

**SMALL BUSINESS DEVELOPMENT RESOURCES**  
**Available at Lawrence Public Library**  
**Lawrence, KS**

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**REFERENCE RESOURCES (PRINT)**

- ACCRA Cost of Living Index* - R 917 ACCRA (at reference desk)
- American Wholesalers and Distributors Directory* - industry details on 18,000 wholesalers and distributors in the U.S. - R 338 AMERICAN
- Book of Lists* (annual top 25 lists of Kansas City businesses) – R 658.0977 BOOK OF
- Business Plans Handbook: A Compilation of Actual Business Plans Developed by Small Businesses* - R 658.4012 BUSINESS
- Business: The Ultimate Resource* - an encyclopedia of terms and best practices and insights - R330 BUSINESS
- Business Travel Planner* - R 647.9 (at reference desk)
- Business Rankings Annual* - ranks products, services, companies and activities - R 338.74 BUSINESS
- Broadcasting & Cable Yearbook* – contacts for television advertising – R 384.54 BROAD (at reference desk)
- Corporation, Partnership, Fiduciary Filled-In Tax Return Forms* - R 343.0526 CORPORAT
- Dealing with Problem Employees: a Legal Guide* - R 658.3045 DEPO
- Direct Marketing Marketplace* - R 381 DIRECT M
- Directory of Business Information Resources: Associations, Newsletters, Magazines & Journals, Trade Shows, Directories & Databases, Web Sites* - R 650 DIRECTOR
- Encyclopedia of Associations* - locate a professional association for information on business practices - R 061.3 ENC (at reference desk)
- Everyday Employment Law: The Basics* - R 344.01 GUERIN L
- Federal Employment Law: A Desk Reference* - R 344.73 DELPO
- Gale Directory of Publications and Broadcast Media* - R 070 GALE (at reference desk)
- Government Giveaways for Entrepreneurs* - R658.1522
- How to Get Your Business on the Web: A Legal Guide to E-Commerce* - R 343.07 Steingol
- Incorporate Your Business: A 50-State Legal Guide* - excellent "how to" incorporate a business, plus many forms - R 346.7306 MANCUSO
- International Business Information: How to Find It, How to Use It* - R 330 PAGELL
- Kansas Business-to-Business Sales & Marketing Directory* - R 650 KANSAS B (at reference desk)
- Kansas Business Tax Application Booklet* - to register for Kansas business taxes - RE 6/8:B979/2000 (Kansas documents area)
- Kansas Economic Indicators* - E30.109 (Kansas documents area)
- Kansas Economic Report* - E 30.109 (Kansas documents area)
- Kansas Employment, Wages, and Contributions* - R 331.E 475
- Kansas Exemption Certificates* - helps businesses properly use Kansas sales and use tax exemption certificates as buyers and sellers - RE 6.8:E 94/2001 (Kansas documents area)

*Kansas Monthly Employment Review* - HR 8.13 (Kansas documents area)  
*Kansas Sales and Compensating Use Tax* – how to collect, report and pay  
     Kansas sales and use tax - RE 6.8:5 254 (Kansas docs)  
*Kansas Statistical Abstract* - [www.ku.edu/pri/ksdata/ksah/ksa34.shtml](http://www.ku.edu/pri/ksdata/ksah/ksa34.shtml)  
*Kansas Wage Survey*: R 331.2 W129  
*Leasing Space for Your Small Business* - R658.1524 PORTMAN  
*Lawrence Chamber of Commerce Handbook* - (at reference desk)  
*Limited Liability Companies: Laws of the United States*: R 346.7306 SITARZ  
*Missouri Business-to-Business Sales & Marketing Directory* -  
     R 650 MISSOUR (at reference desk)  
*Moving & Relocation Sourcebook and Directory* – R 307.764 MOVING  
*Online Competitive Intelligence: Increase Your Profits using Cyber-*  
*Intelligence* - R 658.4702 BURWELL  
*Small Business Sourcebook*, 2 vols - basic start-up information, including  
     statistics, supplies and suppliers, trade associations and periodicals, small  
     business assistance by state, federal government agencies and more -  
     R 58.022 SMA  
*Sorkin's Directory of Business and Government* (Kansas City edition, covers  
     all of Kansas and much of Missouri) - R 338.74 SORKINS (at reference desk)  
*Standard Periodical Directory* - information on a variety of publications,  
     advertising rates, addresses - R 050 STANDARD (at reference desk)  
*Starting and Operating a Business in Kansas: A Step-by-Step Guide*:  
     R 658.11 (at reference desk)  
*Steps to Success: A Resource Guide to Starting a Business in Kansas*:  
     R658.022 STEPS  
*25 Essential Lessons for Employee Management: How to Protect Your*  
*Business* - R 658 DEMEY D  
*The American Marketplace: Demographics and Spending Patterns* -  
     R 304.6097 AMERICAN  
*The Complete Book of Small Business Legal Forms*: - R 346.0652 (at reference  
     desk)  
*The Internet Legal Guide: Everything You Need to Know When Doing*  
*Business Online* - R 343.0994  
*The Most Valuable Business Legal Forms You'll Ever Need*: R 346.7302 RAY  
*The Perfect Business Plan Made Simple* - R 658.4012 LAS  
*The Sourcebook of Local Court & County Record Retrievers* - a powerful  
     networking and marketing tool - R 025.524 SOURCEBOO  
*The Sourcebook of Zip Code Demographics* - demographics and buying  
     power for every zip code in the U.S. - R 304.6 SOURCEBOO  
*The Tax Guide for Small Business*: reference desk, tax material  
*U.S. Industry and Trade Outlook* – commerce forecasts - R338.544

