

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Professional Clothes Closet Access, Use, and Donation Policies

Administrative policy approved January 12, 2022. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: June 2022 (Office of Student Affairs)

A. Overview

Southwestern Law School's Professional Clothes Closet is located 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 Law School alumni, faculty, and staff and are available at no cost to current Law School students. Most available clothing pieces range from business casual to business professional attire and is intended to be used for career fairs, interviews, networking events, externships, the workplace, and other professional settings.

B. Hours of Operation

1. The Clothes Closet is open when the Southwestern Law Library is open. Library hours are available on the [Law Library website](#). On rare occasion, the Clothes Closet may be closed for upkeep or maintenance.
2. Authorization is not needed to enter or use the Clothes Closet.
3. Clothes Closet users may be asked by Law School staff, including Campus Safety & Security officers, to verify their status as a Law School student or employee, by presenting a valid Southwestern Law School identification card.
4. 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.
5. The Clothes Closet is operated by Southwestern Law School's Student Affairs Office. If you have questions about the Clothes Closet, please email studentaffairs@swlaw.edu.

C. Using the Professional Clothes Closet

1. All current Law School students, faculty, and staff may enter the Clothes Closet; however, clothing and accessories are intended for the use of current Law School students only.
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 a 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 very specific occasions. Students are encouraged to seek guidance from the Career Services Office when selecting items.
7. The Law School 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. The Law School cannot guarantee that all items in the Clothes Closet are ready for use. Students are responsible for any necessary maintenance, cleaning, or repairs needed 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 alumni who are interested in donating to the Clothes Closet should contact Charlyne Yue (cyue@swlaw.edu) or the Student Affairs Office at 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 Law School campus, or with any employee outside the Student Affairs Office, without first receiving approval from the Student Affairs Office.
4. The Law School reserves the right to refuse any donations.

5. Southwestern Law School is not currently accepting donations from students, or from family members, partners, significant others, friends, and close acquaintances of students. The Law School reserves the right to refuse any other donations.
6. Items donated to the Clothes Closet become the Law School's property. The Law School 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 to request a receipt.