HOME-BASED & MICRO BUSINESSES

RESOURCE DIRECTORY

APRIL, 1997
HOME-BASED & MICRO BUSINESSES RESOURCE DIRECTORY

The Home-Based & Micro Businesses Resource Directory is designed to assist professionals who work with entrepreneurs by providing information on proven programming materials developed and used by Cooperative Extension Service field faculty and specialists. The Directory is divided into two major sections, Resources and Research. The Resources section contains listings of bulletins, newsletters, fact sheets, workshop handbooks, overhead masters, videotapes, notebooks, and computerware --- along with complete availability and ordering information. The Research section contains a comprehensive bibliography on home-based and family businesses. It includes references to magazines, newspapers, scholarly journals, periodicals, and books --- the classics to copyright 1996.

The Home-Based & Micro Businesses Resource Directory was developed by the Home-Based & Micro Businesses Design Team as part of the CSREES/USDA, Communities In Economic Transition National Initiative. Letters and forms were sent to Extension Directors and Program Leaders in all states requesting information for inclusion in the Directory. If you have information that you would like to see included in the next edition, please use the blank form at the back of the Directory.

Check out the National Home-Based & Micro Business Homepage on the World Wide Web at http://decit.if.uidaho.edu/HBB/homebus.html. This site provides educational business assistance and links to small business resources directly to CES professionals and entrepreneurs.

Additional copies of the Home-Based & Micro Businesses Resource Directory (SRDC #204) may be ordered from the Southern Rural Development Center, Box 9656, Mississippi State, MS 39762, at a cost of $12.50 plus $3.00 shipping/handling per copy (make checks payable to SRDC). If you prefer, you can e-mail your order to: sandyp@mcis.msstate.edu or phone 601-325-3207.
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COMMUNITIES IN ECONOMIC TRANSITION NATIONAL INITIATIVE

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HOME-BASED & MICRO BUSINESSES RESOURCE DIRECTORY

Coding System

A  Home Business General
B  Sewing/Clothing/Textiles
C  Bed and Breakfast
D  Arts and Crafts
E  Entrepreneurship
F  Foods/Catering
G  Child Care/Day Care
H  Youth
I  Community Development

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1  General
2  Self Evaluation/Is A Business For You And Your Family
3  Records/Record Keeping
4  Taxes (Local, State, Federal)
5  Licenses, Permits, Zoning, Insurance
6  Financing - Loans, Grants, etc.
7  Marketing/Advertising/Selling/Customer Service/Merchandising
8  Pricing
9  Assistance Available
10  Business Plan
11  Business Ownership
12  Evaluation/Research
13  Copyrights/Trademarks/Patents
14  Other
RESOURCES
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Israel, Glenn D.

Title: Home-Based Business Development

Publisher: University of Florida Cooperative Extension Service

Date: January 1993

Type of Publication: fact sheet

Brief Description: Developing a better understanding of the local economy and of the advantages and disadvantages of various economic development strategies.

Keywords: economic development strategies

Order from:
University of Florida, Cooperative Extension Service, 31 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost: Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888
Code A1

Author: unknown
Title: Home-Based Business - Is It For Me? #EB-4
Publisher: Montana State University
Date: 1987
Type of Publication: fact sheet
Brief Description:
Keywords:
Order from: Montana State University Extension
Cost:
Information provided by:

Code A1

Author: Duffy, Margaret
Title: Turn Talent Into Dollars
Publisher: University of Massachusetts Extension
Date:
Type of Publication: manual
Brief Description:
Keywords: home-based business
Order from: University of Massachusetts Extension
Cost:
Information provided by:
**HOME-BASED & MICRO BUSINESS DEVELOPMENT**

**Code A1**

**Author:** Smith, Patty R.

**Title:** Business Dress for Men

**Publisher:** Kentucky Coop Extension - Univ of Kentucky

**Date:** 1994

**Type of Publication:** fact sheet, 4 pages (unit publication)

**Brief Description:** Importance of appearance in business communication; steps in developing a business wardrobe for men.

**Keywords:** business communication; business dress - men

**Order from:**
Patty Rai Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington, KY 40546-0064 (606)257-3888

**Cost:** 1 free copy

**Information provided by:**
Patty Rai Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington, KY 40546-0064 (606)257-3888

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**Code A1**

**Author:** Smith, Patty R.

**Title:** Putting Your Best Look Forward: Business Dress (HE 2-821)

**Publisher:** Kentucky Cooperative Extension - Univ of Kentucky

**Date:** 1991

**Type of Publication:** fact sheet (unit publication)

**Brief Description:** The importance of appearance in business communication; steps in planning a business wardrobe of women.

**Keywords:** business wardrobe; business communication

**Order from:**
Billy Minton/Jim Rader, College of Ag Distribution Center, Univ of Kentucky, Lexington, KY 40546-0291 (606)257-7571

**Cost:**

**Information provided by:**
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington, KY 40546-0064 (606)257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Heidingsfelder, Sharon; et al

Title: Home-Based Business Notebook

Publisher: Univ of Arkansas CES Print Shop

Date: 1990

Type of Publication: notebook

Brief Description: Contains resource info in following sections: general info; adult care; business related to: clothing; craft; family day care; food; housing; fruit/vegetable; natural resources; ornamental horticulture.

Keywords: home-based business

Order from:
Sharon Heidingsfelder, P.O. Box 391, Little Rock, AR 72203 (501)671-2102

Cost: $20.00

Information provided by:
Sharon Heidingsfelder, P.O. Box 391, Little Rock, AR 72203 (501)671-2102

Code A1

Author: Northwest Missouri Home-Based Business Task Force

Title: Resource Packets

Publisher: University of Missouri

Date: 1993

Type of Publication: series of guidesheets

Brief Description: Introductory packet for those interested in being self-employed or individuals wanting to expand.

Keywords: home-based business; resource packet

Order from:
Mary Beth Carr, University Extension, Courthouse Basement, Bethany, MO 64424

Cost: $2.00

Information provided by:
Mary Beth Carr, University Extension, Courthouse Basement, Bethany, MO 64424
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Western Rural Development Center (editor)

Title: Getting Down To Business

Publisher: Western Rural Development Center

Date: Sep 1988

Type of Publication: workbook

Brief Description: 2-volume set of teaching outlines and visual aids for training programs in community economic analysis, organizing and sustaining economic development groups, developing entrepreneurs, goal setting, business plan, marketing, record keeping, and other aspects of starting and operating a small business.

Keywords: home-based business; entrepreneurial business

Order from:
Western Rural Development Center, 307 Ballard Extension Hall, Oregon State Univ, Corvallis OR 97331 (503)737-3621

Cost: $ .50

Information provided by: Barbara Baldwin, Editor WRDC, 307 Ballard Hall, Oregon State Univ, Corvallis, OR 97331 (503)737-3621

Code A1

Author: Meister, Gwen K & Swain, Larry B.

Title: Guide to Employee Relations

Publisher: Nebraska Cooperative Extension

Date: 1990

Type of Publication: extension circular

Brief Description: Explores the benefits and pitfalls involved in employing people to help in a business.

Keywords: employees; relations; contract labor

Order from:
Computing & Communication Services, Ag Communications Bldg 108, Lincoln, NE 68583 (402)472-2821

Cost: $ .50

Information provided by: Carol Thayer, Extension Specialist, 3180 W Hwy 34, Grand Island, NE 68801 (308)385-6420
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business Packet - Do You Have What It Takes?

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 1 of 9 leaflets

Brief Description:

Keywords: home-based business

Order from:
Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311

Cost: $8.00 set

Information provided by:
Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315

Code A1

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business Packet - Designing a Successful Home-based Business

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 2 of 9 leaflets

Brief Description:

Keywords: home-based business

Order from:
Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311

Cost: $8.00 set

Information provided by:
Judy Kline, 243 P&AS Bldg, Family Youth & Development, Box 340315, Clemson, SC 29634-0315
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1, Code A10

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business Packet - The Business Plan

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 3 of 9 leaflets

Brief Description:

Keywords: home-based business

Order from:
Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311

Cost: $8.00 set

Information provided by:
Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315

Code A1, Code A3

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business Packet - Recordkeeping

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 4 of 9 leaflets

Brief Description:

Keywords: home-based business; recordkeeping

Order from:
Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311

Cost: $8.00 set

Information provided by:
Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1, Code A5

Author: Various Specialists w/Clemson Univ Coop Ext
Title: Home-Based Business Packet - Insurance Needs
Publisher: Clemson University Cooperative Extension Service

Date:
Type of Publication: 5 of 9 leaflets
Brief Description:
Keywords: home-based business; insurance
Order from: Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311
Cost: $8.00 set
Information provided by: Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315

Code A1, Code 6

Author: Various Specialists w/Clemson Univ Coop Ext
Title: Home-Based Business Packet - Financing Your Home-Based Business
Publisher: Clemson University Cooperative Extension Service

Date:
Type of Publication: 6 of 9 leaflets
Brief Description:
Keywords: home-based business; financing
Order from: Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311
Cost: $8.00 set
Information provided by: Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1, Code 8

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business - Pricing Products and Services

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 7 of 9 leaflets

Brief Description:

Keywords: home-based business; pricing

Order from: Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311

Cost: $8.00 set

Information provided by: Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315

Code A1, Code A7

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business Packet - Marketing Your Products and Services

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 8 of 9 leaflets

Brief Description:

Keywords: home-based business; marketing; advertising

Order from: Bulletin Room, Clemson University, Rm 82 P&AS Bldg, Clemson, SC 29634-0311

Cost: $8.00 set

Information provided by: Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1, Code A2

Author: Various Specialists w/Clemson Univ Coop Ext

Title: Home-Based Business Packet - Combining Work with Family

Publisher: Clemson University Cooperative Extension Service

Date:

Type of Publication: 9 of 9 leaflets

Brief Description: Interior designing requires artistic, business and people skills.

