



Lending Library

The following books and publications are held at *Involve* and are available for loan or for reference purposes to all charities, voluntary and community groups in Mid Devon.



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**A LARGE PRINT VERSION OF THIS
LEAFLET IS AVAILABLE ON REQUEST**

LEGAL ISSUES

Black Minorities and Ethnic Groups

Choosing and preparing a Governing Document (Charity Commission)

Co-operative and Community Business Legal Structures (ICOM)*

Data Protection Act 1998 *

Data Protection for Voluntary Organisations

Developing Democratic Governance

Disability Discrimination Act 1995—A Guide *

Disability Discrimination Act 1995 – An Introduction for Small & Medium Sized Businesses *

Disability Discrimination Act 1995—Code of Practice *

Disability Discrimination Act 1995—Code of Practice (Rights of Access) *

Distinctive Character of Charities (Hallmarks of a Well Run Charity) (Charity Commission) *

Disability Equality in Volunteering *

Emphasise the Positive: Guide to Positive Action for Racial Equality

Employment Legislation. Your Guide to the Working Time Regulations *

Guide to the Charities Acts 1992 & 1993

Human Rights Act 1998— Study Guide (2nd Edition) *

Insurance Guide for Voluntary Organisations (4th edition)

Joining Forces: The Black and Minority Ethnic Twinning Initiative – Home Office *

Involving Users in the Running of Voluntary Organisations (Preparing for the Future)—Guidelines for Chief Executives*

(The) Legal Guide for Involving Young People as Volunteers *

Legal Structures for Voluntary Organisations (A Guide To) *

Making Equality Simple

Managing Occupational Road Risk (The ROSPA Guide) *

Model Constitution for a Charitable Unincorporated Association (Charity Commission) *

Model Constitution for a Community Association *

Model Memorandum & Articles of Assoc. for a Charitable Company (Charity Commission) *

(A) Practical Guide to Company Law —
for Voluntary Organisations *

VAT for Voluntary Organisations (Step by Step Guide) *

(The) Voluntary Sector Legal Handbook (2nd Edition) *

Volunteers and the Law

FUNDRAISING

Alternative Funding for Students*

(The) Arts Funding Guide (6th Edition) *

Avoiding the Wastepaper Basket

Before You Apply*

Before You Apply – Community Fund
Business in the Community (Home Office) *
Codes of Fundraising Practice *
Codes of Fundraising Practice 2004
(The) Complete Fundraising Handbook *
Directory of Grant Making Trusts (2003 – 04 Edition) *
Environmental Funding Guide *
(Tiny) Essentials of Fundraising*
(Tiny) Essentials of Writing for Fundraising*
Funding our Future – Core Costs Revisited *
Fundraising – National Occupational Standards*
Guide to Bidding – Devising & Structuring Projects for Grant Funding*
(A) Guide to Grants for Individuals in Need *
(A) Guide to Local Trusts in South of England 99/2000
(A) Guide to Local Trusts in South of England 02/03 *
(A) Guide to the Major Trusts 1999/2000 *
(A) Guide to the Major Trusts 2001/2002 (Vol 1) *
(A) Guide to the Major Trusts 2002/2003 (Vol 3)
(A) Guide to the Major Trusts 2003/2004 (Vol 1)
(A) Guide to the Major Trusts 2003/2004 (Vol 2)
(A) Guide to the Major Trusts 2005/2006 (Vol 1)
(A) Guide to the Major Trusts 2005/2006 (Vol 2)
Make Giving Go Further – A Fundraiser’s Guide to Tax -Effective Giving *
Quickguides Fundraising from Individuals
Raising Money for Good Causes *
Raising Money from Trusts *
(The) Schools Funding Guide *
(The) Sports Funding Guide (2nd Edition) *
Successful Fundraising *
(The) Third World Directory 1993 *
Tried & Tested Ideas for Local Fundraising Events “How to Guide”*
Working in Fundraising (Institute of Fundraising)*
Writing Better Fundraising Applications *
Your Project and its Outcomes
(The) Youth Funding Guide (2nd Edition) *

FINANCIAL MANAGEMENT

(The) Basic Skills Agency – Direct Payment Resource Pack*
(The) Charity Treasurer’s Handbook
Financial Planning and Control
Getting Ready for Contracts
How to Manage Your Money If You Have Any (3rd Edition)
(A) Practical Guide to Charity Accounting *

