

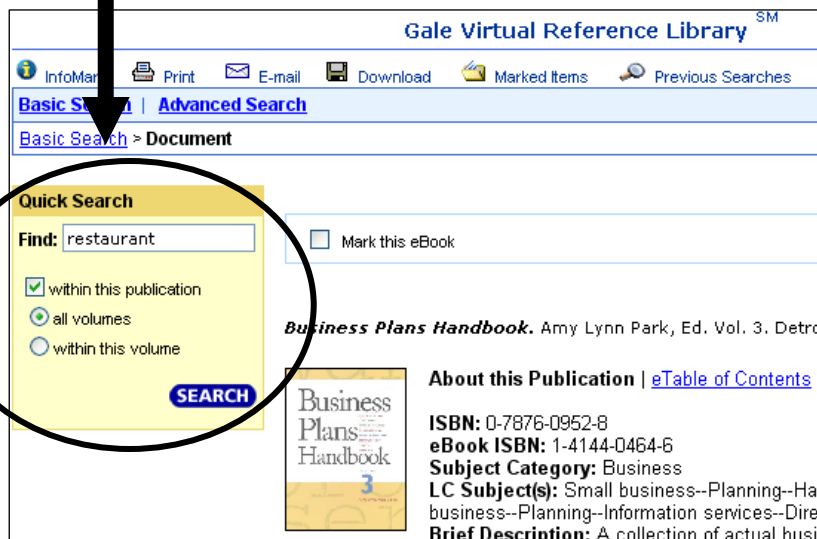
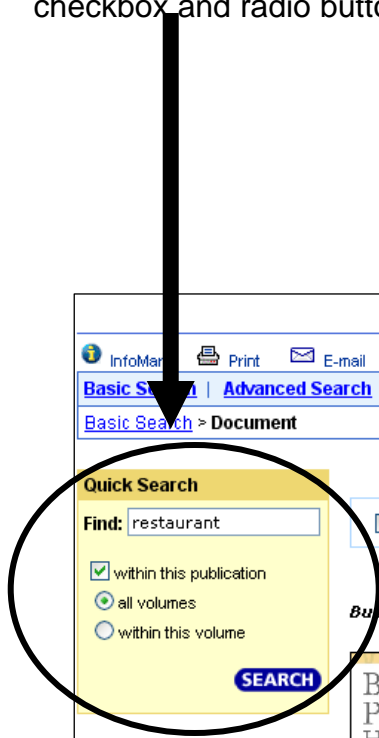
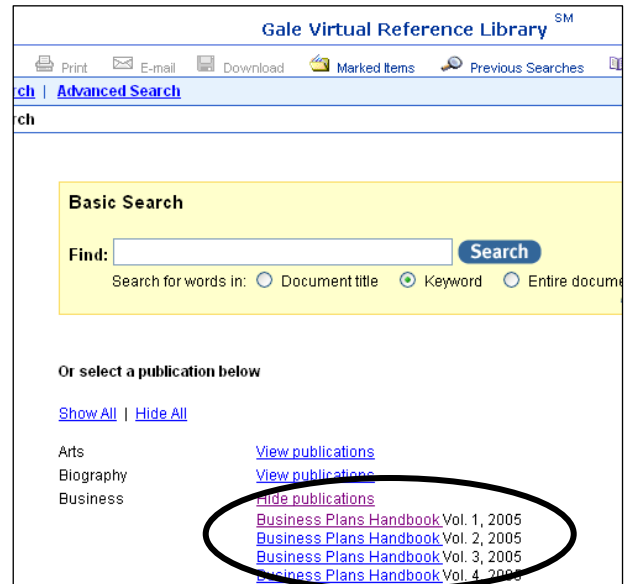
SMALL BUSINESS MANAGEMENT

Citrus College Library
www.citruscollege.edu/library



Finding Business Plans in Gale Virtual Reference Library

1. From the Library Home page
www.citruscollege.edu/library
2. Under **Quick Links**, click on **Gale**
3. From home, password: **citrus**.
4. Click on **Gale Virtual Reference Library**
5. Next to **Business**, click the **Plus Sign +**
6. Click on any of the volumes of **Business Plans Handbook**.
7. Make sure you always use the little yellow box for **Quick Search** and that the checkbox and radio button are selected.



