External CD/DVD Drive Policies

- I agree to pay the overdue fine of **$5.00/hour** per part, if I fail to return the CD/DVD External Drive or its accessories to the Media and Reserve Library's desk on time.

- I understand that while this External CD/DVD Drive is in my possession, I am responsible for it at all times. **I WILL NOT LOAN THE CD/DVD EXTERNAL DRIVE TO ANYONE ELSE. I will NOT leave the CD/DVD External Drive unattended**. CD/DVD External Drives **MUST** be returned **ONLY** to the Media and Reserve Library.

- I will immediately report any loss or damage of the CD/DVD External Drive or its accessories to the Media and Reserve Library. I agree to pay all costs associated with damage to, loss of, or theft of the External CD/DVD Drive and its accessories (up to the **$30.00** replacement plus a processing fee) while it is checked out to me.

- I will return the equipment clean and free of foreign substances or risk being charged an equipment cleaning fee.

- Library CD/DVD External Drives are for research purposes, and I will abide by the Student Code of Conduct and all other applicable UWM policies. The External CD/DVD Drives may not be used for illegal activities including, but not limited to: disruption of other users/services/equipment and harassment.

- All CD/DVD External Drives must be returned before the Media and Reserve Library closes.

- I will not leave the CD/DVD External Drive on the Media and Reserve Library desk unless a staff member is present. I will wait for Library staff as they fulfill obligations to inventory components and provide me with a receipt upon request.

- Borrowers should be proficient in the use of the hardware/software they plan to access. Library staff does not provide assistance in the use of either hardware or software.

- I acknowledge that the CD/DVD External Drive and its accessories were present and working upon checkout.

Questions?

Media and Reserve Library
(414) 229-4673
Email: libmedia@uwm.edu
Website: http://uwm.edu/libraries/media/

e: 11/13/17

UWM

UWM LIBRARIES CD/DVD EXTERNAL DRIVE

Brief Guide

Related Equipment:
Laptop

CD/DVD Drive External

The UWM Libraries are pleased to make CD/DVD External Drives available for use by current UWM students, faculty and staff with their current, valid UWM ID. The External CD/DVD Drive comes with a USB data cable.

GETTING STARTED

- Place the External CD/DVD drive on a flat surface – allow room for the door to open up completely in front of the drive.

- Plug the USB data cable into the back of the External CD/DVD Drive and then into a USB port on the computer.

- Wait for the computer system to recognize the drive.

- Utilize your computer's own recording/burning software to burn information to the following formats: CD-R/RW and DVD +/-R/RW.

INSERT/REMOVE A DISC

To Insert a Disc:

- The drawer will open automatically when the drive is plugged in to the computer. Otherwise press the eject button on the front of the drive. The door will open slightly.
- Open the drawer carefully until the whole tray is exposed.
- Insert the disc by placing it on the spindle and carefully pressing the disc down until it clicks.
- Close the disc drawer

To Remove a Disc

- Press the eject button the front of the drive. The door will open slightly.
- Open the drawer carefully until the whole tray is exposed.
- Press down on the middle spindle and carefully life out the disc
- Close the disc drawer