

Reference USA is a database listing 14 million companies, large and small, across the U.S. You can access it inside the library, or from home (remote access) through the library's website.

To Access:

- Go to the library website: <http://www.crystallakelibrary.org/>.
- Click on "Research" at the top.
- Choose the category "Business Finance & Investments" or "A-to-Z Database Listing."
- Click on "Reference USA."
- From home you will be prompted to enter your library card number (no spaces) during this process.

To Search:**Quick Search:**

- Click on "U.S. Businesses."
- If you have a company name, do a simple search by entering the name and city and state (if known) and hit "Enter" or click on "View Results."
- You will get a results list with brief information (name, address, phone).
- Click on a highlighted business name to get more information.
- On the left, you can view the categories of information available - click "Expand All" to view what's included for a particular company.
- There will be more or less information provided, depending on the size of the company. Most listings include the following:
 - Name
 - Address
 - Phone
 - Website URL
 - Size of business (sales volume and number of staff members)
 - Type of business (public or private)
 - Google Map link for location
 - Name of the owner or manager
 - Year established
- For larger companies, you may also find:
 - Financial information and annual reports
 - Links to articles about the company in the news
 - Names of additional staff members or officers (brief biographies are included for some)
 - Hours
 - Names of competitors
 - Brand names
- To find information on company headquarters or branches, on the top dark blue band on page with multiple search results, e.g., for Motorola, click the drop-down arrow (next to the word "Verified"), and choose "Corp. Tree" to see these relationships – then click an up arrow to find the headquarters, or down arrow to find branches when this applies.

NEW: You will see job listings for some companies listed in Reference USA (through Indeed).

Custom Search

- On the beginning search screen, click the "Custom Search" tab at the top.
- On the left you will see the categories you can search by - click on "Expand All" at the top to see all your options.
- For a typical search, choose "Business Type," "Geography," and "Business Size."
- Under "Business Type," you can choose to look by keyword, e.g., restaurants. Type your keyword in the box that will appear on the right and a list of related terms will appear- choose the ones you want and they will be moved to your search box below. You can also choose to select "Major Industry Group" to search by a broad category like "manufacturing" or "retail."
- Under "Geography," you can search by city, state, county, metro area, zip code, etc. After choosing a category, select the correct location from drop-down menus.
- Under "Business Size" you can search by the number of employees (this is nice if you want to work for a large or small company) or annual sales. Choose one or both of these categories and click the numbers that apply (you can choose more than one) and they will be added to your search boxes.
- Click "View Results" on the top right to get search results
- Click on "New Search" on the top to start over or "Revise Search" to make changes

Search Tip:

Less is more – if you're not sure of a company's exact name, be brief and just include one or two keywords. For example, is it Sears? Sear's? Sears & Roebuck? Sears Roebuck? Sears, Inc.? Sears Co.? Sears Company? If you're not sure, just enter **Sears**.

Printing:

- To **print** records you find, on the results list click the box to the left of each name. Or you can click the button "All" at the top of the column to select everything on a page or "None" to deselect these, then click the print button on the upper right of the page.
- Then you will be prompted to select "Summary" or "Detailed" or "Custom" records. "Summary" shows the very brief records with just name, address and phone. "Detailed" are the lengthy full records.
- For "Custom," you can print just the fields that you want. Make your choices, then click "Preview" and you will get a message that a PDF is being created – this may take a moment, then click "Open PDF" then click on the printer icon on the bottom of the screen.
- TIP: You should only print the results from ONE page at a time, then DESELECT everything you have just printed before going to the next page. If you don't do this, you will print the same records again.
- Reference USA limits the number of records that can be printed at a time - **you can print 250 per search**.

Downloading:

- You also can **download** your search results. Follow the same procedure above for printing by marking the records you want, but click the "Download" tab instead.
- You will be asked for your file format (you can select Excel, comma delimited or tab delimited).
- You also need to specify whether you want the "Summary" or "Detailed" or "Custom" view.
- Click "Download."
- The same limits on the number of records that can be downloaded apply as for printing (**250 per search**).

The company that produces Reference USA checks the information in the database in more than one source, but errors do sometimes occur or personnel may change. You may want to double check names of company employees before sending resumes, etc. (call or check the company website or email for verification). To find out when a record was last updated, in the detailed view, look in the section on "Business Demographics" - on the right you will find "**Last Updated On.**"

New: U.S. Jobs/Internships:

- From the Reference USA home page, choose "U.S. Jobs/Internships."
- You can simply search for a job title (e.g., accountant) or a keyword (e.g., Java) or a company and then add a city, state or zip code. You will get a list of recent job listings.
- Or, you can do a Custom Search which allows you to limit your search by criteria such as job type (part time or full time or temporary or internship or contract work), estimated salary range, mileage range, and limit by listing date.
- Job information is from Indeed.com.

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