

Pasco County Libraries Makerspace Playbook

General Use

All makerspace users are required to submit a signed “Acknowledgement” page and follow the guidelines outlined below. Additionally, patrons using the Foundry, the Regency Fresh Test Kitchen, The Loft, Discovery Gardens, the Clay Works Ceramics Studio, the Ingenuity Lab, and the Mobile Makerspace are required to sign and submit to library staff the Pasco County Maker Space Program Liability Waiver and Permission Form. The signed waivers will be kept on file for future reference by library staff.

Before entering any Pasco County Libraries makerspace, check in with a staff member.

For more information on general use, including makerspace age requirements, please see subsequent pages in this document.

Maintain a Safe and Clean Work Area

- Any tool or equipment used in the makerspace must be returned by the user to its original location and in clean, working condition. The makerspace area should be cleaned before the user leaves.
- Users must notify library staff immediately if they experience any problems with library equipment or software.
- If a user sees that any tool or equipment is unsafe or in a state of disrepair, the user must immediately discontinue use and notify library staff.
- The user must report any incident that occurs in the makerspace to library staff.
- Users should notify a library staff member immediately if they witness unsafe behavior.
- Projects and materials must be approved by library staff prior to use. Some machinery, equipment and software will be operated by staff only. Exceptions may be made at the discretion of the Branch Manager or designee.

Wear Proper Attire and Safety Equipment

- Appropriate safety equipment must be worn at all times.
- Safety glasses are required when using certain equipment including but not limited to power tools and certain materials subject to library staff discretion.
- Certain equipment may also require hair and dangling jewelry to be secured, removed, or covered before use.
- Appropriate close-toed shoes and clothing must be worn at all times.

Intellectual Property Rights and Copyright Complaints

- Users must respect the intellectual property rights of others.
- Most music, photos, videos, and artwork, among other creations, are protected as intellectual property under State, Federal, and international law, including but not limited to copyright, trade secret, patent, and trademark laws. Pasco County is not responsible for any infringement of intellectual property rights that might occur through a user’s access to or use of the makerspace.

Computer Usage and Data Agreement

- Users should back up personal data to their own device when using any library-owned computers. 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.
- Users may not modify or change any library hardware or software.
- Please refer to the [Internet and PC Use Policy](#) for further information regarding appropriate content.

Acceptable Use is Enforced

- Use of any equipment is subject to time constraints at the discretion of the Branch Manager or designee.
- All Pasco County Library policies including the [Patron Conduct Policy](#), [Internet and PC Use Policy](#), and [Food and Beverage Policy](#) apply to each makerspace area.
- Pasco County is not responsible for a user's personal items or equipment.
- The library reserves the right to halt, delete, or disallow the creation of items that violate library policy, including but not limited to the creation of weapons or their parts.
- Library staff must be present when using specified machinery, tools, or equipment.
- All equipment must be shut down and the workspace must be clean at least 15 minutes prior to closing.
- **Ask us** if you have questions about the proper operation of tools, equipment, or software.



What is the Foundry?

The Foundry is the makerspace located at the Land O' Lakes Library. The Foundry offers tools, resources, and classes related to woodworking, textiles, arts and crafts, and much more.

Using the Foundry

- **Patrons have the option of using the Foundry in one of two ways:**
 - Patrons already familiar with or having proof of training for the equipment can register for Open Build hours to work on their own projects using their own materials. A registered volunteer or staff member is present to assist with questions. Open Build hours are advertised online at www.pascolibraries.org.
 - Patrons can also sign up in advance for a class taught by an instructor. All materials are provided during our classes.
- Patrons are required to possess a Pasco County library card or reciprocal county library card.
- Consuming food or beverages of any type in the Foundry is not permitted.
- All patrons using the Foundry must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.

Age Requirements

- The Foundry may be used by patrons ages 9 and older.
- Patrons ages 9 – 15 must be accompanied by a parent or legal guardian during Open Build hours.
- **A library staff member or registered volunteer will be present at all times** when The Foundry is in use.

Location

Land O' Lakes Library
2818 Collier Parkway
Land O' Lakes, FL. 34639

Contact the library at (813) 929-1214 to learn more about the Foundry.



What is Studio H?

Studio H is a multimedia recording studio at the Hudson Regional Library that allows patrons to create music, videos, podcasts, and photos. It provides free access to recording equipment and software in addition to a variety of musical instruments.

