



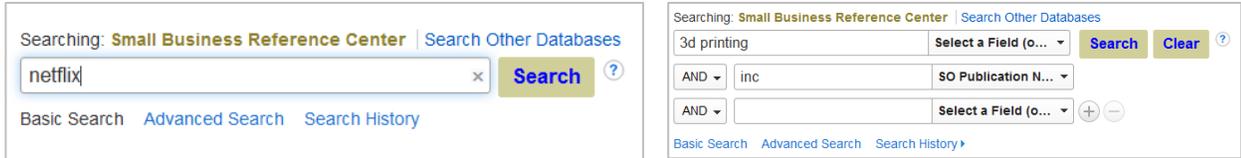
# Small Business Reference Center

**Description:** Small Business Reference Center (SBRC) is an online database containing information and resources of interest to entrepreneurs, small business owners, and other business professionals. All aspects of starting and running a small business are covered, including writing a business plan, startup financing, managing employees, marketing, strategic planning, managing tax and legal liability, and more.

**Audience:** Small business owners; individuals interested in starting a home- or internet-based business; independent contractors and consultants; college and high school business students (DECA, FBLA, and Junior Achievement participants); chambers of commerce and economic development professionals.

**Content:** Nearly 400 full-text periodicals; 450+ full-text reference books (including 70 Nolo guides); industry and market research reports; 600+ videos; small business start-up guides from all 50 states; sample business plans and forms.

**Basic / Advanced Search:** SBRC offers a basic keyword search option at the top of the home page, along with a link to an Advanced Search screen, which supports searching for different information in different fields at the same time. Basic and advanced search options work best when users are looking for something very specific, like information on a particular company (e.g. Netflix) or articles on a particular topic (e.g. 3D Printing) in a particular magazine (e.g. *Inc.*).



**Browse by Category:** When users are looking for practical background information on a general business topic, the “Browse by Category” section of the SBRC home page often works best. “Browse by Category” features four broad categories: Business Areas, Industry Information by Small Business Type, Business Basics, and Start-Up Kit & Business Plans.



Clicking on the **Business Areas** category retrieves a list of 16 areas: Accounting; Business & the Internet; Buying a Business; Closing a Business; Employees; Expanding a Business; Financing a Business; Going Green; Legal Issues; Management & Leadership Topics;

Marketing & Public Relations; Operations; Planning & Starting a Business; Sales; Starting & Managing a Nonprofit; Selling a Business.

Clicking on a specific business area, like “Accounting,” retrieves a list of subtopics within that area. Clicking on a subtopic, like “Accounting Methods,” retrieves a result list consisting of articles, book chapters, and other sources of information on the subtopic.

The image shows a navigation menu on the left with two main categories: 'Business Areas' and 'Industry Information by Small Business Type'. Under 'Business Areas', 'Accounting' is highlighted with a red box. A red arrow points from this box to the right-hand menu, which lists subtopics under 'Accounting'. 'Accounting Methods' is also highlighted with a red box. Another red arrow points from this box to a search results page. The search results page shows 'Search Results: 1 - 10 of 190' and lists three articles: 1. 'Changing Method of Accounting to Comply With New Retail-Inventory Method Regulations.', 2. 'Accounting Method Change Procedures Under the Tangible Property Regs.', and 3. 'Repair Regs. Accounting Method Change Guidance Issued.'

Clicking on the **Industry Information by Small Business Type** category retrieves a list of over 70 small business types. Clicking on a small business type, like “Bakeries,” retrieves links to Articles and Industry Information. Clicking on the “Articles” link, not surprisingly, retrieves a result list of articles on industry-related topics, whereas clicking on the “Industry Information” link retrieves a result list of industry and market research reports.

The image shows a navigation menu on the left with two main categories: 'Business Areas' and 'Industry Information by Small Business Type'. Under 'Industry Information by Small Business Type', 'Bakeries' is highlighted with a red box. A red arrow points from this box to the right-hand menu, which lists subtopics under 'Bakeries'. 'Industry Information' is also highlighted with a red box. Another red arrow points from this box to a search results page. The search results page shows 'Search Results: 1 - 10 of 563' and lists three articles: 1. 'LARGEST BAKERY CAFE CHAINS.', 2. 'SELECTIONS: BON APPÉTIT.', and 3. 'APPENDIX A ACADEMIC PROGRAMS.'

