

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Professional Clothes Closet Access, Use, and Donation Policies**

**Administrative policy approved January 12, 2022. Effective immediately.**

**Revision history: Technical edits were made in July 2023.**

**Scheduled Review Date: August 2025 (Office of Student Affairs)**

#### **A. Overview**

Southwestern Law School's Professional Clothes Closet is in the California Room of the Law Library, on the first floor in the Bullocks Wilshire Building. The Clothes Closet contains clothes and accessories donated by Southwestern alums, faculty, and staff and is available at no cost to current Southwestern students. Most available clothing pieces range from business casual to professional business attire and are intended for career fairs, interviews, networking events, externships, the workplace, and other professional settings.

Southwestern's Student Affairs Office operates the Clothes Closet. If you have questions about the Clothes Closet, please email [studentaffairs@swlaw.edu](mailto:studentaffairs@swlaw.edu).

#### **B. Accessing the Professional Clothes Closet**

1. The Clothes Closet is open when the Southwestern Law Library is open. Library hours are available on the [Law Library website](#). On rare occasions, the Clothes Closet may be closed for upkeep or maintenance.
2. Individuals do not need permission to enter or use the Clothes Closet. However, users may be asked by Southwestern staff, including Campus Safety & Security officers, to verify their status as a Southwestern student or employee by presenting a valid Southwestern Law School identification card.
3. Individuals who violate these policies may be asked to leave the Clothes Closet; for serious or repeated violations, individuals may be barred from using the Clothes Closet and may be subject to disciplinary action.

### C. Guidelines

1. All current Southwestern students, faculty, and staff may enter the Clothes Closet; however, clothing and accessories are only for current students.
2. 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 higher demand.
3. Students may select items that serve their needs and keep them permanently.
4. Students who choose to try on clothes in the Clothes Closet must lock the door. Please don't keep the door locked for more than 10 minutes.
5. Students are not required to report items they take.
6. Not all Clothes Closet items are suitable for all professional activities. Some items may only be suitable for particular occasions. Students are encouraged to seek guidance from the Career Services Office when selecting items.
7. Southwestern cannot guarantee that all students will find items in the Clothes Closet that fit or meet their needs. Clothing options are based on donations and will be available to students as long as donations are received.
8. Southwestern cannot guarantee that all items in the Clothes Closet are ready for use. Students are responsible for necessary maintenance, cleaning, or repairs for selected items.
9. Students are encouraged to wash or dry clean clothing before use.
10. No one should add items to the Clothes Closet. If you have items to donate, please follow the procedures below.

### D. Donations & Returns

1. Faculty, staff, or alums interested in donating to the Clothes Closet should contact Charlyne Yue ([cyue@swlaw.edu](mailto:cyue@swlaw.edu)) or the Student Affairs Office at [studentaffairs@swlaw.edu](mailto:studentaffairs@swlaw.edu) to coordinate bringing donations to campus.
2. Donated clothes should be modern, clean, and in good condition. We encourage donors to dry clean or launder items before donating.
3. Donations should not be left in the Clothes Closet, the Law Library, or anywhere else on the Southwestern campus, or with any employee outside the Student Affairs Office, without first receiving approval from the Student Affairs Office.
4. Southwestern reserves the right to refuse any donations.

5. Southwestern is not currently accepting donations from students or family members, partners, significant others, friends, and close acquaintances of students. Southwestern reserves the right to refuse any other donations.
6. Items donated to the Clothes Closet become Southwestern's property. Southwestern may not be able to return donated items.
7. Receipts for in-kind donations are available on request. Please contact Charlyne Yue at [cyue@swlaw.edu](mailto:cyue@swlaw.edu) to request a receipt.