Finding Business Plans on the Web

1. From the library home page www.citruscollege.edu/library
2. Under Guides, click on **Links by Subject**
3. Click on **Business / Consumer Information**
4. Under **Business Plans**, click on:

Sample Business Plans http://www.bplans.com/Sample_Business_Plans/index.cfm

5. Scroll down to see All Categories of free business plans.



Click the back button to return to the Citrus page of links for Business Plans. Click on: **Carnegie Library Business Plans** <http://www.clpgh.org/subject/business/bplansindex.html>



- **Scroll down (or click A to Z Index) to the list by categories.**

- Those with links are full text on the web.

A. Finding Recommended Guides for Business on the Internet

1. From the library home page www.citruscollege.edu/library
2. Under Guides, click on **Links by Subject**
3. Click on **Business / Consumer Information**
4. Click on **CSUF Business Administration Web Links** (top right)
5. Note the categories: General, News & Blogs, Business Plans, Case Studies, Finance, International, Products, and Ratios.

B. To Find Demographic Information on the Internet

1. From the Library Home Page www.citruscollege.edu/library/
2. Click the search button under the **Google** search window.
3. Try these sample searches:

Glendora demographic

"San Dimas" "chamber of commerce"

"West Covina" official

4. On the city home page, search for such words as: **population, about us, description, economic development, background, demographics, Finance Dept**, etc.

C. To Apply for a Business License

1. Use <http://www.calgold.ca.gov/> to get the agency's address.
2. OR:
3. Locate the city home page, as above in "To Find Demographic..."
4. Search for the Finance or Business Dept.
5. Look for the word "license" or "business tax" or "permits"

D. Other Web Resources

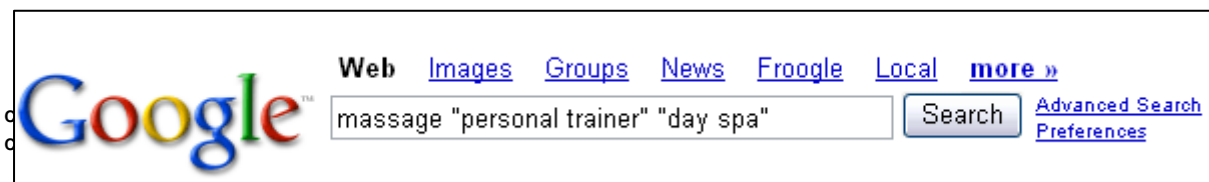
1. From the Library Home Page <http://www.citruscollege.edu/library>
2. Click on **Links**
3. Click on **Business / Consumer Information**
4. Explore the different links

E. Website that Recommends Web Sites:

1. Librarians' Index to the Internet: <http://lii.org/>
 2. Enter a search term, such as "business plan"
- OR
3. Browse the categories, such as: **Business**
 4. Click on **Small Business**

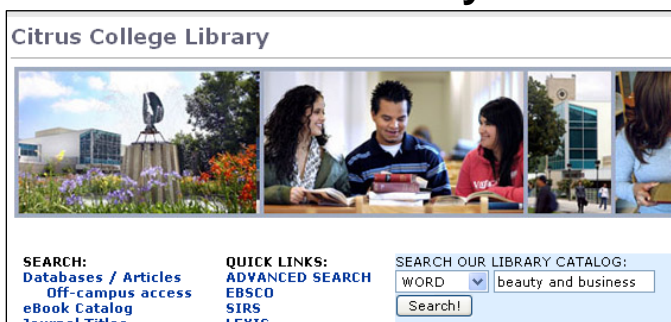
F. SEARCH FOR WEBSITES on the Internet. <http://google.com>

- **Note** that quotations force a phrase search. Remove the quotes to get more hits.



G. To Find a Book, e-Book, or Video in the Citrus Library

1. From the Citrus College Library Home Page, www.citruscollege.edu/library
2. Using a keyword search
3. To use NetLibrary e-books at home, Username: citrus Password: library
4. Helpful subject headings: **Business Planning, New Business Enterprises, Success in Business, Entrepreneurship, Marketing, New Products, Business, Management**



G. Print References

Business Plans Handbook 1996-

RMA Annual Statement Studies. Annual. (Has industry ratios.)

