



# Business Reference Resources

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## Finding Aids

Awe, Susan C. **The Entrepreneur's Information Sourcebook**. Westport, CT: Libraries Unlimited, 2006. **HD62.5.A96 2006** (Business Center Reference)

An excellent resource for entrepreneurs writing or getting ready to write a business plan. This book takes you step-by-step through the writing process while explaining which resources to use and why.

Bentley, Linda Holman. **Investment Statistics Locator**. Phoenix: Oryx Press, 1995. **XHG4910.B451995** (BST Reference Desk)

A valuable index to investment and economic statistics found in the most widely available sources. It is arranged alphabetically by broad topic.

### **Gale's Ready Reference Shelf Database.**

This database allows you to search for U.S. and international associations as well as print and broadcast media and research centers. One can search U.S. associations on the state and local levels. This database is available electronically in any Pratt Library, and remotely with a library card, under the Find Answers tab of the Library's Web Page, <<http://www.prattlibrary.org>>.

Moss, Rita W. **Strauss's Handbook of Business Information: A Guide for Librarians, Students and Researchers**. Westport, CT: Libraries Unlimited, 2003. **XHF1010.M682004Q** (Business Center Reference)

Provides books with annotations in over a dozen business categories. Each area covers print and online sources. Annotations explain what is in the book and why the information is practical. Librarians, students and the public will find these sources helpful. There are also explanations of business concepts within each chapter.

## Directories

### General Directories

**Business Organizations, Agencies, and Publications Directory**, 17<sup>th</sup> ed. Detroit: Gale, 2004. **XHF3010.B87**

A guide to organizations and publications that provide a wide range of business information. The *Directory* lists U.S. and international organizations; government agencies and programs; facilities and services; research and educational facilities; and publications. There is a master name and keyword index.

**Encyclopedia of Associations.** 3 vols. Farmington Hills, MI: Gale. (Annual).  
**XHS17.G36** (Business Center Investment Table)

Presents a comprehensive list of more than 23,000 national and international associations arranged by subject. Each entry includes contact information, founding date, number of members, dues, staff, budget, regional or local groups, purpose of the association, publications, and annual meeting data. Each volume includes a keyword list referring to the appropriate section, and volume 3 contains a name and keyword index for the set. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through *Associations Unlimited* found under the Find Answers tab of the Library's Web Page, <<http://www.prattlibrary.org>>.

**International Directory of Company Histories.** 88 vols. Farmington Hills, MI: Gale Group, 1988-date. **XHD2721.I68** (Business Center Investment Table)

Essays on the development of the world's largest and most influential companies. Each essay has a bibliography for further information on the company. Indexes of companies, persons, and industries are included. Several new volumes are published each year with new listings and updates of previous essays. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through the *Business and Company Resource Center* linked found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**National Trade and Professional Associations of the United States.** Washington: Columbia Books. (Annual). **XHD2425.D572** (BST Reference Desk)

Alphabetical list of more than 7,400 national trade associations, labor unions, professional societies, and other national organizations. The entries include full contact information, number of members, budget, publications, and the date of annual meetings. This work has five indexes, including geography, budget size, officers, acronym, and subject. The lack of a keyword index makes this resource difficult to use when searching for a particular area within a large subject grouping.

U.S. Office of Management and Budget. Executive Office of the President. **Standard Industrial Classification Manual.** Washington: Government Printing Office, 1987.  
**XHF1042.A55**

Developed by the U.S. government, the Standard Industrial Classification system (SIC) uses a four-digit code to group together manufacturing and non-manufacturing industries. The Economic Census used these in the past, and many private publishers still use them when organizing business information such as in directories. The volume is arranged numerically with a description of the kinds of businesses included in each classification. An alphabetical index provides access by business type. This SIC codes are found online at U.S. Department of Labor, Occupational Safety and Health Administration. **Standard Industrial Classification Search** and are searchable by keyword. <<http://www.osha.gov/oshstats/sicser.html>>.

U.S. Office of Management and Budget. Executive Office of the President. **North American Industry Classification System Manual**. Washington: Government Printing Office, 2002. **XHF1042 .N67 2002** (Investment Table)

North American Industry Classification System (NAICS), developed by the U.S., Canada, and Mexico provides comparable statistics across the three countries and reflects the service and technology industries that run our economy today. NAICS replaced the Standard Industrial Classification (SIC) in the 1997 Economic Census. The 2002 edition updates the 1998 version reflecting changes seen in the economy. The manual includes 350 new industries, more than 300 pages of detailed industry definitions, tables showing correspondence between 1997 NAICS and 1987 SIC codes, and an alphabetic list of more than 18,000 types of business activities with their corresponding NAICS code. The codes and translation tables are available on the Census Web page <<http://www.census.gov/epcd/www/naics.html>>.

## U. S. Company Directories

**ReferenceUSA**. Omaha: American Business Information.

This database provides yellow page information for the fifty states and includes more than 13 million businesses. Basic searching is by company name, city, state, and phone number. Searches may be performed by SIC number, county, zip code, business size, or yellow page ad size. There is a wildcard search assistance in finding company information when you do not know the exact name. Entries include contact information, company size, yearly revenue range, and a credit rating. Note that the credit rating is *not* a Dun & Bradstreet rating. The database is available for use in any Pratt Library, and remotely with a library card, found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**American Wholesalers and Distributors Directory**. Farmington Hills, MI: Gale. (Annual). **XHF5421.A615** (BST Reference Desk)

A comprehensive guide to approximately 27,000 wholesalers and distributors in the U.S. Entries cover contact information, product line, primary SIC code, year established, annual estimated sales, and number of employees. The volume is arranged by general business type and includes indexes by SIC code, revenue rankings, geography, and company name. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through the *Business and Company Resource Center* linked found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**Companies and Their Brands / Brands and Their Companies**. 4 vols. Farmington Hills, MI: Gale Group. (Annual). **XT223.V.4A25** (Business Center Investment Table)

Provides consumer product trade names, brand names, trademarks, and their manufacturers. The **Companies** volume includes contact information for companies still in business with a list of their brand names. The **Brands** volume is arranged alphabetically by brand name giving the name of the manufacturer. Data from this source is available electronically in any Pratt library, and remotely with a library card, through the *Business and Company Resource Center* linked found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**D&B Million Dollar Database.** Bethlehem, PA: Dun & Bradstreet Information Services.