Keywords: home-based business; self evaluation

Order from: Publications Office, N.C. State Univ, N.C. Coop Ext. Service, NCSU Box 7603, Raleigh, NC 27695-7603 (919)515-3173

Cost: $8.00 set

Information provided by: Judy Kline, 243 P&AS Bldg, Family & Youth Development, Box 340315, Clemson, SC 29634-0315

Code A1

Author: Hammett, Wilma

Title: Interior Design (HE-341-4)

Publisher: N.C. Cooperative Extension Service

Date: Sep 1989

Type of Publication: fact sheet

Brief Description: interior designing; skills

Order from: Publications Office, N.C. State Univ, N.C. Coop Ext. Service, NCSU Box 7603, Raleigh, NC 27695-7603 (919)515-3173

Cost:

Information provided by: Janice Lloyd, Extension Specialist in Family Resource Mgmt, N.C. Coop Ext. Service, Raleigh, NC 27695-7605 (919)515-2770
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Dellinger, Sandra & Herman, Glenda

Title: Simple Home Repairs (HE-361-8)

Publisher: N.C. Cooperative Extension Service

Date: May 1989

Type of Publication: fact sheet

Brief Description:
Helps you decide if you want to start a home repair business of your own.

Keywords: skills; surveying; supplies

Order from:
Publication Office, N.C. State Univ, N.C. Coop Ext. Service, NCSU Box 7603, Raleigh NC 27695-7603 (919)515-3173

Cost:

Information provided by:
Janice Lloyd, Extension Specialist in Family Resource Mgmt, Extension Home Economics, N.C. Coop. Extension Svc, Raleigh NC 27965-7605 (919)515-2770

---

Code A1

Author: Williams, Karen

Title: Effective Time Management

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description:
Discusses major concepts of time management.

Keywords: time management

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
Code A1

Author: Passewitz, Gregory

Title: Franchising - Pros and Cons

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Selection of franchise.

Keywords: business selection; franchising

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A1

Author: Hammett, Wilma & Lloyd, Janice H.

Title: Planning Your Home Office (HE-361-10)

Publisher: N.C. Cooperative Extension Service

Date: Jun 1980

Type of Publication: fact sheet

Brief Description: Planning home office space.

Keywords: office space; home office

Order from:
Publications Office, NCSU Box 7603, N.C. State Univ, Raleigh, NC 27965-7603 (919)515-3173

Cost: contact office

Information provided by:
Janice Lloyd, Ext. Specialist in Family Resource Mgmt, NCSU Box 7605, Raleigh, NC 27965-7605 (919)515-2770
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Hathaway, Irene S. & Marks, Judy

Title: Guide to Starting a Home-Based Business

Publisher: Michigan State University Extension

Date: Feb 1995

Type of Publication: notebook

Brief Description:
Chapters on: Planning; Procedures; Systems & Records; Marketing; Advertising & Promotion; Pricing; Time & Family Mgmt.; Employees; specific businesses including bed & breakfasts; child care; adult care; wholesalers; mail order; housekeeping; catering; food production.

Keywords: home-based business

Order from:
MSU Bulletin Office, 10-B Agriculture Hall, Michigan State University, East Lansing MI 48824-1039

Cost: $25.00

Information provided by:
Irene Hathaway, 6 Kellogg Center, Michigan State University, East Lansing, MI 48824

Code A1

Author: Passewitz, Gregory & Smith, Joyce Ann-editor

Title: Home Business Digest

Publisher: Ohio State University Extension

Date: Quarterly

Type of Publication: newsletter, quarterly

Brief Description:
Features information applicable to general home and small business audience including tax information, record keeping, customer relations, marketing, advertising, resources, etc.

Keywords: newsletter; entrepreneurship; small business

Order from:
O.S.U. Ext., 2120 Fyffe Rd, The Ohio State University, Columbus OH 43210 (614)292-4350

Cost: $5.00/year

Information provided by:
Dr. Joyce Smith, Extension Specialist-Clothing, 1787 Neil Ave, The Ohio State University, Columbus OH 43210 (614)292-4350
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Author:</strong> Enevoldsen, Bernadine &amp; Manikowske, Linda</td>
<td><strong>Author:</strong> Enevoldsen, Bernadine &amp; Manikowske, Linda</td>
</tr>
<tr>
<td><strong>Title:</strong> Home Business Basics: Making Decisions</td>
<td><strong>Title:</strong> Home Business Basics: Marketing Management</td>
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<tr>
<td><strong>Publisher:</strong> South Dakota Cooperative Extension Service</td>
<td><strong>Publisher:</strong> South Dakota Cooperative Extension Service</td>
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<tr>
<td><strong>Date:</strong> Mar 1991</td>
<td><strong>Date:</strong> March 1991</td>
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<tr>
<td><strong>Type of Publication:</strong> publication series (1 of 5)</td>
<td><strong>Type of Publication:</strong> publication series (2 of 5)</td>
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<tr>
<td><strong>Brief Description:</strong> This series of publications was written to assist potential and existing home-based businesses on various topics of importance. Some publications are localized for South Dakota clientele.</td>
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<td><strong>Keywords:</strong> home-based business; marketing; business planning</td>
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<tr>
<td><strong>Order from:</strong> Bulletin Room, LMH 112, SDSU, Brookings SD 57007</td>
<td><strong>Order from:</strong> Bulletin Room, LMH 112, SDSU, Brookings, SD 57007</td>
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<tr>
<td><strong>Cost:</strong> $.50 each</td>
<td><strong>Cost:</strong> $.50 each</td>
</tr>
<tr>
<td><strong>Information provided by:</strong> Linda Manikowske, Ph.D., SDSU, NHE 239, Box 2275-A, Brookings, SD 57007</td>
<td><strong>Information provided by:</strong> Linda Manikowske, Ph.D., SDSU NHE 239, Box 2275-A, Brookings, SD 57007</td>
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</tbody>
</table>
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1, Code A11

Author: Enevoldsen, Bernadine & Manikowske, Linda

Title: Home Business Basics: Keeping It Legal

Publisher: South Dakota Cooperative Extension Service

Date: Mar 1991

Type of Publication: publication series (3 of 5)

Brief Description: This series of publications was written to assist potential and existing home-based businesses on various topics of importance. Some publications are localized for South Dakota clientele.

Keywords: home-based business; business ownership

Order from:
Bulletin Room, LMH 112, SDSU, Brookings, SD 57007

Cost: $.50 each

Information provided by:
Linda Manikowske, Ph.D., SDSU NHE 239, Box 2275-A, Brookings, SD 57007

---

Code A1, Code A10

Author: Enevoldsen, Bernadine & Manikowske, Linda

Title: Home Business Basics: Business Planning

Publisher: South Dakota State Cooperative Extension Service

Date: Mar 1991

Type of Publication: publication series (4 of 5)

Brief Description: This series of publications was written to assist potential and existing home-based businesses on various topics of importance. Some publications are localized for South Dakota clientele.

Keywords: home-based business; business planning

Order from:
Bulletin Room, LMH 112, SDSU, Brookings, SD 57007

Cost: $.50 each

Information provided by:
Linda Manikowske, Ph.D., SDSU NHE 239, Box 2275-A, Brookings, SD 57007
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1, Code A8

Author: Enevoldsen, Bernadine & Manikowske, Linda

Title: Home Business Basics: Pricing Principles

Publisher: South Dakota State University

Date: Mar 1991

Type of Publication: publication series (5 of 5)

Brief Description: This series of publications was written to assist potential and existing home-based businesses on various topics of importance. Some publications are localized for South Dakota clientele.

Keywords: home-based business; pricing

Order from: Bulletin Room, LMH 112, SDSU, Brookings, SD 57007

Cost: $.50 each

Information provided by: Linda Manikowske, Ph.D., SDSU NHE 239, Box 2275-A, Brookings, SD 57007

Code A1

Author: Parliament, Claudia

Title: Home-Based Business...Is It For Me?

Publisher: Minnesota Extension Service

Date: 1987

Type of Publication: publication

Brief Description: Covers the factors to consider in setting up a home-based business. Contains forms and charts to record data for tax purposes. For those individuals considering starting a home-based business for supplemental or alternative income.

Keywords: start-up factors; taxes; deciding whether to stay

Order from: Minnesota Extension Service, Distribution Center, 20 Coffey Hall, St. Paul, MN 55108

Cost:

Information provided by: Sharon N. Danes, University of Minnesota, 2751 McNeal Hall, St. Paul, MN 55108
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Burns, Marilyn

Title: Directory of Oklahoma Home-Based Businesses

Publisher: Oklahoma State University

Date: 1994;1995

Type of Publication: book, 135 pages; revised annually

Brief Description: Lists Oklahoma home-based business owners; promotes Oklahoma products & services.

Keywords: directory; marketing

Order from: Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776 FAX (405)744-7113

Cost: $7.50

Information provided by: Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776 FAX (405)744-7113

Code A1

Author: Burns, Marilyn; et al

Title: Home-Based Business: Putting it All Together

Publisher: Oklahoma State University

Date: Apr 1989

Type of Publication: book, 35 pages

Brief Description: A reference for business start-up and basic management skills.

Keywords: business start-up; management; promotion

Order from: Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776 FAX (405)744-7113

Cost: $5.00

Information provided by: Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776 FAX (405)744-7113
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Burns, Marilyn
Title: Guide to Organizing a Professional Home-Based Business Association
Publisher: Oklahoma State University
Date: 1992
Type of Publication: notebook

Brief Description: The guide outlines the process developed in Oklahoma to organize a statewide association. Copies of supporting documents include Association Bylaw, Brochures, Surveys, etc.

