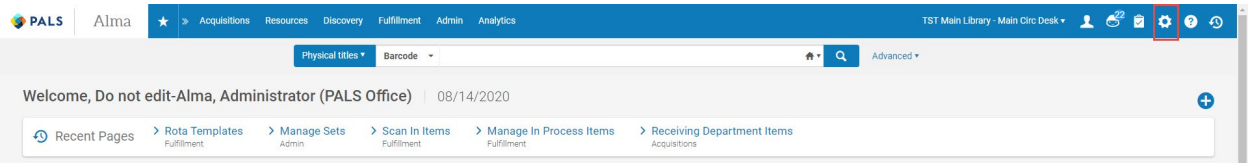
MnPALS UPS/USPS Delivery libraries

MnPALS libraries that use UPS or USPS for delivery of returnable items should use the "MailReturnable Rota." This rota has MNU University of Minnesota Twin Cities and MII Minitex. Minitex staff will fill your library's borrowing request from MNU University of Minnesota Twin Cities and as MII Minitex will refer your patron's borrowing requests to other libraries.

To see what rota your library is using…

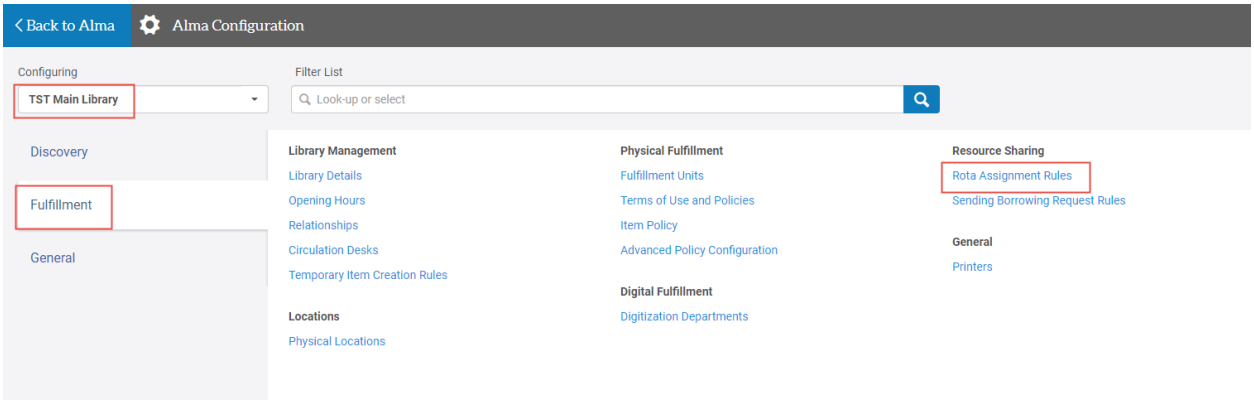
Click on "Alma Configuration"



Under "Configuring" choose your library.

Click on "Fulfillment"

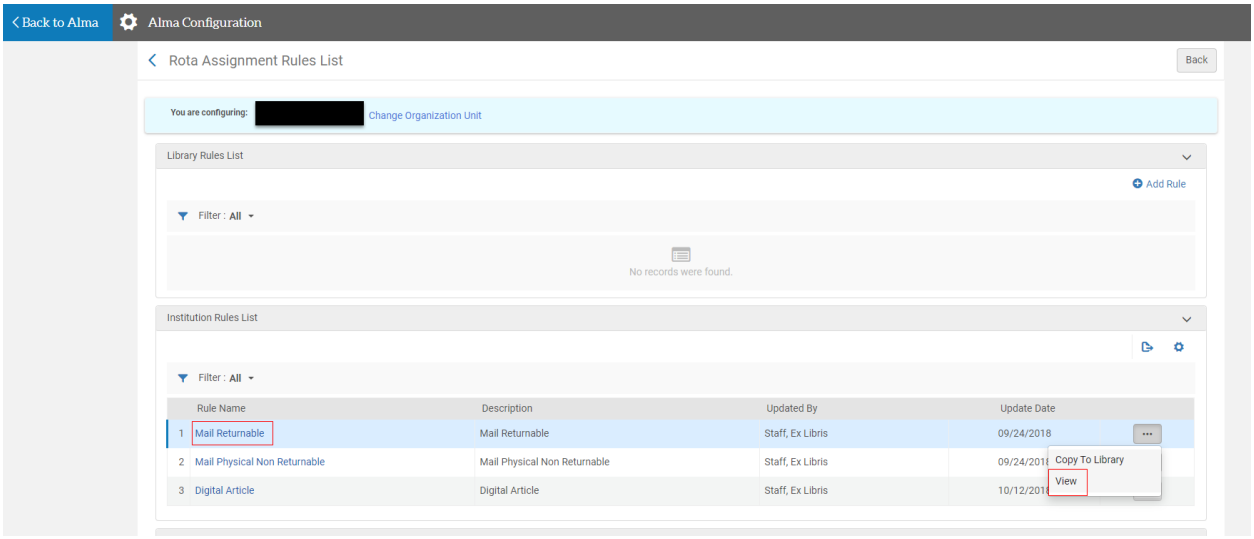
Under "Resource Sharing" click on "Rota Assignment Rules"