MANAGEMENT COMMITTEE RESPONSIBILITIES

Boards that work – A Guide for Charity Trustees*

Charity Commission – Users on Board

(The) Charity Trustee's Handbook

Directory of Chartered Secretaries in Public Practice 2003 *

(The) Effective Trustee Part 1: Roles and Responsibilities *

(The) Effective Trustee Part 2: Aims and Resources

(The) Effective Trustee Part 3: Getting the Work Done

(The) Good Governance Action Plan Workbook*

(The) Good Trustee Guide (4th Edition)

Just About Managing (3rd Edition)

(A) Management Companion for Voluntary Organisations *

Managing Without Profit *

(The) Minute Taker's Handbook

(A) Polished Performance – Findings from NCVO's leadership programme for Chief Executives & Chairs*

Quality First-Quality Assurance Management for Community Organisations*

Voluntary But Not Amateur (7th Edition) *

Voluntary Matters (A Guide to Management and Good Practice)

Volunteers on Management Committees

PROJECT PLANNING & DEVELOPMENT

Business and Strategic Planning – Complete Guide

Creating and Managing New Projects – Complete Guide

Developing Your Organisation

Devon 21 Directory Working Towards a More Sustainable Devon*

Guide to Bidding – Devising & Structuring Projects for Grant Funding*

Managing Change in Voluntary Organisations—A Guide to Practice*

Home Office Citizenship Survey 2001: People, Families and Communities *

Social Needs in Devon (Telling a Different Tale) *

The Pub is the Hub (A Good Practice Guide) – The Countryside Agency

STARTING GROUPS FROM SCRATCH

Community Start Up (Revised Edition)

(The) National Numeracy Strategy – Mathematical Vocabulary

(The) Pub is the Hub (A Good Practice Guide) – The Countryside Agency

Quality First Quality Assurance Management for Community Organisations*

Self-Help Groups – Getting Started and Keeping Going *

Social Needs in Devon (Telling a Different Tale) *

Starting and Running a Voluntary Group *

Think Smart Think Voluntary Sector – Good Practice Guidance*

Toolkit for Developing & Implementing Equal Opportunities*

Working with Teaching Assistants – A Good Practice Guide*

RECRUITING & MANAGING STAFF / VOLUNTEERS

Be Ready Personnel Organiser APG

Building Staff/Volunteer Relations

(The) Charity as a Business *

Charity Commission – Users on Board

Disability Equality in Volunteering *

Employee Volunteering: The Guide *

(The) Employment Records Handbook

Essential Volunteer Management – Second Edition

Goodwill in Practice – The GP Volunteer Handbook*

(The) I Don't Have Enough Time - Guide to Volunteer Management Issues in Voluntary and Non-profit Management *

Just Job Evaluation The PEACe Approach CD Rom

Joining Forces : The Black and Minority Ethnic Twinning Initiative *

Line Managers' Resource – A practical guide to managing & supporting mental health in the workplace*

Making Equality Simple

(A) Management Companion for Voluntary Organisations *

Managing People

Managing Recruitment and Selection

Managing Volunteers – National Occupational Standards*

Motivating Volunteers *

Personal Advisers Handbook – Cornwall & Devon Careers *

Recruiting Volunteers – Attracting the People You Need ('How to' Guide)

Safer Recruitment to Protect the Vulnerable (CRB) *

Supervising Volunteers (What we Learned the Hard Way) *

(The) Volunteer Recruitment Book

Volunteering by Black People

Volunteering by Older People

Volunteering by People with Disabilities

Volunteering by Unemployed People

Volunteering by Young People

Volunteers and the Law

Volunteers on Management Committees

You Cannot Be Serious – A Guide to involving volunteers with mental health problems

GENERAL GOOD PRACTICE

Effective Customer Care

Excellence & Enjoyment – A Strategy for Primary Schools*

Five Steps to Risk Assessment

(The) Good Practice Guide (1998) *

(The) Good Practice Guide (2nd Edition)

How are you doing? – Using National Occupational Standards to achieve professional & personal goals*
How to produce inspiring annual reports
Information Management for voluntary and community organisations
(An) Introduction to Health and Safety
Making Equality Simple
Making People Welcome/The Sourcebook of Diversity
(The) National Numeracy Strategy – Mathematical Vocabulary (Department for education & skills)
Practical Monitoring & Evaluation (A Guide for Voluntary Organisations) *
Think Smart Think Voluntary Sector – Good practice guidance on procurement of services from the voluntary & community sector*
Toolkit for Developing & Implementing Equal Opportunities*
Working with Teaching Assistants – A Good Practice Guide (Department for education & skills)*