Clicking on the **Business Basics** category retrieves a list of 18 subcategories, ranging from starting a business and hiring the first employees to tax deductions and working with difficult people. Clicking on a subcategory, like “Starting a Business From Home,” retrieves a result list of source material on the topic. While some of these subcategories, like “Reacting to a Changing Market,” lead to articles, forms, reports, and more, much of the content linked to from the Business Basics area is derived from books.

**Browse by Category**

- Business Areas
- Industry Information by Small Business Type
- Business Basics
  - Starting a Business From Home
- Start-Up Kit & Business Plans

**Refine Results**

Current Search: Starting a Business From Home

Source Types: Books

Limit To: Full Text

Publication Date: 2009

Source Types: Books (23)

**Search Results: 1 - 23 of 23**

- CHAPTER 7. Working From Home.**  
By: Guerin, Lisa; Stim, Richard. *Running a Side Business*. 2009, p157-170. 14p. 1 Illustration.  
Show all 8 images  
PDF Full Text (587KB)
- CHAPTER 1. Starting the Right Side Business.**  
By: Guerin, Lisa; Stim, Richard. *Running a Side Business*. 2009, p3-29. 27p.  
Show all 8 images  
PDF Full Text (1.7MB)

Finally, clicking on the **Start-Up Kit & Business Plans** category retrieves a list of eight subcategory links you can follow to access a *Small Business Start-Up Kit*, a guide on how to write a business plan, sample business plans, and Excel financial forms you can download for personal use.

**Browse by Category**

- Business Areas
- Industry Information by Small Business Type
- Start-Up Kit & Business Plans
  - Personal Financial Statement

**Refine Results**

Current Search: Personal Financial Statement

Source Types: Books

**Search Results: 1 - 1 of 1**

- FORM: Personal Financial Statement.**  
*How to Write a Business Plan*, 2014, p1-1. 1p.  
Form

	A	B	C	D
223	<b>FEDERAL AND STATE INCOME TAXES</b>			
224	Description			Annual Payment
225	1			
226	2			
227		Total Income Taxes		\$ -
228	<b>OTHER LOAN PAYMENTS</b>			
229	Creditor			Annual Payment
230	1			
231	2			
232	3			
233		Total Other Loan Payments		\$ -
234	<b>INSURANCE PREMIUMS</b>			
235	Insurance Company	Type of Policy		Annual Payment
236	1			
237	2			
238	3			
239		Total Insurance Premiums		\$ -
240	<b>LIVING EXPENSES</b>			
241	Description			Annual Payment
242	1			
243	2			
244	3			
245		Total Living Expenses		\$ -
246	<b>OTHER EXPENSES</b>			
247	Description			Annual Payment
248	1			
249	2			
250	3			
251		Total Other Expenses		\$ -
252	<b>TOTAL ANNUAL EXPENSES</b>			\$ -

**Browse Popular Sources:** The “Browse Popular Sources” section of the SBRC home page features a colorful carousel that allows users to scroll through cover images of 30 popular Nolo reference guides included in the database. Clicking on a cover image will open the book in the PDF Full Text Viewer.



While the carousel is an eye-catching way to quickly engage users, it’s important to keep in mind that it provides access to only a small percentage of the full text content included in the database.

**Small Business Videos:** SBRC includes 57 *Harvard Business School Faculty Seminar Series* videos, with PDF full text transcripts, 191 *Vator.tv Lessons Learned* videos, and 390 *Vator.tv Interviews* videos. Videos are provided in Flash format. Videos do not appear in standard search results. To search for videos click on the “Business Videos/Images” link on the green bar at the top of the screen or click on the “Search Videos” link in the “Small Business Videos” box on the right side of the SBRC home page.



**Start-Up Information:** Finally, SBRC includes Small Business Start-Up Guides for all 50 states and the District of Columbia. Each guide contains demographic data, information on taxes and incentives, potential financing opportunities, information on any required licenses or permits, links to small business support and development organizations, as well as information on each state’s fastest growing cities and counties. To access the guide for your state, click on the “Browse By State” link in the “Start-Up Information” box on the right side of the SBRC home page. Click on the link to your state to access its Small Business Start-Up Guide.

