

Montauk Library

Employee Dress Code Policy

The Montauk Library strives to provide a welcoming, professional, and respectful environment for patrons and staff. This dress code ensures employees present themselves in a neat and appropriate manner that reflects the Library's role as a community institution.

General Guidelines

Employees are expected to wear neat, clean, casual attire suitable for a public service environment.

Clothing should be in good repair (no excessive rips, tears, or stains).

Shoes must be safe and appropriate for walking, standing, and working in public spaces.

Name badges must be worn during work hours.

Personal hygiene should be maintained at all times.

Acceptable Attire

Casual slacks, khakis, trousers, neat denim.

Skirts, shorts or dresses of appropriate length.

Collared shirts, blouses, or neat tops.

Sweaters, cardigans, and professional-looking t-shirts (without offensive images or slogans).

Unacceptable Attire

Beachwear (including swimsuits, bikini tops, cover-ups, or flip-flops).

Cut-off shorts, short-shorts, or excessively distressed clothing.

Midriff tops, low-cut tops, or clothing that exposes undergarments.

Clothing with offensive, discriminatory, suggestive, demeaning, lewd, political, or inappropriate graphics or text.

Pajamas, lounge wear, gym clothes or overly casual clothing.

Supervisors will address violations of the dress code promptly and respectfully. Repeated violations may result in corrective action in accordance with Library policy.

Approved by the Montauk Library Board of Trustees August 19, 2025