CONSULTATION AND INVOLVEMENT

Becoming an NHS Foundation Trust (R D & E Healthcare) *
Centre for Community Visions – Resource Pack *
Getting Involved - a Practical Manual
(The) Good Campaigns Guide *
Participation Works - Techniques for Community Participation *
Passport to Crime Reduction – Home Office*
(A) Short Guide to NHS Foundation Trusts *

COMMUNITY DEVELOPMENT

Bridging Communities – A Race Equality Action Guide for CAB *
Building Learning Communities *
Challenging Racism in the Rural Idyll *
(A) Community Strategy for Devon*
Skills + Knowledge = Power – Neighbourhood Renewal Unit *
(The) What, Why and How of Neighbourhood Community Development

HEALTH ISSUES

Drugs & Alcohol – The Health Forum *
Early Years & Health – The Health Forum *
Health and Safety at Outdoor Community Events
Health and Safety First Principles
(The) Health and Safety Handbook
Managing Occupational Road Risk (The ROSPA Guide) *
Preventing Accidental Injury – The Health Forum
Preventing & Reducing Obesity – The Health Forum *
Promoting Health & Active Life in Older Age – The Health Forum *

Promoting Physical Activity – The Health Forum *

Promoting Positive Sexual Health – The Health Forum *

Promoting Psychological Health & Emotional Wellbeing *

Reducing Falls Among Older People – The Health Forum

Reducing Smoking – The Health Forum *

Social Inclusion – The Health Forum *

Tackling Inequalities in Food & Nutrition – The Health Forum*

SOCIAL CARE ISSUES

Practical Guidance on Equality Impact and Needs Assessment

Protection of Adults at Risk–Information from DCC Social Services

NATIONAL OCCUPATIONAL STANDARDS

Fundraising*

How are you doing? Using NOS to enable people to achieve professional and personal goals*

Managing Volunteers*

PUBLICITY

Getting Your Message Across (2nd Edition)

Making News - Producing a Community Newspaper (2nd Edition)

MISCELLANEOUS

At the heart of the Community Economy – Community Enterprise*

Challenging Ageism – A Celebrating Diversity Guide*

(The) Gentle Art of Listening – Counselling Skills for Volunteers*

Local Inter Faith Activity in the UK (A Survey)*

(The) Manager's Good Guide*

Organising Local Events*

Private Action, Public Benefit – A Review of Charities & the Wider Not-for-Profit Sector*

Reference Manual for Community Organisations & Advisers*

Signals of Success – A User's Guide to Indicators

Social Auditing for Small Organisations

(The) Voluntary Agencies Directory (1999)*

Volunteers & Welfare Benefits (Guidance Notes)*

Women at the Wheel*

COMPACT

A Compact for Devon

Black and Minority Ethnic Voluntary and Community Organisations: a Code of Good Practice *

Code of Good Practice on Community Groups *

(The) Complete Guide to creating and managing new projects
Consultation and Policy Appraisal: a Code of Good Practice *
Funding: a Code of Good Practice *
Inspection of Local Authority Social Services and Voluntary Sector
Local Compact Guidelines
Project Planning and Development
Relations between Government and the Voluntary & Community Sector in
England *
Volunteering: a Code of Good Practice
Working Relationships – Towards a Common Cause by Social Services
Inspectorate *

SKILLS

(The) Minute Taker's Handbook
Rapid and Effective Reading (Royal Mail Training Course) *
WHY? (Royal Mail Participants Workbook) *
Writing Better Fundraising Applications *
Safe & Alert – Good Practice Advice on Volunteers Working with Vulnerable
Clients (1997) *
Safe and Alert – Good Practice Advice on Working in Vulnerable Situations
(2nd Edition) *
The Visible Difference – Making It Happen (Standards for Community
Associations) *
Toolkit for Developing & Implementing Equal Opportunities Policies*
Voluntary Matters (a guide to management and good practice)
WHY? (Royal Mail Participants Workbook) *
You Cannot be Serious – A Guide to involving volunteers with mental health
problems

RESEARCH

Directory of NCVO Approved Consultants*
Focus on Devon (Devon Strategic Partnership)*
Labour Market Review Winter 04/05*
Rural Issues The Impact of Regionalisation on the Rural VCS
The UK Voluntary Sector Almanac*
Volunteering for all? Institute for volunteering research*

IT

(How to) Building a Fundraising Database Using your PC
The Platform – Management Technology strategies to improve & measure
the performance of your organisation

* next to a title indicates that we only have one reference copy. All other titles are
available to borrow.