R 658.4 B979 v. 2, 4, 5, 9

R 657.33 R529 2005-2006

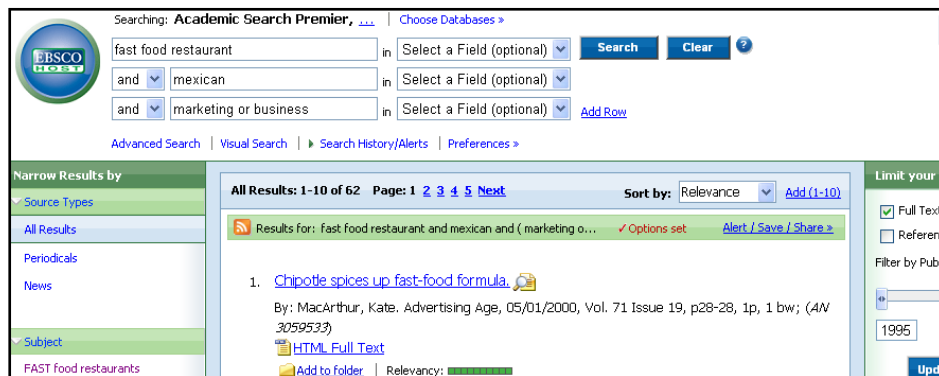
FULLTEXT MAGAZINE & JOURNAL SOURCES

EBSCO <http://search.epnet.com/login.asp?profile=web>

Academic Search Premier and MasterFILE Premier

Together, these 2 databases offer over 4600 full text periodicals (some from 1985), plus over a 1000 more that are indexed only.

1. From the library's Home Page, www.citruscollege.edu/library
2. Click on **EBSCO** under **Quick Links**
3. From home: User Name: **citruscc**; Password: **library**
4. Scroll down to add other databases, such as **Business Source Premier** (2300 fulltext magazines).
5. Click **Continue**, at the bottom or top of the screen, or press **Enter**.
6. Use the following examples to design the search strategy.
7. To e-mail an article, select the article's full text form, and then click the e-mail button at the top or bottom of the article.
8. Warning! Some articles are NOT full text. You may request them through Citrus College Library's Inter Library Loan. They are usually free.



- 1 **Note the left column “Narrow Results by Subject.”**
- 2 **Use singular nouns; EBSCO will search for both singular and plural forms.**
- 3 **Use “or” between synonyms in the same search window.**
- 4 **Click the arrow and use “TX All Text” to get more hits.**
- 5 **Note NAICS Number (for the industry). These may be used in several EBSCO databases and in some websites.**

NEWSPAPER SOURCES

LEXIS-NEXIS ACADEMIC

Warning! To Connect from Home: First, each semester, get a new personal "STUDENT LOGON" (User Name and Password) in the computer lab in **IS 107**, or the **AV Desk in the Library, flr.2**.

TO CONNECT FROM HOME:

1. From the library's Home Page www.citruscollege.edu/library/
2. Click on **Off-Campus Access** under **Search**
3. Scroll down and click on the appropriate **Instructions** (Dial Up, DSL, MAC etc.)
4. Print out those instructions.
5. Follow those instructions to change the settings on your web browser.
6. After making those changes, go back to the library's home page www.citruscollege.edu/library/

TO SEARCH LEXIS-NEXIS

1. From the Library's Home Page www.citruscollege.edu/library/
2. Click on **Lexis** under **Quick Links**
3. Click on **News**
4. Enter your search terms
5. Click on **Specify Date** arrow.
6. Select date range.
7. Press **Enter**.

LexisNexis® Academic

Search Sources

General News Legal Business People

News

Enter Search Terms

Terms and Connectors Natural Language

travel website

Anywhere in the document And

Anywhere in the document And

Previous 3 months

All available dates

Today

Date is...

Date is before...

Date is after...

Date is between...

Previous week

Previous month

Previous 6 months

Previous year

Previous 2 years

Previous 5 years

Previous 10 years

Previous...

Specify Date

Dec 10 2007 To Mar 10 2008

3. The resulting list of articles is in relevance order. Click **Expanded List**.
4. In the **Narrow Search** window, you may enter another term to narrow the search.
5. Click on the article title to view the full text.
6. Click e-mail or print buttons at the top right of each article.

LexisNexis® Academic

Start Sign Out

News - News (1) > (travel website) (997)

Search Sources

Result Groups

Sources by Category

All Results (997)

Newsires & Press Releases (447)

Newspapers (288)

Aggregate News Sources (108)

Industry Trade Press (96)

Magazines & Journals (86)

Newsletters (24)

View

List

Expanded List

Full Document

Full with Indexing

KWIC™

Custom...