Keywords: association; networking

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Cost: $50.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code A1

Author: Burns, Marilyn
Title: HBB Current Update - 1994: U.S. and Oklahoma
Publisher: Oklahoma State University
Date: 1994
Type of Publication: presentation guide for Home Economists

Brief Description: Script for presentation to community service groups & others on statistics on Nat'l & Oklahoma home-based business owners, gross income generation, Oklahoma State Univ HBB program, and Oklahoma Home-Based Business Association; supporting handouts and transparencies.

Keywords: statistics; programs

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Cost: free

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Burns, Marilyn; Kirby, Sarah

Title: Home-Based Business Basics

Publisher: Oklahoma State University

Date: 1987

Type of Publication: presentation guide for Home Economists (slide set)

Brief Description:
Script for presentation to home-based and potential home-based business owners on basic start-up questions - Should I start, How do I set up my workspace? What business should I choose, How much money do I need?; supporting handouts and transparencies.

Keywords: financing; options; start-up

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Cost: $1.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code A1

Author: Burns, Marilyn; Biers, Karen

Title: Guide for Developing a Directory of Home-Based Businesses

Publisher: Oklahoma State University

Date: 1994

Type of Publication: booklet

Brief Description:
How to guide discusses directory organization, application process, publishing, and marketing of a directory of home-based businesses. Samples and a checklist are included.

Keywords: directory; marketing

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Cost: $3.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113
Code A1

Author: Oklahoma State University

Title: Home-Based Business Basics

Publisher: Oklahoma State University

Date: 1987

Type of Publication: video, 30 minutes

Brief Description: Information on researching your market, legal considerations, promoting your business, and family relationships.

Keywords: market research; legal; promotion

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Cost: $30.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code A1

Author: Biers, Karen S.

Title: Oklahoma Home-Based Business: Representative Characteristics, Economic Impact, Educational Needs

Publisher: Oklahoma State University

Date: July 1993

Type of Publication: thesis, 99 pages

Brief Description: Descriptive research to profile Oklahoma home-based business owners.

Keywords: home-based business; economic impact; educ. need

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Cost: none for loan

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Bell, Marilyn

Title: Home-Based Business Bulletin

Publisher: Marilyn Bell

Date:

Type of Publication: newsletter, published bi-monthly

Brief Description:
Newsletter for Oklahoma Home-Based Business Association containing up to date information concerning home-based business owners and featuring home-based business success stories; bi-monthly publication.

Keywords: newsletter; publications; associations

Order from:
The Oklahoma Home-Based Business Association, P.O. Box 1934, Lawton, OK 73502

Cost: $15.00/year

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776 FAX (405)744-7113

Code A1

Author: Beem, Marley

Title: Aquaculture: Realities and Potentials When Getting Started (SRAC Pub No. 441)

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: Nov 1991

Type of Publication: bulletin (unit publication)

Brief Description:
Information on traditional freshwater aquaculture, marine culture systems & specialty type aquaculture for individuals interested in aquacultures.

Keywords: aquaculture - gen. info, types, glossary

Order from:
Kentucky State Univ, Michael Rupered, Family Financial Ed. Specialist, P.O. Box 196, Frankfurt KY 40601 (502)227-6175

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovel Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Smith, Patty R.

Title: Ideas for Starting a Home-Based Business

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: 1994

Type of Publication: fact sheet, 3 pages

Brief Description: Ideas on what to do for home-based business start-up, jobs you can do at home.

Keywords: home-based business; types of businesses

Order from:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

Code A1

Author: Hill, Deborah B & Appleton, Bonnie L.

Title: Kentucky Christmas Tree Production Workbook: Planning & Site Selection (FOR-16)

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: Aug 1991

Type of Publication: bulletin

Brief Description: Planning Christmas tree plantation and information of site selection.

Keywords: planning christmas tree crop - site selection

Order from:
Billy Minton/Jim Rader, College of Ag Distribution Center, Univ of Kentucky, Lexington KY 40546-0291 (606)257-7571

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Author: Alexander, Harrold

Title: Analyzing Interior Spaces for a Home-Based Business

Publisher: Minnesota Public Extension

Date: 1988

Type of Publication: publication

Brief Description: Explores through a logical series of important questions, whether there is adequate and functional space in a home or its outbuildings for the products and services of a projected business. Also explores the effect consumer/business activity may be on family life.

Keywords: space planning; activity conflict

Order from: Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

Cost:

Information provided by: Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

Code A1

Author: Alexander, Harrold

Title: Low-cost Improvement for Home, Resort, and Business Furnishings

Publisher: Minnesota Extension Service

Date: 1988

Type of Publication: publication

Brief Description: Describes methods to inexpensively, easily, and quickly improve furniture function and appearance. Includes both ideas and how-to instructions.

Keywords: renovations; low-cost improvements; furnishings

Order from: Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

Cost:

Information provided by: Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Rosenblatt, Paul

Title: Family-Based Business: Why Have a Home-Based Business? Advantages and Disadvantages.

Publisher: Minnesota Extension Service

Date: 1987

Type of Publication: publication

Brief Description: Provides general information on the advantages and disadvantages one might consider when starting a home-based business.

Keywords: start-up; advantages; disadvantages

Order from: Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

Cost:

Information provided by: Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

Cost:

Code A1

Author: Texas Agricultural Extension Service

Title: Starting a Home-Based Business in Texas: Housecleaning

Publisher: Texas Agricultural Extension Service

Date: 1989;1990

Type of Publication: pamphlet publication #L-2351

Brief Description: Gives a brief introduction to setting up you home-based business in housecleaning. Provides general guidelines on business and equipment considerations.

Keywords: housecleaning

Order from: Texas Ag Extension Service, Distribution & Supply Center, 104 Admin Bldg, The Texas A&M University System, College Station, TX 77843

Cost:

Information provided by: Theresa Wier, 201 Special Services Bldg, College Station, TX 77843-2251 (409)845-1953
Code A1

Author: Texas Agricultural Extension Service

Title: Starting a Home-Based Business in Texas: General Business Tips

Publisher: Texas Agricultural Extension Service

Date: 1989; 1990

Type of Publication: pamphlet publication #B-1634

Brief Description:
Gives general business tips on setting up your home-based business. Provides general guidelines on business and equipment considerations.

Keywords: general business tips

Order from:
Texas Ag Extension Service, Distribution & Supply Center, 104 Admin Bldg, The Texas A&M University System, College Station, TX 77843

Cost:

Information provided by:
Theresa Wier, 201 Special Services Bldg, College Station, TX 77843-2251 (409)845-1953

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Code A1

Author: Walter, Gerry; Settle, Mark E.

Title: Starting a Home Business Pm-1149b

Publisher: Iowa State Univ Cooperative Extension Service

Date: Apr 1988

Type of Publication: publication

Brief Description:
One of a series of publications designed for the person entering or considering a new small business operation. Contains checklist for starting a business.

Keywords: home-based business; location; market

Order from:
Extension Distribution, 112 Printing & Publications, Iowa State Univ, Ames IA 50011 (515)294-5247

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, P.O. Box 2068, Cedar Rapids IA 52406
Code A1

Author: Carr, M.; Oesterling, C. - editors
Title: Made In Missouri
Publisher: University of Missouri Cooperative Extension
Date: current

Type of Publication: bi-monthly publication - newsletter

Brief Description:
Made In Missouri -- Marketing and Management news for home-based entrepreneurs. It is a state-wide newsletter designed to assist home-based business owners to learn how to develop the competitive edge, how to develop their marketing strategy, and to learn valuable business and legal aspects of operating a home-based business.

Keywords: entrepreneurial; marketing; products; service

Order from:
Mary Beth Carr, Human Environmental Sciences Specialist, Courthouse Basement, Bethany, MO 64424

Cost: $10/one year

Information provided by:
Cathy Oesterling, Human Environmental Specialist, University Extension, Grundy County Courthouse, 700 Main, Trenton MO 64843 (816)359-5643

Code A1

Author: Zetocha, Dale
Title: Home-Based Business...Is It For Me?
Publisher: North Dakota State Univ Extension Service
Date: Mar 1986

Type of Publication: publication

Brief Description:
25 page publication targeted to youth and adults. Deals with types of home-based businesses, decision to enter a home-based business, family environment, financing, legal forms, marketing, pricing, recordkeeping, tax considerations, licenses, permits, zoning, time management, and employee relations.

Keywords: home-based business; business; profit

Order from:
Center for Leadership & Community Development, Morrill Hall 301, NDSU, Fargo ND 58105-5437 (701)237-7394

Cost: $.35

Information provided by:
Dale Zetocha, 1712 Main Ave, Ste 202, Fargo ND 58103-1528 (701)298-1001
<table>
<thead>
<tr>
<th>Code A1</th>
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<tbody>
<tr>
<td><strong>Author:</strong> Stephenson, Mary J.</td>
</tr>
<tr>
<td><strong>Title:</strong> Starting a Home-Based Business (fact sheet 372)</td>
</tr>
<tr>
<td><strong>Publisher:</strong> University of Maryland Cooperative Extension Service</td>
</tr>
<tr>
<td><strong>Date:</strong> 1984;1985</td>
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<tr>
<td><strong>Type of Publication:</strong> fact sheet</td>
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<tr>
<td><strong>Brief Description:</strong> What you need to make it, personal skills and abilities, getting advice and experience, researching your market, problems unique to operating a business at home, the business plan, resources.</td>
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<tr>
<td><strong>Keywords:</strong> home-based business</td>
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<tr>
<td><strong>Order from:</strong> Cooperative Extension Service, Ag Duplicating Services, 6200 Sheridan St, Riverdale MD 20737</td>
</tr>
<tr>
<td><strong>Cost:</strong></td>
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<tr>
<td><strong>Information provided by:</strong> Dr. Mary J. Stephenson, Extension Home Economics, 2309 Computer Sciences Bldg, University of Maryland, College Park, MD 20742</td>
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<tr>
<td><strong>Author:</strong> Carr, Mary Beth (editor)</td>
</tr>
<tr>
<td><strong>Title:</strong> Made in Missouri Marketing &amp; Management News for Home-Based Entrepreneurs</td>
</tr>
<tr>
<td><strong>Publisher:</strong> University of Missouri Extension</td>
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<tr>
<td><strong>Date:</strong> ongoing</td>
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<td><strong>Type of Publication:</strong> bi-monthly newsletter</td>
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<tr>
<td><strong>Brief Description:</strong> Provides marketing and management information to those wanting to become home-based &amp; for those wishing to expand their home-based business.</td>
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<tr>
<td><strong>Keywords:</strong> home-based business, Missouri</td>
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<tr>
<td><strong>Order from:</strong> Mary Beth Carr, University Extension, Courthouse, Bethany, MO 64424</td>
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<tr>
<td><strong>Cost:</strong> $10.00/year</td>
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<tr>
<td><strong>Information provided by:</strong> Mary Beth Carr, University Extension, Courthouse, Bethany, MO 64424</td>
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HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Biaggi, Ana M.
Title: How to Start a Home-based Business (Como iniciar un negocio desde el hogar)
Publisher: Puerto Rico Agricultural Extension Service
Date: 1994
Type of Publication: publication (Spanish)

Brief Description:
Contains information about forms of business organization, obtaining a business license, business records, and stimulate business development.

