

## About This Guide

The Guilderland Public Library Research Guides are intended to help you find resources available in the Library's collection, through electronic databases provided by the Library, and on the Internet that can be useful when researching a particular subject. If you don't have Internet access at home, you may use one of the computers in the Library that are connected to the Internet.

Where possible, we've also included contact information for local organizations that might provide additional information. For obvious space reasons, this is not an exhaustive list. If you need more help with your research, ***JUST ASK A LIBRARIAN!***



## About the Library

**Getting a Library Card:** Library cards are issued to individuals ages 5 and older (for children ages 5-16, a parent's or legal guardian's signature is required.) Come to the Library and fill out a registration form. You'll need identification showing your name, signature and current address, such as a valid New York State Driver's License. If your mailing address is a post office box, you'll need proof of your actual physical address, such as a utility or phone bill. Some registration restrictions may apply.

**Using Your Library Card:** You can use your Library card at any of the 29 libraries in Albany and Rensselaer counties that belong to the Upper Hudson Library System. The first time you use your card, you are limited to four items. After that, the maximum number of items allowable on a patron's account at any given time is 50, or a maximum dollar value of \$1500, whichever comes first. Certain materials can be renewed, and renewals can be done over the phone or at our website. Call the Circulation Department at 456-2400 x8 if you would like to renew items or have more questions.

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**GUILDERLAND PUBLIC LIBRARY**  
2228 Western Avenue, Guilderland NY 12084  
518.456.2400 ~ [www.guilpl.org](http://www.guilpl.org)

*Guilderland Public  
Library Research Guides*

## *Small Business Information*



## Small Business Materials at the Guilderland Library

**Circulating Materials:** Most books and other materials on starting and running a small business can be checked out of the Library. The majority of these are found in call number **658**, where you'll find books on human resource management, financing business ventures, market research guides, writing business or grant proposals, do-it-yourself legal kits for incorporating, and much more. Specific topics — for example, how to open and operate a home-based daycare business — are located elsewhere. Ask a Librarian for assistance.

**Reference Materials:** These are located on the Reference shelves behind the Reference Librarians and on the shelves labeled Investment Info, in the large Reading Room. There you'll find the Small Business Sourcebook, information on business plans, and more.

**Library Databases:** Electronic databases available through the Library's website ([www.guilpl.org](http://www.guilpl.org)) offer some resources for small business information.

**ProQuest Platinum** — a searchable database of more than 2,000 magazines, many with full-text articles.

**Business and Company Resource Center** — the article section has access to nearly 4,000 periodicals, most of which are in full text.

**Reference USA** — a comprehensive directory of business and residential telephone numbers and addresses, as well as other information on businesses and health care providers.

**Thompson Gale Legal Forms** — a wide variety of legal forms, including business forms and an employment laws handbook.

## Small Business Information on the Internet

There are many excellent resources on the Web for researching small business topics. The following are a few suggested websites.

**[www.businessweek.com/small-business](http://www.businessweek.com/small-business)**

This website, from *Business Week* magazine, offers news, analysis, tools and resources for executives of small companies.

**[www.toolkit.com](http://www.toolkit.com)**

Answers to business, tax, and legal questions and practical tips for starting, running and growing a small business.

**[www.businessownersideacafe.com](http://www.businessownersideacafe.com)**

A small business gathering place offering serious insights with a fun approach. Offers ideas for business plans, legal and business forms, reviews of new products, and lots more. There's even a message board area called CyberSchmooz.

**[www.irs.ustreas.gov/businesses/small/index.html](http://www.irs.ustreas.gov/businesses/small/index.html)**

The IRS Small Business and Self-Employed One-Stop Resource provides information about IRS small business and self-employed outreach products and programs.

**[www.homebusinessresearch.com](http://www.homebusinessresearch.com)**

Links and tutorials for home-based or small start-up businesses.

**[www.entrepreneur.com](http://www.entrepreneur.com)**

Offers information, services and advice for small business owners as well as in-depth information on thousands of franchises.

**[www.startupjournal.com](http://www.startupjournal.com)**

Articles, how-to tips, ideas, and other information for entrepreneurs from *The Wall Street Journal*.

## Local Organizations

For more information about small business opportunities, the following groups can provide training and assistance:

Guilderland Chamber of Commerce  
Suite 109  
2050 Western Avenue  
Albany, NY 12084-9563  
518-456-6611  
[www.guilderlandchamber.com](http://www.guilderlandchamber.com)

New York State Small Business Development Center  
at the University at Albany  
Harriman Business Center  
Building 7A, Suite 510  
1220 Washington Avenue  
Albany, NY 12206  
518-485-7647  
[www.nyssbdc.org](http://www.nyssbdc.org)

United States Small Business Administration  
401 S. Salina Street, 5th Fl  
Syracuse, NY 13202  
315-471-9393  
[www.sba.gov/localresources/district/ny/syracuse/index.html](http://www.sba.gov/localresources/district/ny/syracuse/index.html)

Service Corps of Retired Executives  
SCORE  
One Computer Drive South  
Albany, NY 12205  
518-446-1118 x233  
[www.scorealbany.org](http://www.scorealbany.org)