

Small Business Development Resources Resources in CCOL and Web

This handout identifies the most helpful resources for the Small Business Development Resources degree program in the School of Management.

For “General Management Resources in CCOL and Web,” see the School of Management section of http://www.cambridgecollege.edu/library/ccol_research.cfm

For more on human resources management, please see “Leadership in Human and Organizational Dynamics Resources in CCOL and Web” on http://www.cambridgecollege.edu/library/ccol_research.cfm

For more on entrepreneurship, project management, marketing, financial aspects, and business plans, see “Business Resources in CCOL and Web” on http://www.cambridgecollege.edu/library/ccol_research.cfm

Only use the Internet Explorer or Safari browsers. Other browsers may not work in CCOL.

Journal, document, book, and periodicals in CCOL

On the CCOL HOME page, the *Search for Management* search box will search these databases:

- Academic Search Premier
- Wilson OmniFile Select Full Text Edition
- Business Source Premier
- Greenfile
- Newspaper Source
- Regional Business News
- Research Starters – Business
- SocIndex with Full Text
- Ebrary

The thousands of journals in full-text in these databases include 2300 specifically for business and management, as well as hundreds of US and international newspapers.

Research Starters in Business

“Research Starters are study and research guides...They consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts.” Use the Research Starters to explore topics and get your research started.

- On the CCOL HOME page, click *Direct to Databases*
- Click *EBSCOHost*
- Click *Databases A-Z*
- Scroll down and click on the title *Research Starters in Business*
- Put a term in the search box and click Search. For example:

- There are 71 Research Starters on “Small Business,” including articles on entrepreneurship, funding new ventures, human resources for the emerging firm,
- There are 10 Research Starters on “Startup,” including “how to build a bulletproof startup” and “launching new ventures through technology.”

Ebrary Electronic Books in CCOL

To search for small business books in the Ebrary Electronic Books collection:

- From the CCOL HOME page, click Direct to Databases
- Click Ebrary Electronic Books
- Click Advanced (to the right of the “Search Ebrary” box)
- Use the drop-down menu of the “Search in” box to search by subject (or title, author, etc.)
- For example, a *Search in SUBJECT* for “small business” yields more than 113 books including
 - *Smart Financial Management: The Essential Reference for the Successful Small Business*
 - *What No One Ever Tells You About Marketing Your Own Business*
 - *Grow Your Business*

Research Guides in CCOL

The E-Global Research Guides will help you develop a search strategy and then find your way among the best books, periodicals, associations, government resources, and Internet sites on your topic. To see the Research Guides:

- Click *Research Starters by Subject* from the CCOL HOME page
- Click *e-global Research Guides*
- Click Business to see these guides which are most relevant to small business:
 - Accounting
 - Small Business Law
 - Small Business Management

Tutorials on how to start a small business

Frugal Entrepreneur <http://frugalentrepreneur.com/>

Many topics covered including “Are you ready to start a business?” at <http://learnthat.com/2003/08/are-you-ready-to-start-a-business/>

Many topics at <http://www.homebusinessresearch.com/beginner/Beginner's-Guide-To-Home-Business.html>

Business Plan tutorials

http://myphliputil.pearsoncmg.com/student/bp_turban_introec_1/TutIntro.html

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

<http://www.businessballs.com/freebusinessplansandmarketingtemplates.htm>

How to research your business idea <http://www.entrepreneur.com/article/70518>

How to research business names <http://smallbusiness.chron.com/research-business-names-2325.html>

Website for small business tutorial <http://www.annedorko.com/blog/website-guide>

Business Owner's Toolkit has templates for forms, more <http://www.toolkit.com/tools/index.aspx>
Free online business courses <http://frugalentrepreneur.com/links-to-free-online-small-business-resources/free-courses-training/>

Start an online business tutorial <http://www.challenge.co/?ref=default>

Websites

Although not from scholarly journals, useful information can be found on the web. Most of these sites come highly recommended from a national survey of reference librarians.

Note: websites can change and disappear at any time! If the URL doesn't work, try putting the name of the site into Google.

Free Management Library "Start a business" at
http://www.managementhelp.org/strt_org/strt_org.htm

U.S. Small Business Administration <http://www.sba.gov/> For planners, tools, resources, laws, research reports, statistics.