Using Studio H

- All patrons requesting Studio H for personal projects are required to attend an orientation session prior to reserving studio time.
- Patrons can reserve Studio H for two hours at a time, with a maximum of two reservations per month. Exceptions may be made at the discretion of the Branch Manager or designee.
- Patrons must submit a reservation request for studio services a minimum of 7 days before their Studio H reservation date.
- Patrons must provide their own storage device (USB or other device) when using Studio H.
- Patrons can find upcoming classes and activities online at www.pascolibraries.org, and sign up to participate if registration is required.
- Patrons are required to possess a Pasco County library card or reciprocal county library card.
- Consuming food or beverages of any type in Studio H is not permitted.

Age Requirements

- Studio H may be used by patrons under age 14 when accompanied by a parent or caregiver.
- Patrons ages 14 and older may use Studio H without a parent or caregiver present.
- **A library staff member will be present at all times** when Studio H is in use.

Location

Hudson Regional Library
8012 Library Road
Hudson, FL 34667

Contact the library at (813) 861-3040 to learn more about Studio H.



What is Regency Fresh?

Regency Fresh is a test kitchen at the Regency Park Library that allows library patrons to experience culinary demonstrations and presentations. In some cases, patrons can participate in these demonstrations in a hands-on way to learn how to prepare dishes and use kitchen implements.

Using Regency Fresh

- Find upcoming demonstrations and activities online at www.pascolibraries.org and sign up to participate if registration is required.
- To submit an idea for a demonstration or presentation, please contact Regency Park Library directly for additional information.
- All patrons must follow the guidelines outlined by the [Florida Department of Health](#) regarding [Food Safety and Sanitation](#) and [Hygiene Codes and Standards](#) when using Regency Fresh.
- All patrons using the Regency Fresh Test Kitchen must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.

Age Requirements

- Patron age requirements vary based on demonstration or presentation type. Please contact Regency Park Library directly for additional information.
- **A library staff member or registered volunteer will be present at all times** when Regency Fresh is in use.

Location

Regency Park Branch Library
9701 Little Road
New Port Richey, FL 34654

Contact the library at 727-861-3049 to learn more about Regency Fresh.



What is The Loft?

The Loft is an art and design makerspace at the Centennial Park Library. The Loft offers supplies, tools, resources, and classes related to studio arts, crafts, textiles, and photography.

Using The Loft

- **Patrons have the option of using the Loft in one of two ways:**
 - Patrons may attend a class taught by an instructor. Materials will be provided during classes, unless otherwise specified. Find upcoming classes and activities online at www.pascolibraries.org and sign up to participate if registration is required.
 - Patrons may attend Open Hours to work on their own projects. Limited supplies are available during Open Hours. Open Hours are advertised online at www.pascolibraries.org.
- Use of certain equipment and tools may be restricted to specific Open Hours, e.g. "Open Sewing" or "Open Painting."
- All patrons using the Loft must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.
- Consuming food or beverages of any type in the Loft is not permitted.

Age Requirements

- The Loft may be used by patrons under age 10 when accompanied by a parent or caregiver.
- Patrons ages 10 and older may use The Loft without a parent or caregiver present.
- Certain equipment and classes are limited to ages 18 and older. See individual class descriptions.
- **A library staff member or registered volunteer will be present at all times** when The Loft is in use.

Location

Centennial Park Branch Library
5740 Moog Road
Holiday, FL 34690

Contact the library at 727-834-3204 to learn more about The Loft.



What are the Discovery Gardens?

The New River Library Discovery Gardens work closely with the County's Cooperative Extension Department and Master Gardeners to provide a complete gardening resource, featuring: a seasonal flower garden, a Florida native plants garden, a butterfly garden, an interactive children's sensory garden, and a community garden.

Using the Discovery Gardens

- Find upcoming classes and activities online at www.pascolibraries.org.
- Patrons may pick up a brochure and take a self-guided tour of the various discovery gardens during the library's hours of operation.
- Patrons may speak with staff members to reserve a plant bed in the community garden.
- All work areas and equipment must be cleaned and put away after use.
- All patrons using the Discovery Gardens must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.

Age Requirements

- The Discovery Gardens may be used by patrons under age 16 when accompanied by a parent or caregiver.
- Patrons ages 16 and older may use the Discovery Gardens without a parent or caregiver present.

Location

New River Branch Library
34043 State Road 54
Wesley Chapel, FL 33543

Contact the library at (813) 788-6375 to learn more about the Discovery Gardens.



What is the Clay Works Ceramics Studio?

The Clay Works Ceramics Studio at the Starkey Ranch Theatre Library Cultural Center offers hands-on pottery and ceramics classes. Patrons may participate in wheel throwing, hand building, glazing, painting and other similar activities. A kiln is housed on site to fire your works of art!

