
Small Business Resource Center

An Online Resource to start, finance, & manage your business

The *Small Business Resource Center* offers access to resources covering how to start, finance, and manage your small business. Resources include sample business plans, how to guides, articles, websites, and more.

Accessing

1. Go to the Deschutes Public Library web page at <http://www.deschuteslibrary.org>.
2. Click once on Explore.
3. Click once on Online Resources.
4. Click once on Small Business Resource Center under Business and Investment.
5. Click on View the Small Business Resource Center.
6. Type in your 14-digit library card number and click Connect.

Getting Help

Click on Help at the top of the screen to access help information. The help information displayed is related to the previous screen. If you wish to view another topic, select from the topics listed to the left.

Basic Searching

- Enter one or more words in the Find box.
- Select a search option by clicking one of the radio buttons below the Find box: Subject, Keyword or Entire document.
- Optionally enter one or more search limits to limit your search results.
- Click the Search button.

Advanced Searching

- Click Advanced Search from the search path bar.
- Select an index from the drop-down menu.
- Enter your search term(s).
- Optionally select a logical operator (AND, OR, NOT), select an index, and enter additional search term(s)—you may add as many rows as needed by clicking Add a row.
- Optionally enter one or more search limits to limit your search results.
- Click the Search button.



Viewing Results

Results are displayed as brief listings (citations) of all the documents found that match your search query. To view a document, click on the document title. The document display page appears, allowing you to view the text and any images and links for that document. To view more results, click one of the tabs directly above the displayed results. **Tabs with no results are “grayed out” and will not work.**

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Printing, Emailing, and Downloading

To Print, display the full-text of the article you wish to print. Click once on the Print button at the top of the screen. Use the browser print function to print the article.

To Email, display the article you wish to email. Click once on the Email button at the top of the screen. Complete the form and click on the Send button.

To Download, display the article you wish to download. Select your format options, click download, and follow the on-screen directions.

Special Features

From the basic search screen there are direct links to five additional special indexes and resources.

- Business Topics links to information on popular topics such as accounting, budgeting, and pricing.
- Business Types links to information on specific types of businesses such as a beauty salon or travel agency.
- Sample Business Plans provides overviews and samples of winning business plans.
- **How to...** provides articles and information on the entire start up process.
- Forms links to LegalForms–Oregon, a resource consisting of all types of legal forms including those used in business.