Keywords: home-based business

Order from:
M.E.I. Dept, Agricultural Extension Service, Call Box 21120, Rio Piedras, Puerto Rico, 00928
Cost: no cost

Information provided by:
Mrs. Ana Biaggi, Univ of Puerto Rico, Mayaguez Campus, Ag Ext. Svc, Bldg C Office 115, College Station, Mayaguez, PR 00680

Code A1

Author: Kays, Jonathan S.
Title: Natural Resources Income Opportunities
Publisher: Maryland Cooperative Extension Service
Date: Aug 1994
Type of Publication: video

Brief Description:
Interviews w/small enterprises in fee fishing, sporting clays, firewood, custom sawmilling, shiitake mushrooms and more. Concentrates on business, financial, and marketing challenges facing enterprise development. Applies to many enterprises in addition to those mentioned.

Keywords: natural resources; income enterprise

Order from:
Univ of Maryland, Natural Resources Income Opportunities, 18330 Keedysville Rd, Keedysville MD 21756
Cost: $18.00

Information provided by:
Jonathan Kays, Maryland Coop Ext. Service, 18330 Keedysville Rd, Keedysville, MD 21756 (301)432-2735
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Hathaway, Irene; and Marks, Judy

Title: Starting a Home-based Business

Publisher: Michigan State University Extension

Date: May 1995

Type of Publication: notebook

Brief Description:
A planning notebook for starting a home-based business. The notebook includes sections on planning a home-based business, using professional help, record keeping, marketing, advertising and promotion and pricing.

Keywords: Home-based business; economic development, business

Order from:
Michigan State University Bulletin Office, 10B Agriculture Hall, East Lansing, MI 48824-1039 (517) 355-0240

Cost: $15 each

Information provided by:
Irene Hathaway, Coordinator Extension Community & DevelopmentMichigan State University, 6 Kellogg Center, East Lansing, MI 48824-1022

Code A1

Author: Rowe, Barbara R. & Owen Alma J.

Title: Getting Started

Publisher: Purdue University

Date: 1996

Type of Publication: workbook

Brief Description:
Worksheet-format: the decision to enter a home-based business, family and business goals, types of businesses, do-it-yourself market research, entrepreneur interview, preliminary budget for forecasting start-up financing needs.

Keywords: start-ups; beginning home-based businesses

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $5.00

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314 Purdue University, West Lafayette, IN 47907
Code A1

Author: Brown, Pamela J; Clary, Greg; & White, Lynn

Title: So You Want to Start A Home Based Business in Texas! B-1634

Publisher: Texas Agricultural Extension Service

Date: July, 1996

Type of Publication: bulletin

Brief Description: Guide to assist individuals interested in starting a home based business by providing information on planning, resources, and decision making for the entrepreneur. Includes extensive references and World Wide Web resources.

Keywords: planning, resources, decision making

Order from: Agricultural Communications, Mail Stop 2212, Texas Agricultural Extension Service, College Station, TX 77843

Cost: $.85 per copy; 5 or more 75 cents per copy

Information provided by: Pamela J. Brown, Extension Specialist, 305 History Building, Mail Stop 2251, College Station, TX 77843-2251; Phone 409-845-3850

Code A1

Author: Stevens, Sharon

Title: Independent Contractor vs. Employee: Exploring the Categorizing RP 0546

Publisher: Missouri Textile and Apparel Center, University Extension, University of Missouri

Date: August, 1994

Type of Publication: Guide Sheet (16 pages plus cover)

Brief Description: Guide to determining how to classify workers and stay within the IRS guidelines.

Keywords: Employees, workers, tax

Order from: University of Missouri, University Publications, 2800 Maguire, Columbia, MO, 65211-0001; Phone 573-882-7216, 1-800-292-0969

Cost: $2.50 plus $1.00 shipping/handling per order

Information provided by: Sharon Stevens, Assistant Coordinator, MO-TAC, University of Missouri, 122 Stanley, Columbia, MO 65211
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A1

Author: Duncan, Beth
Title: Checklist for Starting A Home-Based Business
Publisher: Mississippi Cooperative Extension Service
Date: January, 1997

Type of Publication: fact sheet

Brief Description: Issues to consider when starting a home-based business. In check-list format.

Keywords: business start-up

Order from: Beth Duncan, Extension Home-Based & Entrepreneurial Business Specialist, Box 9745, Mississippi State, MS 39762

Cost: N/A

Information provided by: Beth Duncan, Extension Home-Based & Entrepreneurial Business Specialist, Box 9745, Mississippi State, MS 39762

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Code A1

Author: Duncan, Beth
Title: Home-Based Business Basic Start-Up Guide
Publisher: Mississippi Cooperative Extension Service
Date: January, 1997

Type of Publication: booklet

Brief Description: Guide to starting a business. Topics include types of business, business ownership, business plan, pricing, licenses and permits, insurance, records and taxes, marketing, internet resources, and more.

Keywords: Business start-up

Order from: Beth Duncan, Extension Home-Based & Entrepreneurial Business Specialist, Box 9745, Mississippi State, MS 39762

Cost: N/A

Information provided by: Beth Duncan, Extension Home-Based & Entrepreneurial Business Specialist, Box 9745, Mississippi State, MS 39762

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| Information provided by: | Carol Thayer, 3180 W. Hwy #34, Grand Island, NE 68801; 308-385-6420 |
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A2

Author: Torres, Nayda I., and Israel, Glenn D.

Title: Exploring Your Ideas

Publisher: University of Florida - Cooperative Extension Service

Date: May 1991

Type of Publication: fact sheet

Brief Description: Exploring your ideas before starting a home-based business.

Keywords: evaluating your choices; money needs

Order from:
University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888

Code A2

Author: Burkhart-Kriesel, Cheryl; Hatter, Sandy & Prochaska-Cue, Kathy

Title: Juggling Time, Work and Family

Publisher: Nebraska Cooperative Extension

Date: 1990

Type of Publication: circular

Brief Description: Time is a valuable resource. Everyone has a limited amount of time to use for work, family and leisure activities. As more demands are placed on individuals, decisions become more difficult.

Keywords: time management; decision making; scheduling

Order from:
Communications & Computing Services, Ag Communications Bldg Rm 105 Lincoln NE 68583 (402)472-3023

Cost: $.50

Information provided by:
Carol Thayer, 3180 W Hwy 34, Grand Island, NE 68801 (308)385-6420
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A2

Author: Fox, Linda Kirk

Title: Business & The Family

Publisher: University of Idaho Cooperative Extension System

Date: July 1993

Type of Publication: bulletin

Brief Description:
Helps Business owner achieve a balance between home-based business and family life. Provides overview of personal skills that are helpful to successful business operation.

Keywords: family support; time management

Order from:
Ag Publications, University of Idaho, Moscow ID 83844-2240 (208)885-7982

Cost:

Information provided by:
Linda Kirk Fox, Extension Family Economics Specialist, 103 Niccols, Univ of Idaho, Moscow ID 83844-3188 (208)885-5778 Internet: lfox@uidaho.edu

Code A2

Author: James, Barbara

Title: Starting a Business In Your Home, Is It For You?

Publisher: Ohio State University Extension

Date:

Type of Publication: fact sheet

Brief Description:
Discusses business considerations for starting a home business.

Keywords: home-based business; self analysis

Order from:
Section of Communication & Technology, O.S.U Extension, 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A2

Author: Owen, William G.
Title: Pros and Cons of a Home Business
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description: Discusses benefits and commitments of a home business.
Keywords: home-based business

Order from:
Section of Communication & Technology, O.S.U. Extension, 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A2

Author: Lloyd, Janice H.
Title: A Business of Your Own - Decision Making-Personal, Family & Business Considerations (HE-337)
Publisher: N. C. Cooperative Extension Service
Date: Aug 1987
Type of Publication: fact sheet
Brief Description: Self-Analysis, Preliminary Business Decisions.
Keywords: decision-making process

Order from:
Publications Office, NCSU Box 7603, North Carolina State Univ, Raleigh, NC 27965-7603 (919)515-3173

Cost:

Information provided by:
Janice H. Lloyd, Ext. Specialist in Family Resource Mgmt, NCSU Box 7605 North Carolina State University, Raleigh, NC 27965-7605 (919)515-2770
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A2

Author: Lloyd, Janice H.

Title: A Business Of Your Own: Analyzing Job & Job Training Options (INCREASING FAMILY INCOME series)

Publisher: N. C. Cooperative Extension Service

Date: June 1989

Type of Publication: fact sheet

Brief Description: Self Analysis; Job Analysis; Job Training; Job Opportunities; Relocation Consideration.

