

UIC JOHN MARSHALL LAW SCHOOL



Professional Clothes Closet Access and Use Policies

August 2019

UIC John Marshall Law School's Professional Clothes Closet (PCC) will open at Noon on Monday, August 26, 2019. The PCC is located in Room S-1108 of the 300 S. State Street building. The PCC contains clothes and accessories donated by Law School alumni, faculty, and staff and are available at no cost to current Law School students. The clothing ranges from business casual to business professional attire and is intended to be used for career fairs, interviews, networking events, externships, and the workplace.

Hours and General Operation

- The PCC is open when the John Marshall Campus is open. On rare occasion, the PCC may be closed for upkeep or maintenance.
- Authorization is not needed to enter or use the PCC.
- Users may be asked by Law School or University staff, including Campus Safety & Security officers, to show their i-card to demonstrate their status as a Law School student or employee.
- Individuals who violate these policies may be asked to leave the PCC; for serious or repeated violations, individuals may be barred from using the PCC and may be subject to disciplinary action.
- The PCC is operated by the Law School's Career Services Office. If you have questions about the PCC or appropriate attire for a particular event, please email the Career Services Office at csoinfo@jmls.edu.

Using the Professional Clothes Closet

- All current Law School students, faculty, and staff may enter the PCC; however, clothing and accessories are intended only for the use of current Law School students.

- Students are asked to take only what they need and are strongly encouraged to take no more than three items per academic term. Depending on inventory, these numbers may change to accommodate a higher demand.
- Students may select items that serve their needs and keep them permanently.
- Individuals are not permitted, under any circumstances, to try clothes on in the PCC if doing so requires the removal of any clothes they are already wearing. Individuals are encouraged to use restrooms on the 11th floor or unisex restrooms on the 12th floor to try on clothes.
- Students are not required to report items they take; however, they are encouraged to fill out a Professional Clothes Closet Survey and leave it in the PCC or return it to the Career Services Office.
- Not all PCC items are suitable for all professional activities. Some items may only be suitable for very specific occasions. Students are strongly encouraged to seek guidance from the Career Services Office when selecting items.
- The Law School cannot guarantee that all students will be able to find items in the PCC that fit or meet their needs. Clothing options are based on donations and will be available to students as long as donations are received.
- The Law School cannot guarantee that all items in the PCC are ready for use. Students are responsible for any necessary maintenance, cleaning, or repairs needed for selected items.
- Students are encouraged to wash or dry-clean clothing before use.
- Students may not lock the PCC. If the PCC is locked, Law School staff, including Campus Safety & Security officers, may unlock the room at any time.
- No one should add items to the PCC. If you have items to donate, please follow the procedures below.

Donation & Return Policy

- Faculty, staff, or alumni who are interested in donating to the PCC or returning items can leave them in the donation box, if present, or bring items to the Career Services Office.
- We are not accepting donations from students at this time, but students may return items they took from the clothes closet that they no longer need, provided the clothes are clean and in good condition.
- The Law School may not be able to provide a receipt for in-kind donations.