



**What we do & what you can find at <http://nonprofitscan.imaginecanada.ca>**

The Nonprofit Library Commons is an online library providing access to Imagine Canada's research as well as a wide range of nonprofit sector material reports, documents, toolkits, handbooks, manuals, etc. about topics relevant to all nonprofits. The collection has both electronic documents (accessible online) and print publications.

**Subject Guides: Getting an overview**

As a first step to finding information, visit the "Subject Guide" page, under the "Find" section of the side menu.

**Three types of guides**

"**Topic Guides**" are subsets of comprehensive lists in a major sector subject area.

"**Top Info Requests**" are the best answers to the most commonly asked information questions from our clients.

"**Tool Kits**" offer practical tools that can be directly applied to your projects and programs.

**Browse by Subject**

**Topic Guides:**  
[General topics](#) | [Sub-sector guides](#)

**Top Info Requests:**  
[General](#) | [Management and leadership](#) | [Human resource and administration](#) | [Ethics](#) | [Fundraising](#) | [Volunteering](#)

**Toolkits:** [Volunteer Value Calculator](#) | [Employee Volunteers Toolkit](#)

**Finding Practical Resources: Using the Topic Guides**

There are two ways to find "practical resources", e.g. "How to" guides, policies, templates, or manuals:

- 1) Topic Guides – quickest method through a subset of major topics
- 2) Catalogue – search by keyword, title or author to get resources

**1) Topic Guides – these offer lists of resources on specific topics.**

**Topic Guides**

Topic Guides review *broad* interest areas and include a searchable list of recommended resources from the catalogue and suggestions for further independent searching.

- [Advocacy and public policy](#)
- [Boards and governance](#)
- [Diversity, social inclusion and ethno-cultural communities](#)
- [Effective grantmaking](#)
- [Evaluation](#)
- [Fund raising and grantseeking](#)
- [Human resources management](#)
- [Legal and regulatory issues](#)
- [Nonprofit organization management](#)
- [Volunteer management](#)

**Sub-sector guides:**

- [Environmental sector](#)
- [Religious sector](#)
- [Social services sector](#)
- [Sports and recreation sector](#)

**Click any of these to get to your area of interest.**

To search within each topic :

The screenshot shows a web page titled "Nonprofit Organization Management" with a "LOGIN" button in the top right. On the left, there are navigation tabs: "FIND", "Ask the Online Librarian", and "SHARE". The "FIND" tab is highlighted, and an arrow points from a text box to the link "View the full list of Nonprofit Management resources selected by library staff, or search within the list:". Below this is a search box with the text "Enter a Keyword:" and a "Search" button. To the right, there are sections for "Get Involved!", "Popular Subject Guides", and "Topic Guides". A text box on the right points to a "Toolkits" link in the "Topic Guides" section.

**This link brings you to the full list within the subset**

**Narrow your results:**  
Type keyword(s) here. This will search within the topic subset.

**Finding practical guides:**  
This list is already sorted into a specific area - use the following words to ask for the document "type"

- Manual OR manual\*
- Policies OR polic\*
- Templates OR templat\*

💡 Tip: the \* is called a "wildcard" and searches for any combination of letters in its place

E.g., Polic\* = policies or policy

**Quick click to other topic guides**

Are you looking for a topic not available in the subject guides section?

See the next guides on how to use these and other search tips with our full library catalogue search function

## 2) Using the Catalogue

The library catalogue is essentially a search engine that looks at the contents of our library database (as opposed to the whole internet).

### Starting Out – Search by Keywords:

This is the best starting point and the easiest way to get the most results from your search.

#### First Step:

Before you start your research, think of your research question and try and break it down into a few major key ideas or terms.

E.g., “I want to find out how our Board of Directors might develop a workplan.”

Some examples of major key terms are:

- Board or Directors
- Planning or Strategic Planning

#### Next Step:

Type the words you would like into the keyword field and click “search”.