Keywords: job training options

Order from:
Publications Office, NCSU Box 7603, North Carolina State Univ, Raleigh, NC 27695-7603 (919)515-3173

Cost:

Information provided by:
Janice H. Lloyd, Ext. Specialist in Family Resource Mgmt, NCSU Box 7605, Raleigh, NC 27695-7605 (919)515-7605

Code A2

Author: Rosenblatt, Paul

Title: Family-Based Business: Family Tension and the Home-Based Business

Publisher: Minnesota Extension Service

Date: 1987

Type of Publication: publication

Brief Description: Provides general information on some of the tensions that might occur when operating a home-based business.

Keywords: family tension; conflict; stress

Order from:
Minnesota Extension Service, Distribution Center, 20 Coffey Hall, 120 Eckles, St Paul MN 55108 (612)625-8173

Cost:

Information provided by:
Sharon M. Danes, University of Minnesota, 275f McNeal Hall, St. Paul, MN 55108
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A2, A7

Author: Lloyd, Janice H.

Title: A Business of Your Own: Analyzing Self-Employment Options (INCREASING FAMILY INCOME series)

Publisher: N. C. Cooperative Extension Service

Date: June 1989

Type of Publication: fact sheet

Brief Description: Analyzing Self-Employment Options; Business Management Fundamentals; Marketing Your Product or Service.

Keywords: self-employment; business management; marketing

Order from:
Publications Office, NCSU Box 7603, North Carolina State Univ, Raleigh, NC 27965-7603 (919)515-3173

Cost: 

Information provided by:
Janice H. Lloyd, Ext. Specialist in Family Resource Mgmt, NCSU Box 7605, Raleigh, NC 27965-7605 (919)515-2770

Code A2

Author: Parrott, Kathleen; Bach, Annette L. & Lastovica, Ann M.

Title: Can You Live Where You Work...And Work Where You Live?

Publisher: Virginia Coop. Extension

Date: 1995

Type of Publication: bulletin

Brief Description: This publication will help one consider the issues of living and working in the same space. Ideas to help prepare for, and prevent, potential conflicts are included. Worksheets are included to stimulate discussion in the household to best meet needs of the business and family.

Keywords: Family/business issues

Order from:
Virginia Tech Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24061-0512

Cost: $1.50--Make check payable to Treasurer, Virginia Tech

Information provided by:
Dr. Ann M. Lastovica, Extension Specialist, Family Management, P.O. Box 9081, Virginia State Univ., Petersburg, VA 23806
Home-Based & Micro Business Development

Code A2

Author: Owen, Alma J.
Title: Combining Work with Family
Publisher: Purdue University
Date: 1996

Type of Publication: fact sheet

Brief Description: Explains family functioning types that need consideration when running a home-based or small business enterprise; includes instrument for determining your family's style of functioning.

Keywords: family support; family labor

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Code A3

Author: Syracuse, Cheryl Jones
Title: Setting Up a Record Keeping System
Publisher: Ohio State University Extension
Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Bookkeeping methods.

Keywords: records; bookkeeping

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
Home-based & Micro Business Development

Code A3

Author: Gessaman, Dr. Paul

Title: Financial Prospectus Kits

Publisher: Nebraska Cooperative Extension

Date: 1995

Type of Publication: packet

Brief Description: A packet of forms that become a "selling tool" when seeking financial assistance.

Keywords: financial statements, recordkeeping, budget

Order from: Paul H. Gessaman, 205A H.C. Filley Hall, University of NE-Lincoln, Lincoln, NE 68583-0922; 402-472-1748, FAX 402-472-3460 or E-Mail: agec009@unlvm.unl.edu

Cost: Startup Version EC95-812 @ $2.30 Existing Version EC95-813 @ $2.50 Growing Version EC95-814 @ $3.10 Mailing cost of: $.50/copy for less than 10 copies; $.30/copy for 10 copies or more Checks payable to University of NE

Information provided by: Paul Gessaman, 205A H.C. Filley Hall, University of NE-Lincoln, Lincoln, NE 68583-0922 402-472-1748

Code A3

Author: Stout, Jane A. & Nelson, Diane

Title: How to Keep Records

Publisher: Iowa State University

Date: 1985

Type of Publication: fact sheet

Brief Description:

Keywords: recordkeeping; bookkeeping

Order from: Iowa University Extension

Cost: 

Information provided by: 

Paul Gessaman, 205A H.C. Filley Hall, University of NE-Lincoln, Lincoln, NE 68583-0922 402-472-1748
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A3

Author: Syracuse, Cheryl Jones

Title: Records and Record Keeping

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Discusses importance of records, what records to keep, what makes a good record keeping system.

Keywords: records; bookkeeping

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A3

Author: Syracuse, Cheryl Jones

Title: Records and Record Keeping

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Discusses importance of records, what records to keep, what makes a good record keeping system.

Keywords: records, bookkeeping

Order from:
Section of Communication and Technology, 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A3

Author: French, Forest M.

Title: Keeping Your Business on Track, Part I: Records

Publisher: University of Maine Cooperative Extension

Date:

Type of Publication: fact sheet

Brief Description: Basics of record keeping.

Keywords: records; financial analysis; ratio analysis

Order from:
Publications Office, Rm 105, 5741 Libby Hall, Orono, ME 04469-5741

Cost:

Information provided by:
James C. McConnon, Jr., Business & Financial Specialist, Rm 106, 5741 Libby Hall, Orono, ME 04469-5741 (207)581-3165

Code A3

Author: French, Forest M.

Title: Keeping Your Business on Track, Part II: Financial Statements

Publisher: University of Maine Cooperative Extension

Date:

Type of Publication: fact sheet

Brief Description: Basics of record keeping and financial statements analysis.

Keywords: financial statements; balance sheets; cash flow

Order from:
Publications Office, Rm 105, 5741 Libby Hall, Orono ME 04469-5741

Cost:

Information provided by:
James C. McConnon, Jr., Business & Financial Specialist, Rm 106, 5741 Libby Hall, Orono, ME 04469-5741 (207)581-3165

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HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A3

Author: French, Forest M.
Title: Keeping Your Business On Track, Part III
Publisher: University of Maine Cooperative Extension

Date:

Type of Publication: fact sheet

Brief Description:
Basics of record keeping and ratio analysis.

Keywords: financial statements; ratio analysis

Order from:
Publications Office, Rm 105, 5741 Libby Hall, Orono, ME 04469-5741

Cost:

Information provided by:
James C. McConnon, Business & Economics Specialist, Rm 106, 5741 Libby Hall, Orono, ME 04469-5741 (207)581-3165

Code A3

Author: Hammond, David H. & Hergatt, Jane Ann
Title: Record Keeping For Profit Pm-1149e
Publisher: Iowa State Univ Cooperative Extension Service

Date: Aug 1987

Type of Publication: fact sheet

Brief Description:
One of a series of publications designed for the person entering or considering a new small business.

Keywords: accounting; employees; record analysis

Order from:
Extension Distribution, 112 Printing & Publications, Iowa State University, Ames, IA 50011 (515)294-5247

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, P.O. Box 2068, Cedar Rapids, IA 52406
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A4

Author: Passewitz, Gregory
Title: Business Use of the Home
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description:

Keywords: taxes; legal issues

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

---

Code A4

Author: Passewitz, Gregory & Owen, William G.
Title: Business Use of the Home
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description:

Keywords: taxes; legal issues

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A4

Author: Passewitz, Gregory
Title: Taxes Federal
Publisher: Ohio State University Extension
Date: 1994;1995

Type of Publication: fact sheet

Brief Description:
Discusses federal taxes.

Keywords: taxes; legal issues

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A4

Author: Passewitz, Gregory
Title: Taxes - State and Federal
Publisher: Ohio State University Extension
Date: 1994;1995

Type of Publication: fact sheet

Brief Description:

Keywords: taxes; legal issues

Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
Author: Israel, Glenn D.
Title: Taxes
Publisher: University of Florida - Cooperative Extension Service
Date: May 1991

Type of Publication: fact sheet

Brief Description: Federal, state, and local taxes for home-based businesses.

Keywords: taxes for home-based businesses

Order from: University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by: Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888

Author: Israel, Glenn D., and Torres, Nayda I.
Title: Sources of Capital
Publisher: University of Florida - Cooperative Extension Service
Date: May 1991

Type of Publication: fact sheet

Brief Description: Financial planning and raising capital to start a home-based business.

Keywords: raising capital; methods of raising capital; financial planning

Order from: University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by: Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A4

Author: Schwab, Carol A.

Title: The Home Office Deduction, Publication # HE-361-7

Publisher: North Carolina Coop Extension Service

Date: Sep 1989

Type of Publication: fact sheet

Brief Description: Explains the legalities of claiming a home office deduction.

Keywords: taxes; home office deduction

Order from:
Publications Office, NCSU Box 7603, North Carolina State Univ, Raleigh, NC 27695-7603 (919)515-3173

Cost:

Information provided by:
Carol A. Schwab, Ext. Specialist in Family Resource Mgt., NCSU Box 7605, Raleigh, NC 27695-7605 (919)515-2770

Code A4, A5

Author: Walter, Gerry

Title: Taxes and Pensions (Pm-1149i)

Publisher: Iowa State Univ Cooperative Extension Service

Date: Nov 1987

Type of Publication: fact sheet

Brief Description: One of a series of publications designed for the person entering or considering a new small business operation.

