

**Modified Enlarged 24 pt**

**OXFORD CAMBRIDGE AND RSA  
EXAMINATIONS**

**Wednesday 12 January 2022 – Afternoon**

**Level 3 Cambridge Technical in IT**

**05838/05839/05840/05841/05842/05877**

**Unit 2: Global information**

**INSERT**

**INSTRUCTIONS**

**Do not send this Insert for marking. Keep it  
in the centre or recycle it.**

**INFORMATION**

**This Insert contains the pre-release material  
that you have already seen.**

## **ORGANISATIONAL PROFILE**

### **Book\_Shelve**

**Book\_Shelve is a charity that collects unwanted textbooks, revision guides and other education books. The books are then requested by schools in areas where books are scarce and expensive such as Nepal, Eswatini and Bolivia. The charity focuses on books for Primary and Secondary schools. The books are collected at the charity warehouse in Somerset.**

**Publishing companies, schools and individuals who are donating books can either arrange a collection through the charity's website or drop the books off in person at the warehouse.**

**When books are ready for donation, the charity has to be contacted so a unique donation number can be allocated.**

**This number applies to all books in the donation, irrespective of the number of books being donated.**

**The books that are being donated have to be packed into cardboard boxes. Each box must have the donation number clearly written on the outside of the box.**

**If the books are not being dropped off in person, then a collection should be arranged. The collection can be arranged through the charity's website. A convenient date and time can be requested for the collection by a courier company. When a collection has been arranged then a collection reference is provided. The collection reference will enable tracking of the boxes.**

**When the boxes are received at the warehouse the books are unpacked. Each book is checked to make sure it is in good condition. A barcode is then attached to each book. The barcode number is the same as the donation number. The books are divided into categories such as Secondary school subjects.**

The title, subject, author and age range are then added to the books database. The number of books available for each title is also included. The database is shown in the catalogue of books section of the charity website.

Each evening, a scheduled back-up takes place. Two back-ups are taken; one is stored in a secure area on the Cloud whilst the other is on magnetic storage media.

Overseas schools that need books are able to view the catalogue of books section of the website. To be able to access this section the schools must register with the charity. When the registration process has been completed and accepted by the charity, the school is emailed a unique username and auto-generated password. The school can change the auto-generated password to something more memorable. The school is sent rules that the changed password should follow.

**When a school needs some books, they carry out a query on the catalogue of books section of the website. The schools can query the catalogue based on age range, subject and type of books, for example textbook or revision guide. The schools can select the titles and number they would like and reserve these on the website. When the books have been reserved the number requested is automatically deducted from the number available, with the updated number then being shown on the website. A unique book request number is provided to the school which enables tracking of the books on their journey from Somerset to the school.**

**When books are received by a school, photographs of the school and the students who will benefit from the books are taken by the school staff.**

**The photographs and a short statement are emailed to Book\_Shelve. The photographs and statement are uploaded to the charity website and also emailed to the people who donated the books. Some schools have started to send videos to the charity showing the impact that the books have had on their students. These videos are uploaded to the charity website. The speech in the videos is spoken in the school's native language.**

## **PRE-RELEASE RESEARCH BRIEF**

**To prepare for the examination, you should research the following themes:**

**How different types of information storage media and information system structures are used by Book\_Shelve, including the characteristics, advantages and disadvantages.**

**The different information sources, information styles and data types which are used by Book\_Shelve.**

**How different categories of information and the information management process of collecting, storing and retrieving are used by Book\_Shelve and the schools.**

**The different logical and physical protection measures which are currently used and could be used in the future by Book\_Shelve.**

**A comparison of technologies available to, and access issues across the global divide which could arise for, the schools who order books from Book\_Shelve.**



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