**\* Material also available for check-out on these topics; search library catalog  
 using keywords from titles listed above.**

## MAGAZINES and PERIODICALS

- *American Demographics* (monthly)
- *Black Enterprise* (weekly)
- *Business Week* (weekly)
- *Entrepreneur: Solutions for Growing Businesses* (monthly)
- *Inc: The Magazine for Growing Companies* (monthly)
- *Ingram's: Kansas City Business Magazine* (monthly)
- *Monthly Labor Review* (monthly) Bureau of Labor Statistics of the U.S. Department of Labor; information on the labor force, labor-management relations, business conditions, industry productivity, compensation, occupational safety and health, demographic trends, and other economic developments
- *Smart Business* (monthly)
- *The Business Journal* (formerly *Kansas City Business Journal*) - weekly; serves metropolitan Kansas City with daily web updates at [kansascity.bCentral.com](http://kansascity.bCentral.com); current information on industries, markets, seminars in the metro area

## ELECTRONIC DATABASES

- 1) AVAILABLE AT THE LIBRARY INTERNET COMPUTERS OR VIA KANSAS STATE LIBRARY BLUE SKYWAYS WEBSITE (WITH KANSAS STATE LIBRARY CARD) AT <http://skyways.lib.ks.us>

### **InfoTracWeb: Business and Company ASAP 1980 - Current**

Information on companies, markets, industries, market trends, mergers, current management theory, company overviews. Access business and trade journals, newspapers and company directory profiles with full text.

### **InfoTracWeb: Business and Company Resource Center**

Company profiles, brand information, rankings, investment reports, histories, chronologies, periodicals, detailed company and industry news.

### **InfoTracWeb: Computer Database 1980 - Current**

Computer-related product introductions, news and reviews on hardware, software, electronics, engineering, communications, applications.

### **InfoTracWeb: National Newspaper Index 1977 - Current**

Indexes America's top five newspapers in one search: *The New York Times*, *The Wall Street Journal*, *The Christian Science Monitor*, *Los Angeles Times* and *The Washington Post*.

- 2) AVAILABLE AT LPL INTERNET COMPUTERS OR VIA REMOTE ACCESS THROUGH LPL WEB SITE AT [www.lawrencepubliclibrary.com](http://www.lawrencepubliclibrary.com)

### **FirstSearch: ABI\_INFORM**

U.S. and international articles on business and management

### **FirstSearch: GPO**

U.S. government publications

## USEFUL WEB SITES FOR ENTREPRENEURS

- U.S. Small Business Administration  
<http://www.sba.gov/>
- Kansas Business Center  
<http://www.accesskansas.org/apps/kbc.html>
- Operating a Business in Kansas  
<http://www.accesskansas.org/operating/index.html>
- Kansas Department of Revenue  
<http://www.ksrevenue.org/>
- Kansas Secretary of State: Business Services  
<http://www.kssos.org/business/business.html>
- Kansas Insurance Dept: Insurance Information for Small Business Owners  
<http://www.ksinsurance.org/index.php?id=0117>
- Kansas Statistical Abstract online  
<http://www.ku.edu/pri/ksdata/ksah/ksa34.shtml>
- Situations and Trends Reports for Kansas counties  
<http://www.oznet.ksu.edu/direct/Sit&Trends.htm>
- Tax forms, publications, information  
[www.irs.gov](http://www.irs.gov)
- The Business Journal (Kansas City) -  
<http://kansascity.bizjournals.com/kansascity/>
- Kansas Technology Enterprise Corporation (business and finance assistance for Kansas entrepreneurs)  
<http://www.ktec.com/>
- Internet Public Library: Business and Economics Reference  
<http://www.ipl.org/div/subject/browse/bus00.00.00/>
- Resources for Inventors  
<http://inventors.about.com/cs/gettingthemoney/>
- Venture Capital & Technology Incubators  
<http://inventors.about.com/cs/venturecapitol/>