Provides information on approximately 1.6 million public and private U.S. companies. The entries include the same information as the print *Million Dollar Directory*, though they are expanded to provide biographical information on a company's top two officers and are updated more frequently. Searching and results can be customized by size, geography, and business type. The database is available for use in the any Pratt Library found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**D&B Million Dollar Directory: Leading Public and Private Companies.** 5 vols. Bethlehem, PA: Dun & Bradstreet Information Services. (Annual). **XHC102.D8** (Business Center Investment Table)

Includes companies with \$9 million dollars in sales and either headquarters with 180 employees or branches with 900 employees The first three volumes alphabetically list the companies and include the officers, type of business, SIC code, revenue, founding date, and address. The remaining volumes are cross-referenced by geography and industry.

**LexisNexis Corporate Affiliations.** 8 vols. New Providence, NJ: National Register Publishing. (Annual). **XHG4057.A3** (Business Center Investment Table)

Covers some 118,000 American parent companies, subsidiaries, divisions, and affiliates. Each entry includes the officers, line of business, SIC code, revenue, stock symbol, founding date, etc. There is an alphabetical master index and cross-reference indexes by brand name, geography, SIC code, and responsibilities. A list of mergers, acquisitions, and name changes is included. The international volume covers companies with headquarters outside the United States.

**Hoover's Handbook of American Business.** Austin, TX: Hoover's. (Annual). **XHG4057.H65** (Business Center Investment Table)

Profiles of 750 major U.S. companies provide a brief overview and history, executives, contact information including Web site address, key competitors, and ten-year financials.

**Hoover's Online.** Austin, TX: Hoover's. Internet. Available from <<http://www.hoovers.com/>>.

Limited company information for public and private companies worldwide. Each blurb contains contact information, including a link to the company's Web site, brief financial information, competitors, and links to news article and other pertinent documents. Fee-based membership provides custom search capabilities and access to detailed company.

**Mergent Manuals.** 7 vols. New York: MERGENT FIS. (Annual). **XHG4961.M67**  
(Business Center Investment Table)

Provides comprehensive financial and narrative information on public companies traded on the three U.S. stock exchanges. Each entry gives an “annual report” of the company without the narrative and illustrative information that appears in published reports. There is a News volume that reflects recent changes in the company’s financial information. The individual manuals are: *Bank and Finance; Industrial; International; Municipal Government; OTC Industrial; OTC Unlisted; Public Utilities; Transportation; Master Index*. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through *MergentOnline* found under the Find Answers tab of the Library’s Web Page <<http://www.prattlibrary.org>>.

**Standard & Poor’s Corporation Records.** New York: Standard & Poor’s. (Monthly).  
(Business Center Investment Table)

Provides up-to-date information on more than 6,000 larger public companies. Each entry provides balance sheet information.

**Standard & Poor’s Register of Corporations, Directors, and Executives.** 3 vols. New York: Standard & Poor’s. (Annual). **XHG4057.A4** (Business Center Investment Table)

A basic directory covering U.S., Canadian, and international companies. Each entry includes the officers, line of business, SIC code, revenue, and stock symbol. The first volume lists companies, the second lists executives and directors with brief biographical information, and the third volume is a cross-reference index including geographic and SIC code references.

**LexisNexis Advertising Red Books.** 5 vols. New Providence, NJ: National Register Publishing. (Annual). **XHF5805.S72Q** (Business Center Investment Table)

Volumes provide information about the advertising industry. The listing of agencies is arranged by kind of agency and includes the usual contact information along with officers, clients, number of employees, and billing revenue. It has alphabetical, geographic, personnel, and responsibility indexes. The advertisers’ listing gives general information, advertising expenditures, for companies that spend a minimum of \$200,000 on national and regional advertising. These volumes are arranged by both geography and product type with brand name, SIC code, and personnel indexes.

**Thomas Register of American Manufacturers.** 16 volumes. New York: Thomas Publishing. **XT12.T6** (Business Center Investment Table)

Covers approximately 145,000 U.S. manufacturing firms arranged by product and listed geographically within each category. Complete contact information is provided in separate volumes arranged alphabetically by company name. There are companion catalog volumes with more detailed descriptions of many of the companies’ products. Internet access to an abbreviated version of *Thomas Register* is available from <<http://www.thomasnet.com/>>.

## Regional Company Directories

Baltimore Business Journal. **Book of Business Lists**. Baltimore. (Annual).

Washington Business Journal. **Book of Business Lists**. Washington, DC. (Annual). (BST Reference Desk)

Lists the top businesses in the region and arranges them by broad subject categories. Each entry provides a complete address, financial data, area of business, employees, etc. There is also a personal name and company index.

**D&B Regional Business Directory**. 3 vols. Bethlehem, PA: Dun & Bradstreet Information Services. (Annual). **XHG4058.W3D86** (BST Reference Desk)

This set offers in-depth information on 20,000 public and private leading businesses in the Baltimore-Washington area. The directory is divided into five sections including a ranking of the top 1,000 businesses, businesses listed alphabetically, geographically, and by SIC code.

**Harris Maryland Manufacturers Directory**. Twinsburg, OH: Harris Publishing in cooperation with the Maryland Department of Economic & Employment Development. (Annual). **XHF5065.M3A4** (BST Reference Desk)

Covers manufacturers in Maryland from information provided by the Maryland Department of Economic and Employment Development. The arrangement is by geography, SIC code, alphabetical by company name, and by industrial product. This volume also contains a statistical section that ranks manufacturers by a variety of counts.

## International Company Directories

**LexisNexis Corporate Affiliations**. 8 vols. New Providence, NJ: National Register Publishing. (Annual). **XHG4057.A73** (Business Center Investment Table)

The International volume includes more than 2,000 public and private companies with headquarters outside the U.S. and lists more than 50,000 subsidiaries located throughout the world. Each entry includes the officers, line of business, SIC code, revenue, stock symbol, founding date, etc. There are alphabetical and SIC code indexes and a list of mergers, acquisitions, and names changes.

**Hoover's Handbook of World Business**. Austin, TX: Hoover's. (Annual). **XHF3010.H66** (Business Center Investment Table)

Features 300 of the largest and most influential public and private companies outside the U.S. Each entry gives a complete profile of the company, including history, and up to ten years of financial data. There is an alphabetical index to brands, companies, and people; an index of companies by geography; and an index of profiled companies by industry. The introduction offers lists that rank international businesses in various ways.

**Hoover's Online.** Austin, TX: Hoover's. Internet. Available from <<http://www.hoovers.com/>>.

Brief company descriptions for public and private companies worldwide. Entries contain basic contact information, including a link to the company's Web site, major competitors, key financial, and links to news articles. Fee-based membership provides custom search capabilities and access to detailed company profiles.