Best of the Best Business Web Sites (ALA/BRASS) –
<http://brass.libguides.com/SmallBusinessWebsites> Best of the small business websites

Business Navigator (The New York Times Newsroom Navigator) – Small Business
<http://www.nytimes.com/pages/business/smallbusiness/index.html>

Multimedia Resources for Learning and Teaching
<http://www.merlot.org/merlot/materials.htm;jsessionid=1A2C0A608564657140DEAE202693BBFC?materialType=&keywords=small+business&category=2202&newsearchbutton0.x=0&newsearchbutton0.y=0&newsearchbutton0=Search>

The Business Balls site provides links to many small business resources:
<http://www.businessballs.com/businessballs-site-map.htm>

Mind Tools toolkit on "Working for a small business"
http://www.mindtools.com/pages/article/newCDV_47.htm

Entrepreneurship Resource Center
<http://www.entrepreneurship.org/en/Resource-Center.aspx>

Small Business Administration Office of Women's Business Ownership
<http://www.sba.gov/about-offices-content/1/2895>

Minority-owned business resources online <http://frugalentrepreneur.com/links-to-free-online-small-business-resources/for-minority-owned-businesses/>

Women-owned business resources online <http://frugalentrepreneur.com/links-to-free-online-small-business-resources/for-women-business-owners/>

Free business forms <http://frugalentrepreneur.com/free-business-forms-templates/>

Iphone apps for business researchers <http://web.fumsi.com/go/article/manage/4715>

Glossaries

Small Business Glossary <http://www.smallbusinessnotes.com/small-business-resources/business-glossary/#b>

Small business taxes and management glossary <http://www.smbiz.com/sbgl001.html>

Glossary of terms for government contracts for small business
<http://www.sbaonline.sba.gov/contractingopportunities/owners/glossary/index.html>

Legal and Ethical Information

Free legal forms for business <http://www.ilrg.com/forms/>

Online Encyclopedia for Legal Researchers. The focus is on corporate law.
<http://law.lexisnexis.com/infopro/zimmermans/>

Business Ethics <http://knowledge.wharton.upenn.edu/category.cfm?cid=11>

7 Principles of Admirable Business Ethics
<http://sbinformation.about.com/od/bestpractices/a/businessethics.htm>

Ethics applied to small vs. large business <http://sbaer.uca.edu/research/SBI/2010/p27.pdf>

Statistics and Demographics

Small Business Administration <http://www.sba.gov/advocacy>

U.S. Census Bureau/American <http://www.census.gov/econ/subj/> and
<http://www.census.gov/econ/smallbus.html>

Are You Planning a Questionnaire, Survey, Interview, or Focus Group?

The Idea Café <http://www.businessownersideacafe.com/>

Small Business Forum <http://www.small-business-forum.com/>

Associations

To check out the competition for your product, find periodicals, identify conferences, talk to a librarian or expert on the product and more, try a trade association. Go to almost any library and **look in the *Encyclopedia of Associations*** for a thorough search of all associations, not just those that have websites.

National Small Business Association <http://www.nsba.biz/>

National Association for the Self-Employed <http://www.nase.org/Home.aspx>

National Federation of Independent Businesses <http://www.nfib.com/>

Black Enterprise <http://www.blackenterprise.com/tag/national-small-business-association/>

Women's Small Business Association <http://www.wsba.ws/>

Also google "Small business association" and your state, product, ethnic group, etc.

Video and Audio Podcasts

Bite-size video web tips for small business <http://www.annedorko.com/blog/video-tips>

Stanford entrepreneurship videos <http://ecorner.stanford.edu/index.html>

E360 entrepreneurship TV <http://www.entrepreneurship.org/en/Resource-Center.aspx>

The Entrepreneur Podcasts <http://www.entrepreneurship.org/en/e360TV/Topics/PA-The-Entrepreneur.aspx>

Entrepreneurship videos <http://www.learnerstv.com/Free-Management-Video-lectures-ltv358-Page1.htm>

Ted Talks <http://www.ted.com/search?q=business>

Youtube Education on small business

http://www.youtube.com/results?search_type=edu&rental=0&uni=3&movies_browse=1&search_query=small+business&aq=f

Youtube has at least 186,000 videos on "small business." A banner across the top of the page provides a filter for refining your search:

http://www.youtube.com/results?search_query=small+business&aq=f

Do You Need Books to Expand Your Research?

Google Books at <http://books.google.com> is amazing!

- Be sure to search it for your subject area!
- Click “Advanced Book Search” and check “Full View Only” to limit the search to full-text results
- “PartialView” can also provide plenty of full-text

<http://www.amazon.com> or <http://www.bn.com> Use these easy search engine to get lists of books on your topic and to read excerpts, but try to get the books from your local library or buy from your local independent bookstore. Or, buy a less expensive used copy from an online independent bookstore at <http://www.bookfinder.com>

If you can't find what you need or you need more, ask yourself:

Who would care about this topic?

Where would they publish what they know?