1-25 of 997

Narrow Search

Next Steps

1 Invicta Group Inc. Travel Hot Link Website Traffic Increases With 5 Star Ranking

Market Wire, August 4, 2006 Friday 6:00 AM GMT, 261 words

2 www.MarketGainer.com: Issues Updates on Invicta Group Inc

M2 Presswire, August 4, 2006, 887 words

SMALL BUSINESS MANAGEMENT SUGGESTED SUBJECT HEADINGS

March 17, 2009

Type of Business	Subject Headings
Athletic rehab facility	MEDICAL rehabilitation, ATHLETES, EXERCISE therapy, Rehabilitation, Sports personnel
Automotive shop	Automotive repair shop, Automobiles – Maintenance & repair
Bakery	Baked products industry, Bakeries
Bookstore	Bookstores
Café	Coffeehouses, Restaurants,
Cake bakery	Cake, Baked products industry, Bakeries
Clothing store	Clothing & dress, Fashion, Fashion design, Women's clothing, Men's clothing, Dress, Clothing trade, Stores, retail
Computer repair	Computer repair; Computers – Maintenance & repair; Computers; Repairing; Technical support; Computer service industry
Custom confectionery	Confectionery
Customizing cars	Automobiles--Equipment & Supplies, Automobile industry & trade, Automobile supplies industry, Automobiles—Customizing
Electrical Sign & Lighting Service	Neon signs, Signs & signboards, Neon lighting,
Event planning	Special events, Planners, Special events industry, Special events marketing, Caterers & catering, Promoters
Farm, Fruit & Vegetable	Fruit growers, Fruit trade, Vegetable trade, Orchards, Crop yield, Vegetable gardening, Agriculture
Grill	Keyword: grill, Restaurants, Diners & dining
Hair Salon / Barbershop	Beauty shops, Beauty culture, Personal care industry, Barbershops, Haircutting, Hair dressing, Hairstyles
Importer or marketer	Importers, Imports, International trade, Export marketing, Export & import trade
Instrument store	Musical instruments industry, Music stores, Music trade, Musical instruments – Equipment & supplies
Interior Design	Interior Decorating, Architectural design, House furnishings
Internet café & lounge	Cybercafes,
Jewelry Store	Jewelry trade, Jewelry Stores, Retail
Medical supply	Medical supplies, Medical supplies industry,
Mediterranean night lounge	Nightclubs, Drinking Establishments
Music venue	Concerts, Centers for the performing arts, Music – Performance, Concert tours, Arenas, (Design & construction and Music)
Music video	Music videos – Production & direction, Video recordings - Production & direction, Rap (Music), Video recordings industry, Popular music,
Nightclub	Nightclubs, Drinking establishments
Pet Store	Pet Shops, Pet industry, Pets
Produce (Fruit & vegetables)	Farm produce, Vegetables, Fruit, Food industry & trade, Produce markets, Grocery shopping,
Recording studio	Sound -- Recording & reproducing, Equipment & supplies,
Roscoe's House of Chicken & Waffles	Cookery chicken, Pancakes, waffles, etc., Restaurants, Food service,
Sandwich shop	Sandwich Shops, Sandwiches, Restaurants, Chain stores
Shoe store	Shoes, Shoe stores, Footwear industry, Shoe industry
Smoke shop	Cigarettes marketing, Tobacco industry, Cigarette industry, Cigars, Convenience stores. Keyword: smoke shop
Sports bar	Bars (Drinking establishments), Nightclubs, IC 722410 Drinking Places (Alcoholic Beverages), Wine cellars
Vending machine	Vending machines, Coin-operated machines,

