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.

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Questions?

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<tr>
<th>Media and Reserve Library</th>
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<tbody>
<tr>
<td>(414) 229-4673</td>
</tr>
<tr>
<td>Email: <a href="mailto:libmedia@uwm.edu">libmedia@uwm.edu</a></td>
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<tr>
<td>Website: <a href="http://uwm.edu/libraries/media/">http://uwm.edu/libraries/media/</a></td>
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UWM LIBRARIES  
CD/DVD EXTERNAL DRIVE

Brief Guide

Related Equipment: Laptop
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 lift out the disc
- Close the disc drawer