Browse through your results.

Are they not what you wanted? Try again with synonyms or similar terms.

**Search Library Catalogue**

**Imagine Canada — John Hodgson Library Online Catalogue**  
Welcome to the Imagine Canada Library, the nonprofit and voluntary sector's leading online library. The catalogue is updated monthly.

**New!** Looking for more resources? Try using our [CNLN Search](#). With nonprofit library collections at one time: RCVO (Resource Centre for Calgary, and Imagine Canada. [Try it now!](#)

Keywords  **Search**

AND  **Clear**

Authors  A - Z

Title  **My Book List**

Subjects  A - Z

Date  Language

All Resources  Online Resources only

**New!** Ontario Locations  What's This?

AND

**Callout 1:** Type in “board planning” here = you should get back 42 results.

**Callout 2:** Is this more than what you needed? See the limits below.

**Callout 3 (Limits):**  
Choose English or French results  
Select Online resources  
Select a Nonprofit Library Network Ontario partner to find print resources in your community

## Results:

You would probably like to see what you can access online first.

Look for **Full Text Available** - this is an electronic resource and you should be able to access it.

To get the document:

- 1) Click on the Title (blue) that is linked to the descriptive record.
- 2) Find the site address (URL) and click on it to view the report.
- 3) Do you want keep browsing but remember this item? Add it to your "Booklist".

The image shows a screenshot of a web browser displaying the Nonprofit Library Commons website. The browser's address bar shows the URL: <http://library.imaginecanada.ca/ViewResults.aspx?QB0=AND&QF0=A>. The website header includes "Imagine Canada" and "NONPROFIT LIBRARY COMMONS @nonprofitscanada.ca". The main content area is titled "Search Library Catalogue" and shows search results for "FIND board' & planning".

The search results list three items:

1. L'action sociale à l'ordre du jour : préparer les membres bénévoles à participer à l'établissement des conseils d'administration bénévoles à participer à l'établissement des politiques publiques [Ottawa?]: Bénévoles Canada, c2003. -- 56 p. (Book, PDF file). **Full Text Available**
2. **Advocacy on the agenda : preparing voluntary boards for public policy participation / [Annette Hegel]. -- [Ottawa]: Volunteer Canada, c2003. -- 56 p. (Book, PDF file). Full Text Available**
3. Aider les canadiens à aider d'autres canadiens : pour une meilleure gestion et transparence au sein du secteur bénévole : document de discussion / Table ronde sur la transparence et la saine gestion dans le secteur bénévole. -- Ottawa : Table ronde du...

A callout box provides a detailed view of the second record:

**Search Library Catalogue**

**Full Display**  Add to My Book List

Full Display - one record at a time. Viewing Record 2 of 42.

Use your browser's BACK button to modify your query, or click on **New Search**.

This record has 0 community comments.

No Rating | Rate or Comment on this Resource

Title **Advocacy on the agenda : preparing voluntary boards for public policy participation / [Annette Hegel]**

Publisher [Ottawa]Volunteer Canada, c2003

Description 56 p.

Notes "Please note: This document has been translated into French but does not reflect the distinct characteristics of québécois policies and public policy development. This is a literal translation and is not to be considered as a socio-political interpretation." -- p. 2 of cover Also available in French under title: L'action sociale à l'ordre du jour : préparer les membres des conseils d'administration bénévoles à participer à l'établissement des politiques publiques

URL <http://www.volunteer.ca/...oardadvocacymanual.pdf>

Internet Access Electronic monograph in PDF format System requirements: Adobe Acrobat Reader Mode of access: Volunteer Canada WWW site: <http://www.volunteer.ca>

Subjects Social advocacy -- Canada -- Planning  
Political participation -- Canada -- Planning  
Political planning -- Canada -- Citizen participation  
Nonprofit organizations -- Canada -- Political activity  
Boards of directors -- Canada -- Political activity