**Mergent International Manual.** New York: MERGENT FIS. (Annual). **XHG4961.M67** (Business Center Investment Table)

Information covers more than 11,000 major corporations in 117 countries. Includes a brief company history, description of business, and financial statements derived from stockholder's and SEC reports. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through *MergentOnline* found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**Principal International Businesses.** Bethlehem, PA: Dun & Bradstreet Information Services (Annual). **XHF54.U5P74** (Business Center Investment Table)

One of the most comprehensive foreign directories listing 55,000 leading companies arranged alphabetically by country. Entries include chief officer, line of business, SIC code, year founded, sales, employees, and contact information. Indexes provides access to companies by SIC code and alphabetically by name.

## Investment Sources

**Researching Companies.** Baltimore, MD: Enoch Pratt Free Library. <<http://www.prattlibrary.org/locations/bst/index.aspx?id=3016>>

Find company information to help you invest, hire a company, or purchase a product. The information can help you if you need basic information or are starting your own small business. Resources on this guide will help people with public and private companies. How-to Guides are located under the Find Answers tab on Pratt's home page <<http://www.prattlibrary.org>>, on the yellow subjects are listed by category.

Bentley, Linda Holman. **Investment Statistics Locator.** Phoenix: Oryx Press, 1995. **XHG4910.B451995** (BST Reference Desk)

An index to the investment and economic statistics that can be found in the most widely available sources. It is arranged alphabetically by broad topic.

**Big Charts.** Minneapolis, MN: CBS MarketWatch.com. Internet. Available from <<http://www.bigcharts.com/>>.

Charts, quotes, and stock reports on more than 50,000 stocks, mutual funds, and market indexes. Includes historical daily price data from January 2, 1985.

**Capital Changes Reporter.** Chicago: Commerce Clearing House. Updated Daily.

This electronic database presents a record of changes in corporate capital structure for individual public companies. Provides information on stock rights, dividends, exchanges, distributions, liquidations, and redemption useful to investors in establishing the basis of a security to determine the gain or loss when sold. Includes a section of securities deemed worthless by the IRS. Internet access requires a password and is available in the department with the assistance of a librarian.

**CRB Commodity Yearbook.** New York: Commodity Research Bureau. (Annual).  
**XHF1041.C57** (BST Reference Desk)

A useful statistical compilation covering about 100 commodities. Also covers interest rates, the stock indexes, currencies, and futures markets. Data for each commodity usually include production, prices, futures, consumption, stock, and export/import figures.

**Daily Stock Price Record.** New York: Standard & Poor's Corporation. (Quarterly).  
**XHG4945.S66** (Business Center Investment Table)

This ongoing set gives daily trading information on public companies on the three U.S. exchanges. Stock prices, dividends, splits, and earnings are indicated. The set is divided by exchange.

Financial Stock Guide Service. **Directory of Obsolete Securities.** Jersey City: Financial Information, Inc. (Annual). **XHG4961.D56** (BST Reference Desk)

Provides information about banks and companies whose identities have been lost by change in name, merger, acquisition, dissolution, reorganization, bankruptcy, or charter cancellation.

**Investment Sources for Beginners.** Baltimore, MD: Enoch Pratt Free Library.  
<<http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=3014>>

This guide is for people interested in learning about investment resources and how the stock market works. Explanations of what is in, and who typically uses, different investment resources will assist people navigate through the many investment resources. There are brief descriptions about the stock exchanges, stock markets, securities and other resources useful for finding additional information such as industry trends and statistics. Laypeople, investors, and librarians will find this guide useful. How-to Guides are located under the Find Answers tab on Pratt's home page  
<<http://www.prattlibrary.org>>, on the yellow subjects are listed by category.

**MERGENT Bond Record and Annual Bond Record Service.** New York: MERGENT FIS. (Monthly and year-end annual). (Business Center Investment Table)

This service provides detailed price information and ratings for corporate bonds, convertible bonds, commercial paper, preferred stock, and municipal bonds.

**Mergent Manuals.** 7 vols. New York: MERGENT FIS. (Annual). **XHG4961.M67**  
(Business Center Investment Table)

Provides comprehensive financial and narrative information on public companies traded on the three U.S. stock exchanges. Each entry gives an “annual report” of each company without the narrative and illustrative information that appears in the published stockholder annual reports. The set is divided by industry, alphabetically arranged, and includes a News volume that reflects recent changes in the companies’ actions. The individual manuals are: *Bank and Finance; Industrial; International; Municipal and Government; OTC Industrial; OTC Unlisted, Public Utilities; Transportation; Master Index*. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through *MergentOnline* found under the Find Answers tab of the Library’s Web Page <<http://www.prattlibrary.org>>.

**Morningstar Mutual Funds.** Chicago: Morningstar. (Biweekly). (BST Reference Desk)

Presents an advisory service for the mutual fund investor with a one-page statistical profile of the important funds. In addition, the publication includes basic operating facts, description and analysis, a fund manager profile, fees, several years’ performance, capital gains, and risk factor. Essays on investing and related information is available from the *Morningstar* Web site <<http://www.morningstar.com>>.

**Standard & Poor’s Corporation Records.** New York: Standard & Poor’s. (Monthly).  
(Business Center Investment Table)

Provides up-to-date information on more than 6,000 larger public companies. Each entry gives basic company history, balance sheet information, product line, and operations data.

**Standard & Poor’s Stock Reports.** New York: Standard & Poor’s. (Updated every 5 weeks). (Business Center Investment Table)

Provides regularly updated information on all the public companies that are traded on the New York and American exchanges, as well as the most active companies on the NASDAQ. Each entry gives condensed balance sheet information, product line, and operations data.

**Trendline Daily Action Stock Charts.** New York: Standard & Poor’s. (Weekly). (BST Office)

Contains charts showing the daily high, low, and closing prices of major U.S. companies. The charts reflect intermediate and longer-range trends, give the S&P stock appreciation ranking system (stars), project earnings estimates, and provide a yearly price range over a ten-year period for each stock covered.

**U.S. Security and Exchange Commission Web Site.** Internet. Available from  
<<http://www.sec.gov/>>.

The home of EDGAR, a searchable database of approximately three-quarters of all public company filings (including 10-K and 10-Q reports) since 1994. The filings of all public companies became available as of January 1998. The filings provide quarterly financial data, and extensive text explanations of a company’s current business activities. The Web site also provides information about the SEC and general investment advice.

**Value Line Investment Survey.** New York: Value Line. (Weekly). (Business Center Investment Table)

A popular investment advisory service that continuously analyzes and reports on 1,700 public companies. Reports are issued by industry with a one-page update and evaluation of conditions in the industry as a whole. Each company report includes charts, earnings per share, stock price projections, the Value Line rating, and current company information, including impact within the industry. The *Investment Survey* now has an expanded edition that covers 1,800 additional companies. The *Selection & Opinion* volume lists stocks by their timeliness, return on equity, growth and income, and industry performance.