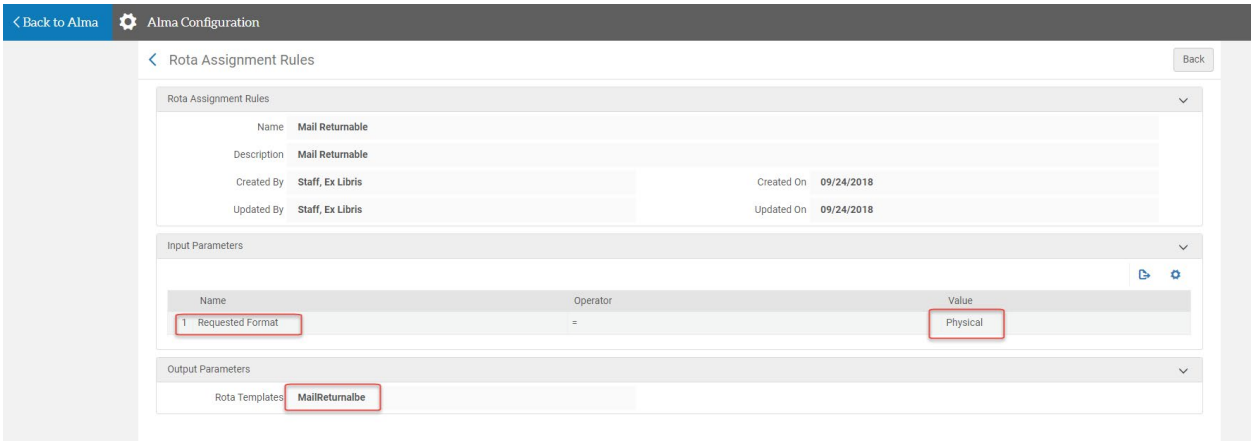
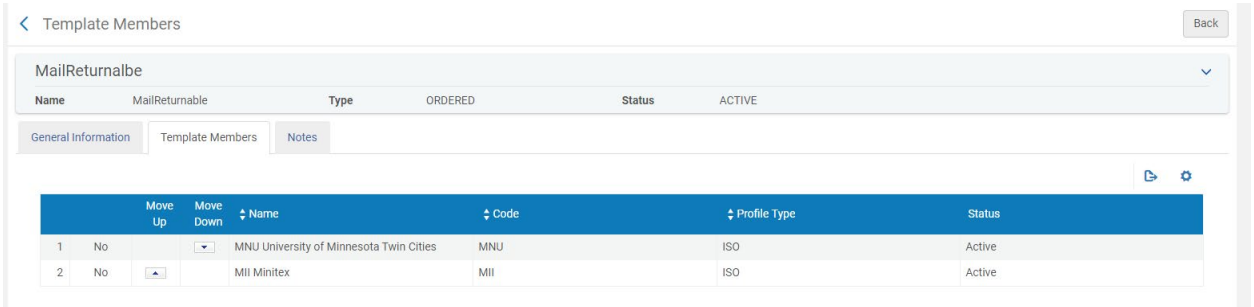
If your institution has multiple campuses (libraries) you will need to look at each library. An example of an institution with multiple libraries is Ridgewater Community College.

Under “Rota Assignment Rules List” look for the rule for physical items. Typically, the rule name is “Mail Returnable.”

Click on the ellipse to view the rule.



The rota for physical returnable requests (books, dvds) is “MailReturnable” rota.



The “MailReturnable” rota has MNU University of Minnesota Twin Cities and MII Minitex as the lending libraries.