Keywords: taxes; permits; employee permits

Order from:
Extension Distribution, 112 Printing & Publications, Iowa State University, Ames, IA 50011, (515)294-5247

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, P.O. Box 2068, Cedar Rapids, IA 52406
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A4

Author: Rowe, Barbara R. & Owen, Alma J.
Title: Doing Your Taxes
Publisher: Purdue University
Date: 1996
Type of Publication: fact sheet
Brief Description: An overview of federal tax law that applies to home-based and small business enterprises. Includes information pertinent to recent Supreme Court decision which limits home office deductions.
Keywords: taxes; tax law
Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907
Cost: $1.00

Code A5

Author: Passewitz, Gregory
Title: Copyrights, Patents, Trademarks
Publisher: Ohio State University Extension
Date: 1994; 1995
Type of Publication: fact sheet
Brief Description: Discusses copyright, patents, and trademarks.
Keywords: legal issues; patents; trademarks; copyrights
Order from:
Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011
Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A5
Author: Jones, Barbara
Title: Insurance
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description: Liability insurance, property and employee insurance.
Keywords: insurance; legal issues
Order from: Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011
Cost:

Information provided by: Gregory Pasewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A5
Author: Syracuse, Cheryl Jones
Title: Licenses, Permits and Zoning
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description: Discusses zoning, licenses.
Keywords: legal issues; zoning; permits; licenses
Order from: Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus, OH 43210 (614)292-2011
Cost:

Information provided by: Gregory Pasewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A5

Author: Smith, Patty Rai
Title: Requirements of Starting a Home-Based Business in Kentucky
Publisher: Kentucky Coop Ext., Univ of Kentucky
Date: 1994

Type of Publication: fact sheet, 4 pages (unit publication)

Brief Description: Chart listing licenses/requirements necessary for starting a home-based business in Kentucky.

Keywords: license; regulation; Kentucky home-based business

Order from:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

Cost: 1 free copy

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

Code A5

Author: Stout, JaneAnn & Meek, James A.
Title: How to Insure Your Business Prm-1149f
Publisher: Iowa State University Cooperative Ext. Service
Date: Jan 1988

Type of Publication: fact sheet

Brief Description: One of a series of publications designed for the person entering or considering a new small business operation.

Keywords: insurance; employee insurance; alternatives

Order from:

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, P.O. Box 2068, Cedar Rapids IA 52406
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A5

Author: Fox, Linda Kirk
Title: Licenses & Legal Requirements
Publisher: Univ of Idaho Cooperative Extension System
Date: July 1993
Type of Publication: bulletin

Brief Description:
Publication directs new business owner on local, state and federal laws and regulations that apply to their business.

Keywords: licenses; regulations; permits

Order from:
Ag Publications, Univ of Idaho, Moscow, ID 83844-2240
(208)885-7982

Cost:

Information provided by:
Linda Kirk Fox, Ext. Family Economics Specialist, 103 Nicolls, Univ of Idaho, Moscow ID 83844-3188
(208)885-5778
Internet: lfox@uidaho.edu

Code A5, A11

Author: Burns, Marilyn & Williams, Sue
Title: Legal Requirements
Publisher: Oklahoma State University
Date: 1993
Type of Publication: presentation guide for Home Economists

Brief Description:
Presentation script for overview of legal aspects of working at home including; business structure, zoning, state and federal laws, permits, registrations, licenses, and contract. Supporting handouts and transparencies.

Keywords: legal issues; regulations; zoning; permits

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater, OK 74078
(405)744-5776 (FAX 7113)

Cost:

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater, OK 74078
(405)744-5776 (FAX 7113)
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A5, A11

Author: Burns, Marilyn

Title: Home-Based Business: Legal Considerations

Publisher: Oklahoma State University

Date: 1993

Type of Publication: circular

Brief Description: Information on business structures, zoning ordinances, licenses and permits, contracts, and legal advice.

Keywords: zoning; permits; legal

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater, OK 74078 (405)744-5776 (FAX 7113)

Cost:

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater, OK 74078 (405)744-5776 (FAX 7113)

Code A5, A11

Author: Holman, Thomas; Meister, Gwen; Aiken, J. David

Title: Legal Considerations

Publisher: Nebraska Cooperative Extension

Date: 1990

Type of Publication: circular

Brief Description: Before starting a business, you must understand the basics of the legal environment in which businesses operate.

Keywords: business structure; taxes; licenses; trademarks

Order from:
Communications & Computing Services, Ag Communications Bldg, Rm 105, Univ of Nebraska, Lincoln NE 68583 (402)472-3023

Cost: $.50

Information provided by:
Carol Thayer, 3180 W Hwy 34, Grand Island, NE 68801 (402)385-6420
Code A5

Author: Rowe, Barbara R., & Owen, Alma J.

Title: Insuring Your Business

Publisher: Purdue University

Date: 1996

Type of Publication: fact sheet

Brief Description: Explains the different types of insurance needed by home-based and small business owners.

Keywords: insurance; legal issues

Order from:
Barbara R. Rowe, 1262 Matthews Hall,
Rm 313, Purdue University, West Lafayette, IN 47907

Cost: $1.00

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall,
Rm 313, Purdue University, West Lafayette, IN 47907

Code A5

Author: Rowe, Barbara R., & Owen, Alma J.

Title: Licenses, Permits and Zoning

Publisher: Purdue University

Date: 1996

Type of Publication: fact sheet

Brief Description: Information on business structure zoning ordinances, state licenses and permits, contracts; local sources of assistance.

Keywords: zoning; licenses; regulations; legal issues

Order from:
Barbara R. Rowe, 1262 Matthews Hall,
Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall,
Rm 313, Purdue University, West Lafayette, IN 47907
Code A6

Author: French, Forest M.

Title: Financing Your New Business: Resources and Options

Publisher: University of Maine Cooperative Extension

Date: 

Type of Publication: fact sheet

Brief Description: Federal and state sources of financing for small business.

Keywords: stages of business development; financing option

Order from:
Publications Office, Rm 105, 5741 Libby Hall, Orono, ME 04469-5741

Cost: 

Information provided by:
James C. McConnon, Jr., Business & Economics Specialist, Rm 106, 5741 Libby Hall, Orono, ME 04469-5741, (207) 581-3165

---

Code A6

Author: Settle, Mark E. & Hammond, David H.

Title: Capital Sources for New Business

Publisher: Iowa State University Cooperative Extension

Date: 

Type of Publication: publication

Brief Description: One of a series of publications designed for the person entering or considering a new small business operation.

Keywords: financial institutions; loans; capital options

Order from:
Extension Distribution, 112 Printing and Publications, Iowa State University, Ames, IA 50011 (515) 294-5247

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, PO Box 2068, Cedar Rapids, IA 52406
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A6

Author: Moss, Myra
Title: Business Financing
Publisher: Ohio State University Extension
Date: 1994;1995

Type of Publication: fact sheet

Brief Description:
Discusses business financing, loans, grants.

Keywords: finance; loans

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A6

Author: Lastovica, Ann M.
Title: Sources of Financing
Publisher: Virginia Cooperative Extension
Date: 1992

Type of Publication: bulletin

Brief Description:
This publication provides information to help one determine how much money is needed, where the money will come from, and how to develop and present a loan proposal.

Keywords: financing sources

Order from:
Virginia Tech Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24061-0512

Cost: $2.00-Make check payable to Treasurer, Virginia Tech

Information provided by:
Dr. Ann M. Lastovica, Extension Specialist, Family Management, P.O. Box 9081, Virginia State University, Petersburg, VA 23806
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A6

Author: Sternquist, Brenda; Jolly, Laura; Kean, Rita; Bastow-Shoop, Holly; Jasper, Cynthia; and Gaskill, LuAnn

Title: Rural Retailers: Financial Profile of High-Profit, Medium-Profit and Low-Profit Firms

Publisher: MI State Univ. Extension

Date: Summer 1995

Type of Publication: bulletin NCR 555

Brief Description: Information obtained from a 12-state study of rural retailers. Shows how to compare and interpret company’s figures with the figures of others within the industry.

Keywords: home-based/small business; economic development; rural retailing


Cost: $1.70 each

Information provided by: Irene Hathaway, Coordinator, Extension Community & Economic Development, 6 Kellogg Ctr, East Lansing, MI 48824

Code A6

Author: Rowe, Barbara R., Owen, Alma J.

Title: Working With Your Banker

Publisher: Purdue University

Date: 1996

Type of Publication: fact sheet

Brief Description: Establishing a working relationship with your banker; explains the 5 C’s of credit; how to prepare a loan proposal.

Keywords: business loans; banking

Order from: Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by: Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907
Code A7

Author: Ennis, Mike & Passewitz, Gregory

Title: Signage

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Road signs as an advertising tool.

Keywords: marketing; advertising

Order from: Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost: Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Passewitz, Gregory
Title: Business Image
Publisher: Ohio State University Extension
Date: 1994;1995

Type of Publication: fact sheet

Brief Description:
Discusses how to create a business image.

Keywords: marketing

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Bull, Nancy & Passewitz, Gregory

Title: Understanding Marketing

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Discusses concepts of marketing.

Keywords: marketing

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A7

Author: Bull, Nancy & Passewitz, Gregory

Title: Determining Business Potential

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Discusses marketing analysis.

Keywords: marketing

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Bull, Nancy & Passewitz, Gregory
Title: Finding Customers
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description: Discusses market analysis.
Keywords: marketing

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

Code A7

Author: Passewitz, Gregory
Title: Advertising - An Investment In Your Business Future
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description: Advertising.
Keywords: marketing

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Flasher, Wanema

Title: Keeping Customers Satisfied

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Customer service

Keywords: customer service; marketing

Order from: Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by: Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1485 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330

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Code A7

Author: Lawroski, M.; Fox, L; Prigge, R; Meyer, N

Title: Minding Your Own Business at Home

Publisher: University of Idaho Cooperative Extension System

Date: 

Type of Publication: notebook

Brief Description: Series of materials on starting a business, marketing and alternative agriculture.

Keywords: home-based business; marketing; income

Order from: Neil Meyer, Ag Econ/Rural Soc, University of Idaho, Moscow ID 83844-2334 (208)885-6335

Cost:

Information provided by: Neil Meyer, Ag Econ/Rural Soc, University of Idaho, Moscow ID 83844-2334
Code A7

Author: Stegelin, F.; Strang, J.; Weckman, R.

