

## **RESOURCES**

### **FOCAL CLA Conference 2015 session: Volunteers - The Right Fi**

***Dorothy Macnaughton, President, Friends of Canadian Libraries***

Volunteer Canada - Data on Giving, Volunteering and Participating in Canada  
<http://volunteer.ca/gvp>

### **Risk Management**

Health & Safety orientation for part-time / volunteer staff for libraries and other associations – Derek Zulensky, OLA Conference, 2005  
[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/Zulesky-Volunteer%20Orientation.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/Zulesky-Volunteer%20Orientation.pdf)

Risky business – you and your volunteers. Greg Kelner, OLA Conference, 2005  
[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/Risky%20Business%20Presentation%20-%20TPL%20Volunteer%20Practices%20v2.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/Risky%20Business%20Presentation%20-%20TPL%20Volunteer%20Practices%20v2.pdf)

### **Policies**

Volunteer Centre of Guelph/Wellington

Policy Development for Your Volunteer Program  
<http://volunteerguelphwellington.on.ca/useredits/Christines%20Stuff/Policy%20Development%20for%20your%20Volunteer%20Program%202013.pdf>

Huntsville Public Library Volunteer Policy  
[www.huntsvillelibrary.ca/en/aboutus/Volunteer-Policy.asp](http://www.huntsvillelibrary.ca/en/aboutus/Volunteer-Policy.asp)

Huntsville Public Library Volunteer Code of Conduct  
[www.huntsvillelibrary.ca/en/aboutus/Code-of-Conduct.asp](http://www.huntsvillelibrary.ca/en/aboutus/Code-of-Conduct.asp)

Privacy Policy, Hamilton Public Library  
[www.hpl.ca/articles/privacy-policy](http://www.hpl.ca/articles/privacy-policy)

General Information about a Code of Conduct Policy, Friends of the Sault Ste. Marie Public Library Code of Conduct Policy and the Friends of the Sault Ste. Marie Public Library Privacy Policy  
[www.accessola.org/web/FOCAL/Resources/Working\\_Relationships.aspx](http://www.accessola.org/web/FOCAL/Resources/Working_Relationships.aspx)

## **Liability Insurance**

Volunteer Canada and Under Our Wing

<http://volunteer.ca/membership/under-our-wing-insurance>

## **Volunteer Application Forms**

Huntsville Public Library

[www.huntsvillelibrary.ca/en/aboutus/resources/HPL-VolunteerApplicationForm.pdf](http://www.huntsvillelibrary.ca/en/aboutus/resources/HPL-VolunteerApplicationForm.pdf)

Niagara Falls Public Library

[www.nflibrary.ca/Portals/0/pdf/VOLUNTEER%20Form.pdf](http://www.nflibrary.ca/Portals/0/pdf/VOLUNTEER%20Form.pdf)

Toronto Public Library

[www.torontopubliclibrary.ca/support-us/volunteering/](http://www.torontopubliclibrary.ca/support-us/volunteering/)

Friends of the Prince Township Library Application Form

<http://princetwp.ca/files/Website%20Postings/Prince%20Township%20Friends%20Volunteer%20Application.pdf>

## **Position Descriptions**

FOCAL Job Description template

[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Job%20Description%20Blank.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Job%20Description%20Blank.pdf)

Volunteer Centre of Guelph/Wellington Volunteer Role Design: The Key to Your Volunteer Program

<http://volunteerguelphwellington.on.ca/useredits/Christines%20Stuff/Volunteer%20Role%20Design.pdf>

## **Recruitment**

FOCAL's Ten Tips for Recruiting Volunteers

[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Ten%20Tips%20for%20Recruiting%20Volunteers.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Ten%20Tips%20for%20Recruiting%20Volunteers.pdf)

Recruiting and Retaining Volunteers - Reva Cooper, OLA conference, 2007

Part I

[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/recruit-retain-part1.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/recruit-retain-part1.pdf)

## **Recruitment**

Recruiting and Retaining Volunteers - Reva Cooper, OLA conference, 2007  
Part II

[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/recruit-retain-part2.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/recruit-retain-part2.pdf)

Increasing Volunteer Involvement, OLA conference, 2013

[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/615-Increasing%20Volunteer%20Involvement-HPL.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/615-Increasing%20Volunteer%20Involvement-HPL.pdf)

[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/615-Increasing%20Volunteer%20Involvement.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Volunteer%20Management/615-Increasing%20Volunteer%20Involvement.pdf)

## **Screening/Interviewing; Orientation/Training**

Volunteer Canada 10 Steps of Screening  
<http://volunteer.ca/content/screening-10-steps>

The Screening Handbook, 2012 - Public Safety Canada  
<http://volunteer.ca/content/2012-screening-handbook>

Volunteer Centre of Guelph/Wellington  
Volunteer Screening - Policy Development Tool  
<http://volunteerguelphwellington.on.ca/useredits/Christines%20Stuff/Volunteer%20Screening%20Policy%20Development%20Tool%202013.pdf>

Understanding Police Records Checks  
<http://volunteer.ca/content/understanding-police-records-checks>

## **Relationship Between the Friends, Library Board and Staff**

Friends Role - chart  
[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Friends-role.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Friends-role.pdf)

Working Relationships Toolkit  
[www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Working%20Relationships%20Toolkit-2014.pdf](http://www.accessola.org/web/Documents/FOCAL/Resources/Conference%20Archives/Friends%20Groups/Working%20Relationships%20Toolkit-2014.pdf)

## **Board Volunteers**

Non Profit Resources, Dalhousie University

[www.dal.ca/faculty/cce/programs/non-profit-sector-leadership/non-profit-resources.html](http://www.dal.ca/faculty/cce/programs/non-profit-sector-leadership/non-profit-resources.html)

Sample Policies and Governance Guides

[www.dal.ca/faculty/cce/programs/non-profit-sector-leadership/non-profit-resources.html](http://www.dal.ca/faculty/cce/programs/non-profit-sector-leadership/non-profit-resources.html)

A Guide to Successful Board Recruitment

Managing Conflict: A Guide for Volunteer Boards

How Boards Can Have Better Conversations

Ten Tips for Improving Your Board Meetings

Board Member's Code of Conduct