**Value Line.** New York: Value Line (Database)

The Value Line database contains the information it publishes in their Investment Survey along with up-to-date investment related news and articles. Value Line also provides free educational programs for the beginning investor by means of its Value Line University function. You can access this database in any Pratt Library, and remotely with a library card, through *Value Line* found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

## **Human Resources/Management**

**The Blackwell Encyclopedia of Management.** 12 vols. Cambridge, MA: Blackwell Publishers, 1997. **XHD30.15.B531997** (Business Center Reference)

Covers subjects from accounting, managerial economics to human resource management and operations management, aimed towards the student or a serious reader. Entries are several pages long, can have diagrams, and provide a useful description of each topic. Many entries have bibliographies. Anyone interested in developing their knowledge of business concepts will find the entries useful. Each volume has an index for that volume and the last volume is an index for the entire series. Since the entries are more academic, people will find these useful for a class and for business settings.

**Encyclopedia of Management.** Detroit: Gale Group, 2000. **XHD30.15.E492000Q** (Business Center Reference)

Topics include communication, conflict management, leveraged buyouts, and organizational analysis and planning. Entries have bibliographies and cover several pages. This book's audience is the average reader who is looking for background information and answers for their work or studies.

**Handbook of Organization Studies.** London; Thousand Oaks, CA: Sage Publications, 1996. **XHD31.H31257.1996Q** (Business Center Reference)

This is an academic work suited to professionals and students. This book contains three sections: Frameworks for Analysis, Current Issues in Organization Studies, and Reflections on Research, Theory and Practice. Chapters include Organizational Ecology, Organizing for Innovation, and Images of Time in Work and Organization are examples of three chapters. Older topics and newer concepts are covered.

**Business: The Ultimate Resource.** Cambridge, MA: Perseus, 2002.

**XHD38.15.B8782002Q** (Business Center Reference)

This large reference work brings together many different subjects, which include hands-on tips and explanations about implementing all types of business situations, biographies of business thinkers, a dictionary, and a world almanac. The chapters range from marketing, finance, and systems to HR/training, manufacturing/operations, and business planning. Anyone interested in background information, people implementing new procedures, or students doing research can find an overview of information here.

**Encyclopedia of Business.** 2 vols. Detroit: Gale Group 2000. **XHF1001.E4662000Q** (Business Center Reference)

An encyclopedia with essays on a variety of business concepts such as business planning, durable goods, mergers and acquisitions, and technology transfer. Entries include short bibliographies for further reading and provide useful introductory information for people who are beginning their studies in business or are interested in gathering background information.

## Small Business Sources

**Business License Information System (BLIS).** State of Maryland Department of Labor, Licensing, and Regulations. Internet. Available from < <http://www.blis.state.md.us/> >.

This site outlines the permits and licenses that will usually be required by state and local agencies to start, move, or expand particular kinds of businesses.

**Business Plans Handbook.** 13 vols. Farmington Hills, MI: Gale Group. (Annual). **XHD62.7.B865** (Business Center Investment Table)

The handbooks are a compilation of successful business plans developed by actual small businesses seeking funding support. Included are a directory of Small Business Development Centers in the United States, a glossary of small business terms and a bibliography of additional resources. Look for the index to these volumes at: < <http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=6506> >

Entrepreneur Magazine. **Business Start-up Guides.** 200+ volumes. Irvine, CA: Entrepreneur Inc. (Ongoing). **XHD62.7.E65q** (Business Center Reference)

The first five volumes of this set provide an overview of the steps involved in small business start-up and development. Each of the rest of the volumes offers detailed advice on starting a specific kind of business. Topics covered include location, facilities, equipment, inventory, personnel, record keeping, advertising, operations, legal requirements, and financial management. A list of the specific business types covered can be found on the Library's Web site <<http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=2188>>.

**EntreWorld.** Kansas City, MO: Kaufman Foundation. Internet. Available from <<http://www.eventuring.org/eShip/appmanager/eVenturing/eVenturingDesktop>>.

Locate online resources for the small business owner and entrepreneur. Articles are available in these areas: starting your business, growing your business, and supporting entrepreneurship. There is news, a glossary, and links for further information.

**Finding the Funds: A Guide for Entrepreneurs.** Baltimore, MD: Enoch Pratt Free Library. <<http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=22158>>

Funding opportunities come from a wide variety of places, such as personal credit, family members, angel investors, state government agencies, and of course, bank loans. This guide was created to help guide you to a wide range of local funding resources.

Hillstrom, Kevin and Laurie Collier Hillstrom. **Encyclopedia of Small Business.** Detroit: Gale, 1998. **XHD62.7H553** (Business Center Investment Table)

This is a very practical A-to-Z subject encyclopedia defining issues and concepts important in small business development. Covers a wide range of topics from advertising on the Web, writing business plans, financing, and home-based businesses, to Internet commerce and product development. Emphasis is on providing how-to information that entrepreneurs can apply in their own situations.

*The following list of resources is a part of a series of volumes on demographics and is not listed in alphabetical order.*

**Household Spending: Who Spends How Much on What.** Ithaca, NY: New Strategist, 2003. **HC110 .C6 H66 2005Q** (Business Center Investment Table)

A breakdown of how money is spent by households in the United States. The first chapter is an overview of overall spending habits by age, region, and income. The following chapters provide statistics about apparel, entertainment, financial products and services, food and alcoholic beverages, gifts, health care, household expenses, shelter and utilities, personal care, reading, education, tobacco, and transportation. Demographics sectors are age, income, household type, race and Hispanic origin, and region. Essential for every entrepreneur.

**American Marketplace.** Ithaca, NY: New Strategist, 2007. **HA214.A512.2007Q** (Business Center Reference)

Provides graphs and charts of economic and demographic statistics. The figures are often broken into/reported by gender, race, or age groups. Examples of topics represented are: health, housing, income, labor force, living arrangement, population, spending, and wealth. There are also some brief explanations about the numbers, and this provides for greater understanding of the statistical information that the charts provide.

**Best Customers: Demographics of Consumer Demand.** Ithaca, NY: New Strategist, 2006. **HC.79.C6 B472006Q** (Business Center Reference)

Based on data from the Bureau of Labor Statistics 2004 Consumer Expenditure Survey, this resource reveals who the best and biggest customers are for hundreds of individual products and services.

