

BRIGHAM CITY LIBRARY

CLOTHING PURCHASING POLICY

Purpose

The Brigham City Library's clothing purchasing policy is in place to provide guidance to employees whose jobs put them in a position to make decisions as to the need for Library-purchased clothing for full time employees, part time employees, and/or volunteers of the organization.

I. APPROVED CLOTHING PURCHASES

- a. **On-site clothing.** On-site clothing is clothing used in the performance of job-related duties usually to be worn over the top of an employee's clothing for the purpose of protecting the employee, their clothing, or items in the library collection. On-site clothing may include, but is not limited to:
 - i. Gloves
 - ii. Aprons
 - iii. Lab coats

On-site clothing will be left at the Library when not in use and at the termination of the employee's employment or the volunteer's period of service at the Library. On-site clothing may be taken home for the purposes of laundering. On-site clothing will be purchased as needs arise or current articles are worn out, or otherwise deemed in need of replacement.

- b. **Promotional clothing.** Promotional clothing is purchased to 1) identify staff at an event, or 2) to market a program and/or service at the Library. Promotional clothing will be limited to two items per employee per fiscal year and may include, but is not limited to:
 - i. Shirts
 - ii. Sweatshirts
 - iii. Hats

Promotional clothing may be purchased for full time staff, part time staff, and, as deemed necessary for some programs or services, for volunteers of the Library. Promotional clothing will be purchased by the Library and be the property of the staff member to continue to wear and dispose of as he/she deems appropriate after the event/promotional period at the Library has ended. In most instances these will be handled as de minimus gift, but the wearing of the promotional clothing will not be a condition of employment. In the event it is deemed appropriate to not count the promotional clothing as a de minimus gift, the employee will be subject to paying taxes on the item as outlined in Brigham City Corporation's Purchasing and Accounts Receivable Standards. For volunteer issued promotional clothing for use during a library event, the clothing item will be considered a de minimus gift.

II. PURCHASING GUIDELINES

- a. When possible, purchases will be made to make use of discounted pricing for increased quantity.
- b. All purchases will be tracked by the Library's Administrative Assistant or designee.

This policy is in accordance with the Section VI of Brigham City Corporation's Purchasing and Accounts Receivable Standards.

Approved – Brigham City Library Board of Trustees – 11/17/2020 Library Board Meeting