time while you take your phone call away from the public area. Please try to limit personal phone calls to your break times.
6. Staff will follow the borrower circulation guidelines when checking out library materials.

### **Dress Code:**

The Library enjoys an excellent reputation among the citizens of the Mauston area. While there are many reasons for this reputation, one of the ways to help maintain it is for all staff to present a professional image to the public. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting business. To help present this image and foster public confidence, staff members are required to be professional in their appearance and must dress appropriately for their work assignment. Supervisors will discuss inappropriate dress with individual staff members.

#### Guidelines

Staff will wear clean and well-maintained attire appropriate to the type of work they do. Shoes and some form of sock or hosiery are required and must also be well-maintained. Good grooming is required.

In compliance with this policy, the following are examples of unacceptable attire:

- Torn/patched/faded clothing
- Halter tops
- Tube tops
- Tank tops
- Muscle shirts

- Strapless sun dresses
- Blue jeans
- sweat suits/warm-up suits, sweat pants
- Thong-type sandals
- Shirts with slogans or large letter advertising (unless advertising library programs or activities)
- Shorts may be worn as part of a library program or activity, but need to be longer than midthigh

Jewelry that is worn in a manner not consistent with maintaining a professional appearance or which could impact patron or employee safety is prohibited. This includes dangling earrings or other body piercings which in the Library's judgment, could reflect poorly on an employee's professional appearance or could be a safety concern.

Tattoos that detract from a professional appearance are prohibited. This includes visible tattoos or brands on the neck, face or head. Tattoos on other visible areas of the body that could be considered indecent, sexist, racist, or that show allegiance with extremist organizations are prohibited

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