Using Clay Works Ceramics Studio

- **Patrons have the option of using the Clay Works Ceramics Studio in one of two ways:**
 - Patrons may attend a class taught by an instructor. Materials will be provided during classes, unless otherwise specified. Find upcoming classes and activities online at www.pascolibraries.org and sign up to participate if registration is required.
 - Patrons may attend Open Studio Hours to work on their own projects. Limited supplies are available during Open Studio Hours. Open Studio Hours are advertised online at www.pascolibraries.org.
- Use of certain equipment, supplies, and tools may be restricted to specific Open Studio Hours, e.g. "Open Wheel Throwing." The kiln will be operated only by authorized personnel.
- All patrons using the Clay Works Ceramics Studio must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.
- Consuming food or beverages of any type in the Clay Works Ceramics Studio is not permitted.

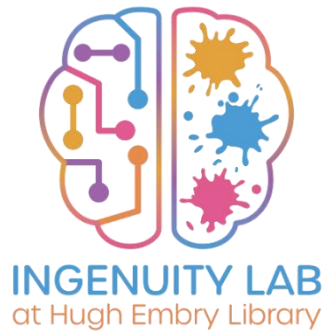
Age Requirements

- The Clay Works Ceramics Studio may be used by patrons ages 9 - 17 when accompanied by a parent or caregiver, library staff member, or registered volunteer.
- Certain equipment and classes are limited to patrons ages 18 and older. See individual class descriptions.
- **A library staff member or registered volunteer will be present at all times** when the Clay Works Ceramics Studio is in use.

Location

Starkey Ranch Theatre Library Cultural Center
12118 Lake Blanche Drive
Odessa, FL 33556

Contact the library at 727-815-7126 to learn more about the Clay Works Ceramics Studio.



What is the Ingenuity Lab?

The Ingenuity Lab is a STEAM based makerspace located at Hugh Embry Library. The Ingenuity Lab offers supplies, tools, crafts, and resources related to science, technology, engineering, art, and mathematics.

Using the Ingenuity Lab

- Find upcoming activities online at www.pascolibraries.org.
- Use of all equipment, supplies, resources, and tools will be restricted to Makerspace Open Hours.
- Patrons can reserve the Ingenuity Lab for one hour at a time, once per day, during Makerspace Open Hours. Exceptions may be made at the discretion of the Branch Manager or designee.
- All materials must remain within the confines of the Makerspace.
- Consuming food or beverages of any type in the Ingenuity Lab is not permitted.
- All patrons using the Ingenuity Lab must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.

Age Requirements

- The Ingenuity Lab may be used by patrons in grades K - 5 when accompanied by a guardian or caregiver. Guardians must remain within Children's Room during Makerspace use.
- Exceptions may be made at the discretion of the Branch Manager or designee.

Location

Hugh Embry Library
14215 Fourth Street
Dade City, FL 33523

Contact the library at 352-567-3576 to learn more about the Ingenuity Lab.



What is the Mobile Makerspace?

The Mobile Makerspace is a van that allows Libraries to take our makerspaces out into the community. It contains a selection of equipment found in our branch libraries' makerspaces, including an induction cooktop, woodburning kits, and 3D printers. The Mobile Makerspace offers programs around Pasco County, especially areas that are not close to existing branch libraries, providing the equipment and working with partner organizations to make use of their spaces.

Using the Mobile Makerspace

- Find upcoming demonstrations and activities online at www.pascolibraries.org and sign up to participate if registration is required.
- Patrons may request that the Mobile Makerspace offer a program somewhere around Pasco County. <https://www.pascolibraries.org/services/community-engagement-request-form/>
- All patrons using the Mobile Makerspace must sign a Pasco County Maker Space Program Liability Waiver and Permission Form before use. For children under 18, the Pasco County Maker Space Program Liability Waiver and Permission Form must be signed by a parent or legal guardian before use.

Age Requirements

- Patron age requirements vary based on program type. Please contact Libraries Outreach directly for additional information.
- **A library staff member will be present at all times** when Mobile Makerspace programs are occurring.

Location

On the road throughout the County!

Acknowledgement Page

I acknowledge that I have read and accept the Pasco County Libraries Makerspace Playbook.

Signature of Adult Participant

Printed Name of Adult Participant

Signature of Parent or Legal Guardian

Date (MM/DD/YYYY)

Printed Name of Parent or Legal Guardian

Printed Name of Minor Child

Library Card Number