

# FOUNDRY

at Land O'Lakes Library



## Using the Foundry Makerspace Safely

**Get “Safety Certified” by attending a class and turning in a waiver.** Library “Safety Certification” is required of Foundry users ages 16+ wanting to use power tools. **All users** are required to possess a library card, submit a signed liability waiver, and follow the guidelines outlined in this Playbook.

**Check in** before entering the Foundry.

- Check in with a staff member who will verify your credentials and provide access to the Foundry.
- If you are using power tools, you will be given a safety badge after completing the library safety training course. This must be worn at all times when in the Foundry.
- The Foundry may be used by those ages 9-18 when accompanied by a parent, legal guardian, or the in presence of library staff member.
- Patrons ages 18+ may use the Foundry without a staff member present subject to library staff approval.
- Pasco County is not responsible for user’s personal items or equipment.

**Focus.** Do not distract others or let yourself be distracted when handling tools within the Foundry.

**Keep hands, fingers, and hair away** from the blades or other moving parts of equipment.



## Maintain a Safe and Clean Work Area

- Tools used in the space must be returned by the user to their original location in clean condition. The workspace also needs to be cleaned before the user leaves.
- Users should notify library staff immediately if they experience any problems with library equipment or software.
- If a user sees that any tool or piece of equipment is unsafe or in a state of disrepair, the user must immediately discontinue use of the tool and notify library staff.
- The user must report any accident or incident that occurs in the Foundry to a staff member.
- If you see unsafe behavior by anyone, please let staff know.
- Projects and materials must be approved by staff prior to use of Foundry Equipment. Some machinery will be run by staff only.
- Consuming food or beverages of any type in the computer labs, makerspaces, or near Library owned computers and equipment is not permitted.



## Wear Proper Attire and Safety Equipment

- Safety goggles are required when using certain equipment such as power tools and certain materials subject to library staff discretion.
- The specific safety gear required for each tool can be found on the Equipment Use Guidelines card which is located on the machinery itself. All safety gear must be worn as appropriate.
- Certain equipment may also require hair and any dangling items, like jewelry, to be secured, removed, or covered before use.
- Appropriate close-toed shoes and clothing must be worn at all times.



## Computer Usage and Data Agreement

- Pasco County is not responsible for damage to a user's USB device (memory stick or other device) or the loss of any type of data information. When using any of our computers, be sure to back up your data to your own personal device.
- Users may not modify or change any library hardware or software.
- Please refer to our [Internet and PC Use Policy](#) for further information regarding appropriate content.



## Acceptable Use is enforced

- Usage of any piece of equipment must be fair and equitable and subject to time constraints at the discretion of the Branch Manager or designee.
- All Pasco County Library policies including the [Patron Conduct Policy](#) and [Internet and PC Use Policy](#) apply to the Foundry.
- The library reserves the right to halt, delete, or disallow the creation of items that violate library policy, including the creation of weapons.
- Library staff must be present when using specified machinery and tools.
- All equipment must be shut down and work space must be clean at least 15 minutes prior to closing.
- **Ask us** if you have questions about the proper operation of equipment or tools.

**By signing this I acknowledge I have read this Playbook and agree to abide by these guidelines**

Printed name: \_\_\_\_\_ Printed Parent or Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Parent or Guardian Signature: \_\_\_\_\_