

External Hard Drive Policies

- I agree to pay the overdue fine of **\$5.00/hour per part**, if I fail to return the External Hard Drive or its accessories to the Media and Reserve Library's desk on time.
- I understand that while this External Hard Drive is in my possession, I am responsible for it at all times. **I WILL NOT LOAN THE EXTERNAL HARD DRIVE TO ANYONE ELSE. I will NOT leave the External Hard Drive unattended.** External Hard Drives **MUST** be returned **ONLY** to the Media and Reserve Library.
- I will immediately report any loss or damage of the External Hard 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 Hard Drive and its accessories (up to the **\$100.00** 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 External Hard Drives are for research purposes, and I will abide by the Student Code of Conduct and all other applicable UWM policies. The External Hard Drives may not be used for illegal activities including, but not limited to: disruption of other users/services/ equipment and harassment.

- I agree that the Library is not responsible for any loss of or damage to, files during the External Hard Drive loan period. **ALL FILES MUST BE DOWNLOADED** prior to the return of the External Hard Drive.
*****Drives are erased upon return.**
- All External Hard Drives must be returned before the Media and Reserve Library closes.
- I will not leave the External Hard 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 External Hard 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/>

re: 4/9/18



UWM LIBRARIES EXTERNAL HARD DRIVE (2TB)

Brief Guide



**Related Equipment:
Laptop**

External Hard Drive

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

GETTING STARTED

- Place the External Hard drive on a flat surface.
- Plug the USB cable into the side of the External Hard Drive and then into a USB port on a computer.
- Wait for the computer system to recognize the External Hard Drive.

PC USE

PC Use: The External hard drive is formatted for a PC.

- Use the computer's steps to "Safely Eject Hardware" before unplugging the External Hard Drive.

****** Please download all files from the external hard drive - UNIT IS ERASED AFTER EACH USE.**

MAC USE

MAC Use: Must be formatted for use with a Mac. *****The drive will not work on a CCL Mac unless already formatted on another Mac. External Hard Drives cannot be formatted on CCL Mac machines.**

- 1) Plug the External Hard Drive in to the computer.
- 2) Go to the System Preferences.
- 3) Right click on the External Hard Drive.
- 4) Click Format.

- Use the computer's steps to "Safely Eject Hardware" before unplugging the External Hard Drive.

****** Please download all files from the external hard drive - UNIT IS ERASED AFTER EACH USE.**