USB Floppy Disc Drive Policies

- I agree to pay the overdue fine of **$5.00/hour** per part, if I fail to return the USB Floppy Disc Drive or its accessories to the Media and Reserve Services' desk on time.

- I understand that while this USB Floppy Disc Drive is in my possession, I am responsible for it at all times. **I WILL NOT LOAN THE USB FLOPPY DISC DRIVE TO ANYONE ELSE. I will NOT leave the USB Floppy Disc Drive unattended**. USB Floppy Disc Drives **MUST** be returned **ONLY** to Media and Reserve Services.

- I will immediately report any loss or damage of the USB Floppy Disc Drive or its accessories to Media and Reserve Services. I agree to pay all costs associated with damage to, loss of, or theft of the USB Floppy Disc Drive and its accessories (up to the **$120.00** 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 USB Floppy Disc Drives are for research purposes, and I will abide by the Student Code of Conduct and all other applicable UWM policies. The USB Floppy Disc 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 USB Floppy Disc Drive loan period. **ALL FILES MUST BE DOWNLOADED** prior to the return of the USB Floppy Disc Drive. *****Drives are erased upon return.**

- All USB Floppy Disc Drives must be returned before Media and Reserve Services closes.

- I will not leave the USB Floppy Disc Drive on the Media and Reserve Services' 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 USB Floppy Disc Drive and its accessories were present and working upon checkout.

Questions?

UWM LIBRARIES
USB Floppy Disk Reader Drive
Brief Guide

Related Equipment:
Laptop

USB Floppy Disc Drive

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

GETTING STARTED

- Place the USB Floppy Disc Drive on a flat surface.

- Plug the USB cable into the side of the USB Floppy Disc Drive and then into a USB port on a computer.

- Wait for the computer system to recognize the USB Floppy Disc Drive.

- NOTE: Do not use with a USB hub or USB extension cable because they cannot provide enough power for the USB Floppy Drive.

PC USE

1. Plug the USB Floppy Disc drive into computer.
2. Click on the desktop, open the "my computer" or "This Pc" under the Devices and Drivers, look for "Floppy Drive icon..
3. Click on the Floppy Drive icon button, right–click and select "Open" or double click on the icon to get to your files.

**Note: This drive will allows you to see the files, copy, move them but you may need specific applications to open the file. (ie. Pre-1993 powerpoint files may not open with newer Power Point software. Check the Internet for a conversion service to convert the files to be able to be readable with current software.

**Note: If you are using multiple floppy discs - unplug the floppy drive then plug it in again before inserting new floppy discs.

MAC USE

****Floppy disc must be in the drive before a MAC will recognize the drive.

1. Plug the USB Floppy Disc drive into computer.
2. Insert a floppy disc into the drive before the MAC computer will recognize the drive.
3. Click on the floppy drive icon button, right –click and select "Open" or double click on the icon to get your files.

**Note: If you are using multiple floppy discs - unplug the floppy drive then plug it in again before inserting new floppy discs.

**Note: This drive will allows you to see the files, copy, move them but you may need specific applications to open the file. (ie. Pre-1993 powerpoint files may not open with newer Power Point software. Check the Internet for a conversion service to convert the files to be able to be readable with current software.