Title: Promotion and Advertising for Kentucky’s Direct Markets (ID 106)

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: 1991

Type of Publication: leaflet

Brief Description: Direct marketing techniques, sample print and media text.

Keywords: marketing; advertising

Order from:
Billy Minton/Jim Radar, College of Ag Distribution Center, Univ of Kentucky, Lexington KY 40546-0291 (606) 257-7571

Cost:

Information provided by:
Patty R. Smith, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

Code A7

Author: Jenning, H. & Hammett, W. & Gothard, A.

Title: Market Research

Publisher: N.C. Cooperative Extension Service

Date: May 1989

Type of Publication: publication

Brief Description: Learning about the business you are entering is the foundation of market research.

Keywords: market potential; competition

Order from:
Publications Office, NC State Univ., NC Coop. Extension Service, NCSU Box 7603, Raleigh, NC 27695-7603, (919) 515-2770

Cost:

Information provided by:
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Stuart, Jane Ann & Nelson, Diane
Title: How and Where To Sell
Publisher: Iowa State University
Date: 1985
Type of Publication: fact sheet
Brief Description:
Keywords: marketing
Order from: Iowa State University Extension
Cost: Information provided by:

Code A7

Author: Stuart, Jane Ann & Nelson, Diane
Title: How to Promote your Product and Yourself
Publisher: Iowa State University
Date: 1985
Type of Publication: fact sheet
Brief Description:
Keywords: marketing; advertising
Order from: Iowa State University Extension
Cost: Information provided by:
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Bastow-Shoop, H. & Zetocha, D. & Passewitz,

Title: Visual Merchandising: A Guide for Small Retailers

Publisher: Iowa State University

Date: 1991

Type of Publication: slide/tape programs

Brief Description: Four sets of slides and audio cassette tapes offer information on visual merchandising.

Keywords: visual merchandising; display; small retailers

Order from: North Central Regional Center for Rural Development, 216 East Hall, Iowa State University, Ames, IA 50011; (515) 294-8321

Cost: Information provided by:
Ann Braaten, Textile Specialist - FLC 219, NDSU, Fargo ND 58105 (701) 237-7256

Code A7

Author: Borich, Timothy & Stone, Kenneth

Title: Estimating Retail Market Potential

Publisher: Iowa State University Cooperative Extension

Date: May 1987

Type of Publication: publication

Brief Description: One of a series of publications designed for the person entering or considering a new small business operation.

Keywords: market potential; projecting markets; methods

Order from: Extension Distribution, 112 Printing and Publications, Iowa State University, Ames, IA 50011 (515) 294-5247

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, PO Box 2068, Cedar Rapids, IA 52406
Code A7

Author: Rice, Clarence & Hein, Clair E.

Title: So You’re in Sales

Publisher: Iowa State University Cooperative Extension

Date: 

Type of Publication: publication

Brief Description: One of a series of publications designed for the person entering or considering a new small business operation.

Keywords: retail sales; customer; merchandise

Order from: Extension Distribution, 112 Printing and Publications, Iowa State University, Ames, IA 50011, (515) 294-5247

Cost: $.50

Information provided by: Mark Settle, Public Policy Education Specialist, ISU Outreach Center, PO Box 2068, Cedar Rapids, IA 52406

Code A7

Author: Bastow-Shoop, H. & Zetocha, D. & Passewitz, 

Title: Visual Merchandising: A Guide for Small Business

Publisher: North Central Regional Center for Rural Development

Date: May 1991

Type of Publication: publication

Brief Description: An educational program that describes how this marketing strategy can help create a positive customer image that leads to successful sales.

Keywords: visual merchandising; retail; design

Order from: NCRCRD, 404 East Hall, Iowa State University, Ames, IA 50011-1070, (515) 294-8321

Cost: $4.50

Information provided by: Julie Stewart, Editor, NCRCRD, 404 East Hall, Iowa State University, Ames, IA 50011-1070 (515) 294-7648
Code A7

**Author:** Hammett, Wilma & Jennings, Harriet T.

**Title:** Advertising and Merchandising

**Publisher:** N.C. Cooperative Extension Service

**Date:** May 1989

**Type of Publication:**
publication

**Brief Description:**
What your marketing plan should include.

**Keywords:** marketing; product; promotion

**Order from:**
Publication Office, N.C. Cooperative Extension Service, N.C. State Univ., NCSU Box 7603, Raleigh, NC 27695-7603 (919)515-27

**Cost:**

Information provided by:
Janice Holm Lloyd, Exten. Specialist in Family Resource Management, NC Coop. Extension Service, NCSU Box 7605, Raleigh, NC 27695-7605 (919) 515-2770

---

Code A7

**Author:** McConnon, Jr., James C.

**Title:** Market Potential for Retail Businesses in Maine

**Publisher:** University of Maine Cooperative Extension

**Date:**

**Type of Publication:**
fact sheet

**Brief Description:**
Method for assessing the market potential for a retail business.

**Keywords:** market analysis; trade area size; market potential

**Order from:**
Publications Office, Room 105, 5741 Libby Hall, Orono, ME 04469-5741

**Cost:**

Information provided by:
James C. McConnon, Jr., Business & Economics Specialist, Room 106, 5741 Libby Hall, Orono, ME 04469-5741, (207) 581-3165
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Torres, Nayda I. and Israel, Glenn D.
Title: Marketing
Publisher: University of Florida - Cooperative Extension Service
Date: May 1991
Type of Publication: fact sheet

Brief Description:
Marketing functions of home-based business.

Keywords: marketing home-based businesses

Order from:
University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888

Code A7

Author: Stegelen, F.; Strang, J.; Weckman, R.
Title: Understanding Produce Marketing for Kentucky’s Direct Marketers
Publisher: Kentucky Cooperative Extension - Univ of Kentucky
Date: Aug 1991
Type of Publication: bulletin

Brief Description:
Suggestions on how to promote and advertise locally-grown fresh produce.

Keywords: direct marketing; market research; produce market

Order from:
Billy Minton/Jim Rader, College of Ag Distribution Center, Univ of Kentucky, Lexington KY 40546-0064 (606)257-7571

Cost:

Information provided by:
Patty R. Smith, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)275-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7, A8

Author: Burns, Marilyn
Title: Marketing and Pricing
Publisher: Oklahoma State University
Date: July 93

Type of Publication: thesis, 99 pages

Brief Description: Descriptive research to profile Oklahoma home-based business owners.

Keywords: home-based business; economic impact; educ. need

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)74

Cost:

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code A7, A8

Author: Burns, Marilyn
Title: Marketing and Pricing
Publisher: Oklahoma State University
Date: 1987

Type of Publication: presentation guide for Home Economists

Brief Description: Presentation script for overview of business marketing and pricing including: the 4 Ps of marketing -- Product, Price, Place and Promotion; supporting handouts and transparencies.

Keywords: marketing; promotion; pricing

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)74

Cost: $1.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A7

Author: Rowe, Barbara R. & Owen, Alma J.

Title: Marketing Your Product or Service

Publisher: Purdue University

Date: 1996

Type of Publication: fact sheet

Brief Description: How to define your market; reaching your target customer; rudimentary trade-area analysis.

Keywords: marketing; promotion

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Code A7

Author: Rowe, Barbara R., & Owen Alma J.

Title: Selling by Consignment

Publisher: Purdue University

Date: 1996

Type of Publication: fact sheet

Brief Description: Explains the process of selling goods through consignment; contains sample contract.

Keywords: consignment sales; selling crafts

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907
Code A7

Author: Rowe, Barbara R., & Owen, Alma J.

Title: Packing for Shipping

Publisher: Purdue University

Date: 1996

Type of Publication: fact sheet

Brief Description: Outlines the steps and materials needed for safe packaging for mail order deliveries.

Keywords: packaging; mail order sales

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A8

Author: Israel, Glenn D. and Torres, Nayda I.

Title: Pricing

Publisher: University of Florida - Cooperative Extension Service

Date: May 1991

Type of Publication: fact sheet

Brief Description:
Determining pricing for the products or services of a home-based business.

Keywords: price determination

Order from:
University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A8

Author: Montville, Francis E.

Title: Basic Pricing Strategies for Small Businesses

Publisher: University of Maine Cooperative Extension

Date:

Type of Publication: staff paper

Brief Description: Basic pricing strategies of small business.

Keywords: pricing

Order from: Publications Office, Rm 105, 5741 Libby Hall, Orono, ME 04469-5741

Cost:

Information provided by:
James C. McConnon, Jr., Business & Economics Specialist, Rm 106, 5741 Libby Hall, Orono ME 04469-5741 (207)581-3165

---

Code A8

Author: Stout, Jane Ann; Nelson, Diane

Title: How to Price and Protect Your Work

Publisher: Iowa State Univ Cooperative Extension Service

Date: 1983

Type of Publication: fact sheet

Brief Description:

Keywords: pricing

Order from: Iowa State University Extension

Cost:

Information provided by:
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A8

Author: Thayer, Carol E.

Title: Pricing For Profit

Publisher: Nebraska Cooperative Extension

Date: 1992

Type of Publication: circular

Brief Description: Pricing strategies for product and services are discussed.

Keywords: pricing; estimates; wholesale

Order from:
Communications & Computing Services, Ag Communications Bldg 105, Univ of Nebraska, Lincoln NE 68801 (402)472-3023

Cost: $1.00

Information provided by:
Carol Thayer, 3180 W Hwy 34, Grand Island NE 68801 (308)385-6420

Code A8

Author: Smith, Joyce Ann

Title: Pricing Approaches

Publisher: Ohio State University Extension

Date: 1989;1993

Type of Publication: teaching outline and camera-ready fact sheet

Brief Description: Guidelines and formulas for pricing products produced by home-based business owner; fact sheets in two versions: general using widgets and specific for sewing-related business using construction of lined wool skirt, construction of hot pads, and replacing a zipper in a garment as examples.