**American Time Use: Who Spends How Long at What.** Ithaca, NY: New Strategist, 2007. **HD69.T54 A462007Q** (Business Center Reference)

The data contained in this resource is taken from the 2003 Government study called the American Time Use Survey (ATUS). The study tracks how Americans spend their time both in a professional and leisure sense.

**Demographics of the U.S.: Trends and Projections.** Ithaca, NY: New Strategist, 2007. **HB849.49.R875 2007** (Business Center Reference)

This unique resource is for the researcher interested in finding information on historical trends in demographics. It is designed specifically for print because of the difficult nature of finding historical trends online in the many government statistical Web sites. It delineates current and historical trends and provides information on projections.

**American Incomes: Demographics of Who Has Money.** Ithaca, NY: New Strategist, 2007. **HC110.I5 A442007** (Business Center Reference)

Use this resource to find the many statistics on what demographic is the most affluent and what percentage of the population is characterized as poor. Household incomes, men's incomes, women's income and discretionary income are just an example of what you will find in this book.

*End Series.*

**IRS Small Business and Self Employed Community.** Internet. Available from <<http://www.irs.ustreas.gov/businesses/small/index.html>>.

Not only does this site provide tax forms and information for small business owners, but it also offers general start-up information for first-time entrepreneurs.

**National Trade and Professional Associations of the United States.** Washington: Columbia Books. (Annual). **XHD2425.D572** (BST Reference Desk)

Alphabetical list of more than 6,000 national trade associations, labor unions, professional societies, and other national organizations. The entries include full contact information, number of members, budget, publications, and the dates of annual meetings. This work has five indexes, including geography, budget size, officers, acronym, and subject. The lack of a keyword index makes this resource difficult to use when searching for a particular area within a large subject grouping.

**Pratt's Guide to Private Equity Sources.** New York: Securities Data Publishing. (Annual). **XHG65.P73** (Business Center Reference)

Directory of more than 4,400 U. S. and international venture capital companies. Venture capital is seed capital for new or existing businesses. There are articles about raising private equity, aspects of financing, and perspectives. Company listings are alphabetical, by type and state, and by country. Each listing includes contact information, type of projects funded, geographic location, and industry preferences. Well-indexed by name, industry preference, and stage preference.

**Pricing for Small Businesses.** Baltimore, MD: Enoch Pratt Free Library.  
<<http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=17708>>

Pricing is a difficult task because the answers are not usually contained in one resource. Researching several resources is the best way to find enough information to quantify the value of the product or service you are offering. Use this how-to guide as a way to start the process.

**Small Business Sourcebook.** 2 vols. Farmington Hills, MI: Gale Group. (Annual).  
**XHD2346.U5S66** (Business Center Investment Table)

This set is an annotated guide to information resources designed to facilitate small business start-up, development, and growth. More than 320 popular small business types are profiled with each entry covering start-up information, associations, trade publications, reference works, statistical sources, trade shows, conventions, consultants, and suppliers. The *Sourcebook* arrangement includes sections covering small business profiles, general small business topics, and listings for state and federal government assistance. There is a master index to the set, an index of the small businesses profiled, and the SIC code for profiled small businesses.

State of Maryland, Office of the Secretary of State. **COMAR code of Maryland Regulations.** Annapolis: Division of State Documents. (Continuously updated). (Social, Science and History Department; Maryland Department)

COMAR is the compilation of all of the Maryland State agency regulations. The regulations are laws, but not statutes, and are changed frequently. COMAR is similar in structure to the Code of Federal Regulations and the Federal Register. New regulations or changes to existing regulations first appear in the Maryland Register and then COMAR. National standards such as ANSI standards will often be adopted by the State agencies as they address new or existing regulations. These standards then become incorporated into COMAR (e.g., BOCA National Building Codes). Emergency regulations, which by nature are temporary, are published only in the Maryland Register.

**U.S. Small Business Administration Web Site.** Internet. Available from  
<<http://www.sba.gov/>>.

Online publications cover topics in the areas of starting, financing, expanding, and managing a small business. Outlines the services and regulations of the administration and provides a directory of locations nationwide. The site map option at the bottom on the opening page offers the easiest method for finding information.

**Starting Your Small Business Successfully.** Baltimore, MD: Enoch Pratt Free Library.  
<<http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=3018>>

For people who help people starting their own business or are interested in the process themselves this how-to guide explains why business plans are useful, why the older and newer industry codes are useful and what resources are available. There are descriptions about the sources people useful when for gathering information about demographics, competition and industry trends. How-to Guides are located under the Find Answers tab on Pratt's home page <<http://www.prattlibrary.org>>, on the yellow subjects are listed by category.

**RS Means Cost/Pricing Guides.** Kingston, MA: R. S. Means Co. (Business Center Reference)

Pricing guides for the contractor, those in construction or landscaping, or anyone thinking about a remodeling project. These books provide cost information by labor, material, hourly costs and some installation information. Helpful resource to help estimate the cost of labor for home and building repair.

**Building Construction Cost Data XTH435.B84Q**

**Electrical Cost Data XTK435 .R62Q**

**Exterior Home Improvement Costs XTH4816.E97**

**Mechanical Cost Data XTH435.M42**

**Interior Cost Data XTH435.I57**

**Interior Home Improvement Costs XTH4816.I57**

**Plumbing Cost Data XTH6235 .P58**

**Repair and Remodeling Cost Data XTH3411.R6**

**Residential Cost Data XTH4815.8.M43**

**Site Work and Landscape Cost Data XTH435.S52**

**Square Foot Costs XTH435.M42**

## **Import/Export**

**Dun & Bradstreet Exporters' Encyclopaedia.** New York: Dun and Bradstreet International. (Annual) **HF3011 .E9Q** (Business Center Reference)

A useful resource for anyone interested in the export business. The main section contains trade regulations, documentation, market data, key contacts, transportation, and travel information for about 150 countries. There are also samples of export data, communications information ports and associations involved in helping trade. There is a bi-weekly supplement with regulations that come out after publication.

**Kelly's Business Directory.** 2 vols. East Grinstead Sussex: Reed Information Services. Annual. **HF54.G7 K42Q** (Business Center Reference)

Made for the person doing business in the United Kingdom or needing product information from UK companies. One volume lists products and services with the companies that provide them, and the second volume contains brief company information.

**Directory of United States Importers.** New York, NY: Journal of Commerce, Inc. (Annual) **HF3012.D57Q2007**

**Directory of United States Exporters.** New York, NY: Journal of Commerce, Inc. (Annual) **HF3011.D57Q2007.** (Business Center Reference)

Locate companies who import/export products into or out of the United States. Companies can be located alphabetically, geographically, and by product. Entries include contact information, SIC numbers, estimated value, port of entry or export, and products imported/exported. There is a glossary, sample invoices, listings of foreign embassies and consulates in the U.S., U.S. foreign trade zones, banks, world ports, and essays about how to import and export.