11 March 2008

Type of Business	Subject Headings
Arcade / Lounge	Video games, Electronic games, Electronic games industry, Arcades, Entertainment industry, Internet games, Computer games, Video games industry, Household electronics industry,
Artificial grass and landscape AGL	Turfgrasses, Athletic fields, Fieldturf, inc., Synthetic sporting surfaces, Sports facilities, Landscaping industry, Lawns, Turf management
Automotive shop	Automotive repair shop, Automobiles – Maintenance & repair
Bakery	Baked products industry, Bakeries
Bed & Breakfast	Bed & breakfast accommodations, Hospitality industry, Tourist camps, hostels, etc., IC 721191 Bed-and-Breakfast Inns,
Bikram Yoga Studio	Yoga instruction, Yoga training & fitness (combined with entrepreneur* or store or retail or facility or business)
Biomass Waste Reduction	Factory & trade waste, Refuse & refuse disposal, Biomass, Landfill management, Energy conversion, Biomass energy
Car insurance	Insurance - automobile, Automobile insurance companies, IC 524126 Direct Property and Casualty Insurance Carriers
Cereal restaurants	Restaurants and Cereal
Clothing store	Clothing & dress, Fashion, Fashion design, Women's clothing, Men's clothing, Dress, Clothing trade, Stores, retail
Entertainment	Entertainment industry, Music trade, Motion picture industry, Mass media industry
Fast food pizza	Fast food restaurants, Pizza, Pizzerias,
Funnel cake restaurants	Keyword: funnel cake, Fairs, Food, Amusements, Concessions (Amusements, etc.)
Grill	Keyword: grill, IC 722211 Limited-Service Restaurants
Hair Salon / Barbershop	Beauty shops, Beauty culture, Personal care industry, Barbershops, Haircutting, Hair dressing, Hairstyles
Income tax office	Tax return preparation industry, Tax consultants, Accountants, IC 541213 Tax Preparation Services,
Laundromat (coin laundry)	IC 812310 Coin-Operated Laundries and Drycleaners,
Live sound reinforcement equipment rental	Audio-visual equipment rental, Audio equipment industry, Sound-Equipment & supplies, Loudspeakers, Microphones, Sound -- Recording & reproducing, Equipment & supplies,
Music venue	Concerts, Centers for the performing arts, Music – Performance, Concert tours, Arenas, (Design & construction and Music)
Nightclub	Nightclubs, Drinking establishments
Record store	Record stores, Music stores, Music trade, Compact discs, IC "451220"
Restaurants	Restaurants, Food service, Hospitality industry, Dinner & dining
Skate / Graffiti	Skateboard* and graffiti
Skate / Music (Or did you mean both?)	Skateboard*
Sporting complex	Sports facilities, Stadiums, Arenas
Sports bar	Bars (Drinking establishments), Nightclubs, IC 722410 Drinking Places (Alcoholic Beverages), Wine cellars
The Outlet by E.L.S.	Outlet stores, Discount houses (retail trade)
Tuxedo shop	Tuxedo rentals, Men's clothing, IC 532220 Formal Wear and Costume Rental,

SMALL BUSINESS MANAGEMENT SUGGESTED SUBJECT HEADINGS 27 September 2007

Adult Residential facilities for the disabled	People with disabilities--Housing, People with disabilities, Housing--law & legislation
Automotive Garage	Automotive Repair shop
Billiard club	Billiards, Billiard Parlors
Car accessories	Automobiles--Equipment & Supplies, Automobile industry & trade, Automobile supplies industry, Automobiles--Customizing
Clothing	Fashion, Women's Clothing, Fashion design, Dress accessories, Fashion
Club, Bar	Drinking establishments, Nightclubs
Coffee shop / bakery	Coffeehouses, Coffee shops
Colombia Fast Food	Fast food Restaurants
Construction	Building--Design and construction, industrial engineering, Architecture, Architectural design
Fashion	Fashion design, Clothing Trade, Fashion design, Textile fabrics
High end Bar/Club	Nightclubs, Drinking Establishments
Interior Design	Interior Decorating, Architectural design, House furnishings
Jewelry Store	Jewelry trade, Jewelry Stores, Retail
Limo Company	Limousine Service, Deluxe Transportation, transportation-Automotive
Liquor store	Liquor industry, Alcoholic beverage industry, Liquors, Marketing
Mexican food	Mexican Restaurants, Restaurants, (Cookery, Mexican), Food industry & trade, Mexico
Pet Store	Pet Shops, Pet industry, Pets
Pool building company	Swimming Pools, Swimming pools - design & Construction, Pools
Race car Production/fabrication/Products	NASCAR Association, Automobile racing, Motor sports, Stock car racing, Formula one
Restaurants	Food Service, Hospitality Industry, Dinner & dining
Sandwich store	Sandwich Shops, Sandwiches, Restaurants, Chain stores
Smog Check and Test only	Emission Control, Emissions Tests, Automobile Smog Control inspections
Travel website	Web sites, Travel, Tourism, Travel Agencies