

Using Imagine Canada's Online Library



What you can find at our site: <http://nonprofitscan.imaginecanada.ca>

Our library is an online portal to knowledge on the nonprofit sector. The site features Imagine Canada's research AND a wide range of nonprofit sector material (reports, documents, toolkits, handbooks, manuals) on topics relevant to all nonprofits.

Subject Guides: An Overview

Visit the "Subject Guide" page, under the "Find" section from the left-hand menu

FIND

- Subject Guides
- Search Catalogue
- Special Collections
- Research @ Imagine Canada
- Ask the Online Librarian

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SHARE

- Knowledge Exchange

Subject Guides

View Edit Translate

- Charitable & Nonprofit Sector
- Management & Operations
- Research & Statistics
- Fundraising & Grantmaking
- Volunteers & Volunteering

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

Our best answers to frequently asked questions about the sector

Management & Operations

Charity and Nonprofit FAQs:

- What are the standards and statistics on administrative costs?
- How do I find information about compensation, salaries and benefits?
- Do you have resources about current privacy legislation?
- How do I resolve conflicts and disputes in my organization?

Subject Resource Lists:

- Nonprofit organization management
- Human resources management
- Legal and regulatory issues
- Evaluation

Searchable collections of the best resources on a given subject

Using the Subject Resource Lists :

The screenshot shows a library website page for 'Nonprofit Organization Management'. At the top left, there are buttons for 'View', 'Edit', and 'Translate'. A callout box points to a 'View' button with the text 'Link to the full list of resources'. Below this, it says 'last update 12/01/2008' and 'View the full list of Nonprofit Management resources selected by library staff, or search within the list:'. There is a search box with the text 'Enter a Keyword:' and a 'Search' button. Below the search box is a link 'Back to all Subject Guides'. On the right side, there is a 'Stay in touch' section with links for 'Register or login', 'Ask the Online Librarian', and 'Subscribe to the Library Update, our quarterly newsletter'. There are also icons for Twitter, Nonprofit Newswire, and Economy Newsfeed. A 'Search Tips' section is also visible on the right.

Narrow your results:

Type keyword(s) here to will search within the topic group.

Finding practical guides:

The following words will find a "type" of resource:

- 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

Search Tips

Use these symbols to refine your search or see our [Help Guides](#)

* - The wildcard is used with a search word that has different spellings or endings.
volunt* -- will find volunteer, volunteering, volunteerism;
fund* retrieves funds, fundraising, etc.

Additional search tips appear on each subject page

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

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

Guide to the Nonprofit Library Commons: Searching Imagine Canada's Online Library Catalogue



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).

First Step:

Before you start your research, think of your 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 Imagine Canada's library catalogue

The John Hodgson Library database features resources created by and produced for the Canadian charitable and nonprofit sector.

Keyword Search

Language

All Resources Online Resources only

[My Book List](#)

-- Advanced options to narrow or refine your search --

Authors A - Z

Title

Subjects A - Z

Date

Use <, >, = (greater than or equal to symbols)
e.g. >=2000 retrieves everything published since 2000

Ontario, Partner Locations [What's This?](#)

Callout Boxes:

- Type in "board planning" here: you should get back 48 results.** (Points to the Keyword Search field)
- Is this more than what you needed? See the limits below.** (Points to the search results area)
- Limits:**
 - Choose English or French results** (Points to the Language dropdown)
 - Select Online resources** (Points to the Online Resources only radio button)
 - Select a Nonprofit Library Network Ontario partner to find print resources in your community** (Points to the Ontario, Partner Locations dropdown)
- Additional search strategies to help limit your results** (Points to the search tips section)

Search Tips:

- * - The wildcard is used with a search word that has different spellings or endings.
- Volunt* -- will find volunteer, volunteering, volunteerism; fund* retrieves fund, funds, fundraising, etc.
- " - Quot will find the item descri "program p volunteerin
- ! - the NO word you d Charities ! t charities b
- / - The Of term for an non profit / nonprofit -- retrieves items with EITHER term (broadens results)
- > < - the date searches can limit further [>, <, =]
- >2000 -- retrieves everything ublished after 2000 (greater than 2000)

Results:

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

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

To get the document:

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

Search Results

Your search: **board' & planning'** found **48** records. [My Book List](#)

Use your browser's BACK button to modify your query, or click on [New Search](#).

Select Sort by date in the drop-down box above to change sort option.

- L'action sociale à l'ordre du jour : préparer les membres des conseils d'administration bénévoles à participer à l'établissement des politiques publiques.**
c2003. (Book, PDF file).
Available Online <http://www.volunteer.ca/...dadvocacymanualFre.pdf>
[More information about this resource](#)
 Add to My Book List
- Advocacy on the agenda : preparing voluntary boards for public policy participation.**
c2003. (Book, PDF file).
Available Online <http://www.volunteer.ca/...oardadvocacymanual.pdf>
[More information about this resource](#)
 Add to My Book List
- Aider les canadiens à aider d'autres citoyens**
transparence au sein du secteur béné
(HTML file).
Available Online <http://www.vsr-trsb.net/>
[More information about this resource](#)
 Add to My Book List
- Board handbook for community development**
Available Online <http://www.von.ca/englis.../Mod>
[More information about this resource](#)
 Add to My Book List

Search Library Catalogue

Full Display

Add to My Book List [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