**Background**

Each morning, library staff must collect books off of the shelves in order to fill hold requests. This process is called the request-to-fill or “RTF”. At each library, staff use the Integrated Library System (ILS) Polaris to fetch an RTF report that lists the books to be collected in alphabetical order.

The ILS sorts the RTF report in simple alphabetical order. The RTF report contains the following data: the collection name, the call number, the title, the shelf location, and several other fields useful for identifying the item (e.g., publication year). The shelf location field does not reflect the item’s shelf location. Instead, it is a flag value for whether or not the item is a ‘new item’ and should be found on the ‘new item’ section – which is not a section in every library.

Library staff must be able to sort the RTF report in a way that reflects the shelving layout of their library. Library floorplans are not organized alphanumerically by call number, collection name, or any other value available in the ILS database. While the Sno-Isle *shelving guidelines* enforce consistent design and layouts and items are organized according to a conventional Dewey shelving scheme, in general, each library has a unique footprint.

The purpose of this program is to allow library staff to easily sort the list of items they need to pull off the shelves in a sequence that corresponds to the actual layout of the library floorplan. The reason for this is to improve the efficiency of staff/volunteers collecting those items from the shelves.