**Canadian Trade Index.** 2 vols. Canada: Macrae's Blue Book Ltd. (Annual)  
**HF3223.C25Q 2003** (Business Center Reference)

Two-volume set that provides company information about businesses involved with quality management and assurance. Entries in the alphabetical listing of companies include contact information and some product information. Companies that are included are manufacturers, distributors, service provide and exporters. Volume two lists companies by product type.

**Principal International Businesses.** Short Hills, NJ: Dun and Bradstreet Corp.  
**HF54.U5P742003/04** (Business Center Reference)

This directory contains company names listed geographically, alphabetically, and by SIC/product classification. The SIC product classification list is by country. Company entries provide address, phone, sales in U.S. dollars, SIC and product, ownership date, subsidiary, and number of employees.

## Marketing Information

**How to Write a Marketing Plan.** Baltimore, MD: Enoch Pratt Free Library.  
<<http://www.prattlibrary.org/locations/businesscenter/index.aspx?id=3010>>

Marketing can be an important activity for business success. Typically no single source provides all of the information necessary for writing a marketing plan. This means gathering information from several sources. You may need to gather information on demographics, industry trends and competition. Sources of information are available at the Pratt Library's Central Library/State Library Resource Center.

## Industry Codes

**Standard Industrial Classification Search.** U.S. Department of Labor, Occupational Safety & Health Administration. Internet. Available from  
<<http://www.osha.gov/oshstats/sicser.html>>.

Search the 1987 SIC manual (below) by keyword, find the description of specific four-digit SIC codes, or examine the manual online.

U.S. Office of Management and Budget. Executive Office of the President. **North American Industry Classification System Manual.** Washington: Government Printing Office, 2002. **XHF1042 .N67 2002**

North American Industry Classification System (NAICS), developed by the U.S., Canada, and Mexico provides comparable statistics across the three countries and reflects the service and technology industries that run our economy. NAICS replaced the Standard Industrial Classification (SIC) in the 1997 Economic Census. The 2002 edition updates the 1998 version reflecting changes seen in the economy. The manual includes 350 new industries, more than 300 pages of detailed industry definitions, tables showing correspondence between 1997 NAICS and 1987 SIC codes, and an alphabetic list of more than 18,000 types of business activities with their corresponding NAICS code. The codes and translation tables are available on the Census Web page  
<<http://www.census.gov/epcd/www/naics.html>>.

U.S. Office of Management and Budget. Executive Office of the President. **Standard Industrial Classification Manual**. Washington: Government Printing Office, 1987. **XHF1042.A55**

Developed by the U.S. government, the Standard Industrial Classification system (SIC) uses a four-digit code to group together manufacturing and non-manufacturing industries. The Economic Census used these in the past, and many private publishers still use them when organizing business information such as in directories. The volume is arranged numerically with a description of the kinds of businesses included in each classification. An alphabetical index provides access by business type. This SIC codes are found online at U.S. Department of Labor, Occupational Safety and Health Administration. Standard Industrial Classification Search and are searchable by keyword. <<http://www.osha.gov/oshstats/sicser.html>>.

## Industry Surveys

**Encyclopedia of American Industries**. 2 vols. Detroit: Gale Group, 2008. **XHC102.E53** (Business Center Investment Table)

This work provides coverage of more than 1,000 industries discussed in individual essays. The first volume covers manufacturing industries, and the second volume covers service and non-manufacturing industries. Coverage includes an overview with a discussion of trends and predictions for the future; the organization and structure of the industry; research and technological advances; characteristics of the work force; and the U.S.'s standing in the world market. Entries are arranged by SIC Code with general and industry indexes. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through the *Business and Company Resource Center* linked found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**Encyclopedia of Emerging Industries**. Farmington Hills, MI: Gale Group. 2007. **XHD2324.E527** (Business Center Investment Table)

Similar to the *Encyclopedia of American Industries* (above), this work covers 118 newly flourishing U.S. industries and industry segments, including Infomercials, Raw Juice Bars, and Web Developers. Essays are arranged alphabetically by industry and include such sub-topics as an industry snapshot, current conditions, industry leaders, and research and technology. There is a general index, as well as a SIC to NAICS cross-reference.

**Encyclopedia of Global Industries**. Detroit: Gale, 2007. **XHD2324.E53** (Business Center Investment Table)

Chronicles the history, development, and status of 115 global industries with significant international trade. Essays are arranged alphabetically by major industries, and are then subdivided into more specific areas. The charts, graphs, and statistical tables included were prepared solely for this work. There is a general index, as well as geographic, industry, and harmonized SIC conversion indexes.

**Industry Surveys.** New York: Standard & Poor's. (Quarterly). **XHC106.6.S74** (BST Reference Desk/Business Center Investment Table)

This comprehensive reference work provides a current analysis of all major domestic industries. Each analysis examines the prospects for each industry, historical trends, and problems. Statistical tables and graphs are included. The section on comparative company analysis is particularly useful for comparing the growth in sales and earnings of leading companies in the industry.

**Value Line Investment Survey.** New York: Value Line. (Weekly). (Business Center Investment Table)

This is a popular investment advisory service that continuously analyzes and reports on 1,700 public companies. Reports are grouped by industry with a one-page update and evaluation of conditions in the industry as a whole. Each company report include charts, earnings per share, stock price projections, the Value Line rating, and current company information, including impact within the industry. The *Investment Survey* now has an expanded edition that covers 1,800 additional companies. The *Selection & Opinion* volume list stocks by their timeliness, return on equity, growth and income, and industry performance.

## Marketing Counts and Lists

Electronic company directories allow the user to create counts and lists of businesses defined by various criteria such as size, location, and business type. Lists will vary between databases depending upon each one's scope and search capabilities.

**ReferenceUSA.** Omaha: American Business Information.

Provides yellow page information for the fifty states and includes more than 13 million businesses. Basic searching is by company name, city, state, and phone number. Searches may be modified by SIC number, county, zip code, business size, or yellow page ad size. Entries include contact information, company size, yearly revenue range, and a credit rating. Note that the credit rating is *not* a Dun & Bradstreet rating. The database is available for use in any Pratt Library, and remotely with a library card, found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**D&B Million Dollar Database.** Bethlehem, PA: Dun & Bradstreet Information Services.

