

Durham County Library

Small Business Resource Center

Get help writing a business plan, conducting industry research, financing your business, marketing, franchising and more with clear, concise guides and journal articles.

Access: Library Card Number

Search Options:

Basic Search:

Type in your keywords.

You can limit by publication date or search within a particular publication.

Click Browse Publication Titles to see the full list of titles available.

Click **Search**.

Navigate your results by the tabs at the top of the screen:

- **Business Plans** will give sample business plans taken from the **Gale Business Plans Handbook** which you can use as a model for your own business plan
- **Articles** will be magazine and journal articles.
- **Overviews** will be full-text, topical essays on all matters related to establishing, maintaining or otherwise managing a small business. This tab may also contain sample business plans, as they provide a good overview of small businesses.
- **Directories** lists additional resources related to establishing, maintaining or otherwise managing a small business such as; trade publications, consultants, local and regional organizations.
- **Websites** links to vetted and credible websites that provide local, state or regional information such as statistics, forms and licensing information. Selecting a citation from the Websites tab will display a document containing the hyperlinked address for the website, along with a brief description of the site. Click the website address link to view the site. To return to Small Business Resource Center, *close* the window in which the website appears.

From the Basic Search page, click on one of the following:

Business Topics:

- You'll find a variety of general business topics, such as **Budgeting**, **Payroll tax**, **Start ups** and **Sole proprietorships**.
- Click on one of these topics for articles and quick overviews related to your topic.

Business Types:

- Provides a list of common small businesses, from Advertising agencies to Mechanical contractors to Video stores.
- Click on a business type to go to sample business plans, articles and overviews.

How to...:

- Clicking this button takes you to a list of topics of most interest to entrepreneurs and small business owners (for example, how to write a business plan, how to start a business, and how to finance a business) that once selected will display full text articles that take you step by step through the concept or process.

Sample Business Plans:

- Clicking this button on the Basic Search page takes you directly to the Business Plans tabs of the results list, where you'll find sample business plans from a variety of small companies. Hint: To find a business plan based on a keyword search, use the Advanced Search page, enter your word or phrase (such as daycare or construction) and select "Business Plan" from the document type list box.

Printing and Emailing

Print:

- Selecting **Print** on the upper-left gives a *printer-friendly* version of a document.
- Select **Print** from the **File** Menu.
- It is ten cents a page to print in the library. The print station is the monitor with the purple screen. You will need your library card number to print.

Email:

- Select **Email** on the upper-left.
- Enter your email address and a message if you like.
- Click on **Send**.

If you need more help, please ask a librarian at the reference desk or call 560-0110. We are here to help you.