Provides information on approximately 1.5 million public and private U.S. companies. The entries include the same information as the print *Million Dollar Directory*, though they are expanded to provide biographical information on a company's top two officers, and are updated more frequently. Searching and results can be customized by size, geography, and business type. The database is available for use in any Pratt Library found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

## Rankings and Market Share

Baltimore Business Journal. **Book of Business Lists**. Baltimore. (Annual).

Washington Business Journal. **Book of Business Lists**. Washington, DC. (Annual). (BST Reference Desk)

Lists the top businesses in the region and arranges them by broad subject categories. Each entry provides a complete address, financial data, area of business, employees, etc. There is also a personal name and company index.

**Business Rankings Annual**. Farmington Hills, MI: Gale Group. (Annual).

**XHG4050.B88** (Business Center Investment Table)

Lists the “top” businesses around the world arranged alphabetically by subject. The subjects are further subdivided by geography or a division that reflects different facets of a particular industry. This annual includes a comprehensive index and bibliography listing the sources used to create the work. Entries include a list of the top companies, information on how they were ranked, and the sources used to create the entry. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through the *Business and Company Resource Center* linked found under the Find Answers tab of the Library’s Web Page <<http://www.prattlibrary.org>>.

**Dun’s Business Rankings**. Bethlehem, PA: Dun & Bradstreet Information Services.

(Annual). **XHG4057.A237** (Business Center Investment Table)

This one volume ranks more than 25,000 leading U.S. companies in sixty-seven industry categories. There is an alphabetical cross-reference with the sections arranged by business size, business size within state, business within SIC codes, and public companies by size.

**Market Share Reporter**. Farmington Hills, MI: Gale Group. (Annual).

**XHF1040.8.M37** (Business Center Investment Table)

Provides comparative business statistics necessary to analyze markets and spot trends within major industries that in turn affect other business sectors. This is also an excellent source for determining the companies that control market share for individual products. Entries illustrate the relative strengths of participants in a market. This resource is organized in chapters by two-digit SIC code categories with a table of topics, a source index, a products/services/issues index, and a brand index. Data from this source is available electronically in any Pratt Library, and remotely with a library card, through the *Business and Company Resource Center* linked found under the Find Answers tab of the Library’s Web Page <<http://www.prattlibrary.org>>.

## Ratios

**Industry Norms and Key Business Ratios**. Bethlehem, PA: Dun & Bradstreet Information Services. (Annual). **XHF5681.R25.D8523** (BST Reference Desk)

Provides balance sheet, income statement statistics, and financial ratios for more than eighty lines of business arranged by four-digit SIC codes. Covers U.S. corporations, partnerships, and proprietorships, both public and private.

**Annual Statement Studies.** Philadelphia: Robert Morris Associates. (Annual).  
**XHF5681.B2.R6** (BST Reference Desk)

Robert Morris Associates is an association of lending and credit risk professionals. This resource will help commercial bankers with their work. Provides the financial and operating ratios for more than 360 industries arranged by four-digit SIC codes. Included are manufacturers, wholesalers, retailers, services, and contractors. Examples of industries include: Agriculture, Forestry, Fishing, and Hunting; Transportation and Warehousing; Finance and Insurance; Educational Services; and Health Care and Social Assistance.

## Statistics

U.S. Bureau of the Census. **Census Publication.** Washington: Government Printing Office.

The Bureau of the Census is the largest publisher of comprehensive statistical data important to business and marketing. The data can be used to measure potential U.S. markets in terms of size, geographic areas, types of business, and the kinds of products made or sold. Following are Web sites for locating specific statistical information.

### **Economic Census**

The Economic Census is performed every five years in years ending with “2” and “7.” The last census was performed in late 2002. The information is listed by NAICS codes for the 1997 Census and beyond. The 1992 and previous Economic Censuses are available in multiple volumes under separate titles determined by SIC codes. The 1992 (and previous) Census results are in print form, but the 1997 and current Census is available only on the Internet from the Census Bureau home page < <http://www.census.gov/econ/census02/> >.

If you start from the Census page, <[www.census.gov](http://www.census.gov)> under the Business category you will find links for the economic census, NAICS codes, and foreign trade. Statistics from the 2002 Economic Census is available nation wide and regionally. Nationwide data compares 2002 and 1997 figures. Statistical information from the 1997 census is still available as are other pieces of information. For other categories click on the word business.

**Community Sourcebook of Zip Code Demographics.** Fairfax, VA: CACI. (Annual).  
**XHA203.S66** (BST Reference Desk)

Provides demographic information by zip code, covering population change and composition, income, and purchase potential indexes arranged alphabetically by state for the current year. The online version <<http://www.esribis.com/reports/ziplookup.html/>> provides some of the information for free, but does give the purchase potential indexes.

*The following list of resources is a part of a series of volumes on demographics and is not listed in alphabetical order.*

**Household Spending: Who Spends How Much on What.** Ithaca, NY: New Strategist, 2003. **HC110 .C6 H66 2005Q** (Business Center Investment Table)

A breakdown of how money is spent by households in the United States. The first chapter is an overview of overall spending habits by age, region, and income. The following chapters provide statistics about apparel, entertainment, financial products and services, food and alcoholic beverages, gifts, health care, household expenses, shelter and utilities, personal care, reading, education, tobacco, and transportation. Demographics sectors are age, income, household type, race and Hispanic origin, and region. Essential for every entrepreneur.

**American Marketplace.** Ithaca, NY: New Strategist, 2007. **HA214.A512.2007Q** (Business Center Reference)

Provides graphs and charts of economic and demographic statistics. The figures are often broken into/reported by gender, race, or age groups. Examples of topics represented are: health, housing, income, labor force, living arrangement, population, spending, and wealth. There are also some brief explanations about the numbers, and this provides for greater understanding of the statistical information that the charts provide.

**Best Customers: Demographics of Consumer Demand.** Ithaca, NY: New Strategist, 2006. **HC.79.C6 B472006Q** (Business Center Reference)

Based on data from the Bureau of Labor Statistics 2004 Consumer Expenditure Survey, this resource reveals who the best and biggest customers are for hundreds of individual products and services.

**American Time Use: Who Spends How Long at What.** Ithaca, NY: New Strategist, 2007. **HD69.T54 A462007Q** (Business Center Reference)

The data contained in this resource is taken from the 2003 Government study called the American Time Use Survey (ATUS). The study tracks how Americans spend their time both in a professional and leisure sense.

**Demographics of the U.S.: Trends and Projections.** Ithaca, NY: New Strategist, 2007. **HB849.49.R875 2007** (Business Center Reference)

This unique resource is for the researcher interested in finding information on historical trends in demographics. It is designed specifically for print because of the difficult nature of finding historical trends online in the many government statistical Web sites. It delineates current and historical trends and provides information on projections.

**American Incomes: Demographics of Who Has Money.** Ithaca, NY: New Strategist, 2007. **HC110.I5 A442007** (Business Center Reference)

Use this resource to find the many statistics on what demographic is the most affluent and what percentage of the population is characterized as poor. Household incomes, men's incomes, women's income and discretionary income are just an example of what you will find in this book.

*End Series.*

**CPI Detailed Report.** Washington: U.S. Bureau of Labor Statistics. (Monthly).

Reports the changes in the Consumer Price Index by expenditure category for the U.S. and fifteen metropolitan areas. The expenditure categories are food, housing, transportation, medical care, entertainment, and other goods and services. The tables report information for all urban consumers, as well as for wage earners together with clerical workers. The Producer Price Index (PPI) reports price index information by individual product. This information is also available electronically on the Bureau of Labor Statistics Web site <<http://stats.bls.gov/cpi>>.

## Periodical Sources

### Indexes

**Business Newsbank.** Data Times.

Provides hard-to-find local and regional business news articles in full text. These articles contain in-depth company and industry news for both private and public companies. The information is taken from 400 business journals, newspapers, and wire services. The database is available for use in the Central Library found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

**Business and Company Resource Center.** Gale Group. Internet, updated daily.

Provides business and industry content in the following areas: company profiles, company brand information, rankings, investment reports, company histories, chronologies, and periodicals. Search this database to find detailed company and industry news and information. The database is available from any Internet computer with a Pratt library card. Go to the database section of the Library's Web page <<http://www.prattlibrary.org>>.

**Ebscohost.** Ebsco Publishing. Ipswich, MA.

A database that provides a broad range of articles from business journals and newspapers. Topics include investment, industry trends, marketing, and human resources; many articles are from peer-reviewed journals. This database has a more academic bent. There are also company reports from Datamonitor, a company that performs market research. The database is available from any Internet computer with a Pratt library card. Go to the database section of the Library's Web page and look for *Business Source Elite*. <<http://www.prattlibrary.org>> Also available in Maryland through Sailor, <<http://www.sailor.lib.md.us/>>.

## Magazines

Articles can be found on magazine's Web sites and in periodical databases. Databases are online file folders of articles from newspapers, magazines and journals. Databases can be used at the Pratt Library and many from home with a Pratt Library card. The Wall Street Journal is one newspaper indexed. Databases can be accessed from the Library's Web page <<http://www.prattlibrary.org>>.

### **Baltimore Business Journal / Washington Business Journal**

(Periodicals Department)

The publisher's Internet site, with the full text of the current print edition is available to read or search by keyword. The archive of previous editions back to June 17, 1996 can be browsed or searched.

<<http://baltimore.bcentral.com/baltimore/>>

<<http://washington.bcentral.com/washington/>>

### **Black Enterprise**

(Periodicals Department)

The magazine's Internet site provides the cover story from the current print edition and its online content is available to all without registration.

<<http://www.blackenterprise.com/>>

### **Businessweek**

(Periodicals Department)

Print subscribers have complete access to the publication's Web site, which includes the three most recent editions. Additional online content is provided, and there are areas available for non-subscribers. A search interface to citations to the domestic edition back to January 1991 and the international edition back to June 1994 is freely available. Articles may be viewed for a fee.

<<http://www.businessweek.com/>>

### **Forbes**

(Periodicals Department)

Full text is available on the Internet site at the time of print publication (full-text archives date from August 26, 1996). A search option to the entire site is provided.

<<http://www.forbes.com/>>

### **Fortune**

(Periodicals Department)

Fortune's Web site offers the table of contents to the current print edition with links to the full text of major cover stories and a few feature articles. Archives of these pages are available back to September 1995, but no search option is provided. Additional online content is available.

<<http://www.fortune.com/>>

### **Inc. and Inc. Technology**

(Periodicals Department)

Contents of the print magazines are posted on *Inc.*'s Internet site when it goes to the newsstand. A searchable archive with full-text access is available back to August 1988. Additional online content is provided.

<<http://www.inc.com/>>

### **Money Magazine**

(Periodicals Department)

The magazine's Web site has unique online content and a searchable full-text archive of print issues back to January 1986.

<<http://money.cnn.com/>>

## Newspapers

### **Baltimore Sun**

Baltimore's daily newspaper provides local, regional, national, and international news.

(Periodicals Department)

The *Baltimore Sun* Archive contains the full text of news, feature stories, and editorials published in the Final Edition of the newspaper. Some stories from the other editions (the Howard County edition, the Carroll County edition, and the Anne Arundel County edition) are included, but only if they are unique or different in some way from the version of the story in the Final Edition. The Archive includes stories from September 1990 to the present. Data from this source is available in any Pratt Library through the Baltimore Sun archive linked found under the Find Answers tab of the Library's Web Page <<http://www.prattlibrary.org>>.

### **Daily Record: Maryland's Business and Legal News.**

(Maryland Department)

Statewide business newspaper covering banking, technology, health care, construction, real estate, and other industries, as well as many legal issues, on a daily basis.

<http://www.mddailyrecord.com>

### **The Economist**

(Periodicals Department)

Reports news covering the state of the world economy. The Economist publishes weekly. This well-respected "newspaper" as its publishers like to call it, is a standard source of news on the economy, business, and politics. Its main focus is the economy. Many look to it weekly publication of economic indicators as an industry standard. You can also access The Economist online for some free content by using the following address: <<http://www.economist.com>>

**Journal of Commerce**

(Periodicals Department)

Reports international trade and transportation news. Web edition offers browsing access for two weeks, and six years of searchable archives. There are no fees for a “limited time.”

<<http://www.joc.com/>>

**New York Times**

(Periodicals Department)

Full-text electronic access back to 1994 is available in any Pratt Library found under the Find Answers tab of the Library’s Web Page <<http://www.prattlibrary.org>>. The *New York Times*’ Web page requires registration to view daily online content or search the 365-day archive. There are charges to retrieve some past content.

<<http://www.nytimes.com/>>

**Washington Post**

(Periodicals Department)

Full-text electronic access back to 1997 is available in any Pratt Library found under the Find Answers tab of the Library’s Web Page <<http://www.prattlibrary.org>>. The *Washington Post*’s Web page requires free registration to view daily online content. Searching the archives of issues back to 1986 is free, but there is a charge to retrieve articles. <http://www.washingtonpost.com/>

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**[www.prattlibrary.org](http://www.prattlibrary.org)**