Keywords: pricing; sewing

Order from:
Dr. Joyce Smith, Ohio State Univ Extension, 1787 Neil Ave, The Ohio State Univ., Columbus OH 43210 (614)292-4350

Cost:

Information provided by:
Dr. Joyce Smith, Extension Specialist, Clothing, 1787 Neile Ave, The Ohio State Univ., Columbus OH 43210 (614)292-4350
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A8

Author: Rowe, Barbara R. & Owen, Alma J.
Title: Pricing for Profit
Publisher: Purdue University
Date: 1996
Type of Publication: fact sheet

Brief Description:
Information to assist in pricing the products or services provided by a home-based or small business enterprise

Keywords: price determination; pricing formulas

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Code A9

Author: Owen, William G.
Title: Sources of Assistance
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet

Brief Description:
Sources of assistance.

Keywords: assistance

Order from:
Section of Communications & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by:
Gregory Pasewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A9

Author: Burns, Marilyn

Title: Home-Based Business State/National Resource Directory

Publisher: Oklahoma State University

Date: 1994

Type of Publication: booklet

Brief Description: Lists agencies and organizations that provide assistance to small business through counseling, materials, and activities; main focus is Oklahoma resources with some national resources.

Keywords: resources; assistance

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744

Cost: free

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code A9

Author: Smith, Patty R.

Title: Home-Based Business Resources

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: 1994

Type of Publication: fact sheet, 3 pages

Brief Description: Bibliography of books, periodicals and other contacts related to home-based business.

Keywords: resources; home-based business - general

Order from:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064
(606)257-3888

Cost: 1 free copy

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064
(606)257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A9

Author: Settle, Mark E. & Wallice, John A.

Title: Iowa Resources for Small Business Pm-1149j

Publisher: Iowa State Univ Cooperative Extension System

Date: 1985

Type of Publication: publication

Brief Description:
One of a series of publications designed for the person entering or considering a new small business operation. This publication may also be obtained through any Iowa State Univ County Extension Office.

Keywords: agencies; organizations; services

Order from:
Extension Distribution, 112 Printing & Publications, Iowa State Univ, Ames IA 50011 (515)294-5247

Cost: $.50

Information provided by:
Mark Settle, Public Policy Education Specialist, ISU Outreach Center, P.O. Box 2068, Cedar Rapids IA 52406

Code A9, A10

Author: Smith, Patty R.

Title: Starting Your Own Business

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: Aug 1994

Type of Publication: fact sheet - part of a series Surviving Tough Times

Brief Description:
Steps in developing a business plan for starting your own business and listing of business assistance available in Kentucky.

Keywords: business plan; business assistance; deciding

Order from:
Michael Rupere, Family Financial Ed. Specialist, P.O. Box 196, Kentucky State Univ, Frankfort, KY 40601 (502)227-6175

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888
Author: Torres, Nayda I. and Israel, Glenn D.
Title: Your Business Plan Workbook
Publisher: University of Florida Cooperative Extension Service
Date: May 1991
Type of Publication: fact sheet
Brief Description: Business plan workbook for home-based businesses.
Keywords: business plan workbook

Order from:
University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A10

Author: Hein, Clair E.

Title: Starting Your Business
Pm-1149a

Publisher: Iowa State Univ
Cooperative Extension
Service

Date: Apr 1988

Type of Publication: publication

Brief Description:
One of a series of publications designed
for the person entering or considering a
new small business operation. Contains
sample worksheets. This publication
may also be obtained through any Iowa
State Univ. County Extension Office.

Keywords: business; business plan;
profit and loss

Order from:
Extension Distribution, 112 Printing &
Publications, Iowa State Univ, Ames IA
50011 (515)294-5247

Cost: $.75

Information provided by:
Mark Settle, Public Policy Education
Specialist, ISU Outreach Center, P.O.
Box 2068, Cedar Rapids, IA 52406

Code A10

Author: Gessaman, Paul H.

Title: Business Plan

Publisher: Nebraska Cooperative
Extension

Date: 1990

Type of Publication: circular

Brief Description:
Provides forms and brief suggestions for
compiling a business plan and financial
documentation for a business unit.

Keywords: business plan; financial
prospectus

Order from:
Communications & Computing Services,
Ag Communications Bldg 105, Lincoln
NE 68583 (402)472-3023

Cost: $.50

Information provided by:
Carol Thayer, Extension Specialist,
3180 W Hwy 34, Grand Island NE
68801 (308)385-6420
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A10

Author: French, Forest M.
Title: Your Business Plan
Publisher: University of Maine Cooperative Extension

Date:
Type of Publication: fact sheet
Brief Description: General outline of a business plan.
Keywords: planning; organizing; market analysis
Order from: Publications Office, Rm 105, 5741 Libby Hall, Orono ME 04469-5741
Cost:

Information provided by:
James C. McConnon, Jr., Business & Economics Specialist, Rm 106, 5741 Libby Hall, Orono ME 04469-5741
(207)581-3165

Code A10

Author: Dooley, Sanford B.
Title: Developing the Business Plan: Preventive Medicine
Publisher: Louisiana State Univ Ag Center, Coop Ext. Service

Date:
Type of Publication: publication #2428
Brief Description: A suggested outline for developing a business plan.
Keywords: business plan; business outline
Order from: Dr. Sanford B. Dooley, Louisiana Coop Ext. Service, Rm 211, Knapp Hall, Louisiana State Univ, Baton Rouge LA 70803
Cost: 1 copy free

Information provided by:
Dr. Sanford B. Dooley, Louisiana Coop Ext. Service, Rm 211, Knapp Hall, Louisiana State Univ, Baton Rouge LA 70803
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A10

Author:

Title: Home Based Business - Opportunities For Farm Families

Publisher: Alberta Agriculture, Food & Rural Development

Date: 1990

Type of Publication: home study course

Brief Description: A workbook designed to help families develop a business plan for a home-based business. Course includes 10 chapters and a resource section.

Keywords: home-based business

Order from:
REDA 14815 119th Ave, Edmonton, Alberta, Canada T5C2N9
(403)427-2171 $25/course Handling $5/course 7$ Canadian Goods/svcs tax

Cost: see order form

Information provided by:
Jean Wilson, Family Business Specialist, Alberta Agriculture Food & Rural Development, 7000 113 St, Edmonton, Alberta, Canada T6H5T6
(403)427-2412

Code A10

Author:

Title: Your Business Plan

Publisher: University of Georgia Cooperative Extension

Date:

Type of Publication: fact sheet

Brief Description:

Keywords: business plan

Order from:
Cooperative Extension Service, University of Georgia, Athens GA 30602

Cost:

Information provided by:
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<thead>
<tr>
<th><strong>Code A10</strong></th>
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<tbody>
<tr>
<td><strong>Author:</strong></td>
<td>Lastovica, Ann M.</td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Developing a Business Plan - Publication 354-302</td>
</tr>
<tr>
<td><strong>Publisher:</strong></td>
<td>Virginia Cooperative Extension</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>1992</td>
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<tr>
<td><strong>Type of Publication:</strong></td>
<td>manual</td>
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<tr>
<td><strong>Brief Description:</strong></td>
<td>This publication uses a workbook format and provides step by step direction in the development of a business plan.</td>
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<tr>
<td><strong>Keywords:</strong></td>
<td>business plan development</td>
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</tbody>
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**Order from:**
Virginia Tech Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24061-0512

**Cost:** $2.50-Make check payable to Treasurer, Virginia Tech

**Information provided by:**
Dr. Ann M. Lastovica, Extension Specialist, Family Management, P.O. Box 9081, Virginia State University, Petersburg, VA 23806

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<table>
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<tr>
<th><strong>Code A10</strong></th>
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<tbody>
<tr>
<td><strong>Author:</strong></td>
<td>Rowe, Barbara R. &amp; Owen, Alma J.</td>
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<tr>
<td><strong>Title:</strong></td>
<td>Developing Your Business Plan</td>
</tr>
<tr>
<td><strong>Publisher:</strong></td>
<td>Purdue University</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>1996</td>
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<tr>
<td><strong>Type of Publication:</strong></td>
<td>workbook</td>
</tr>
<tr>
<td><strong>Brief Description:</strong></td>
<td>Question and answer format. Provides step-by-step outline for developing a business plan for starting a home-based or small business enterprise. Contains budget forecasting sheets for start-ups.</td>
</tr>
<tr>
<td><strong>Keywords:</strong></td>
<td>business plan; home-based business</td>
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**Order from:**
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

**Cost:** $5.00 each

**Information provided by:**
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A11

Author: Meek, James A.
Title: How To Organize Your Business Pm-1149d
Publisher: Iowa State Univ Cooperative Extension Service
Date: July 1989
Type of Publication: publication

Brief Description: One of a series of publications designed for the person entering a new small business operation.

Keywords: organize; sole proprietorship; general partnership


Cost: $.50

Information provided by: Mark Settle, Public Policy Education Specialist, ISU Outreach Center, P.O. Box 2068, Cedar Rapids, IA 52406

Code A11

Author: Fox, Linda Kirk
Title: Business Ownership
Publisher: University of Idaho Cooperative Extension System
Date: July 1993
Type of Publication: bulletin

Brief Description: Publication describes advantages and disadvantages of various forms of doing business: sole proprietorship; partnership; incorporation; cooperative.

Keywords: forms of business

Order from: Ag Publications, University of Idaho, Moscow ID 83844-2240 (208)885-7982

Cost: 

Information provided by: Linda Kirk Fox, Extension Home Economics Specialist, 103 Nicolls, Univ of Idaho, Moscow ID 83844-3188 (208)885-5778 email: lfox@uidaho.edu
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A11

Author: Torres, Nayda I. and Israel, Glenn D.
Title: Is It For Me?
Publisher: University of Florida - Cooperative Extension Service
Date: May 1991

Type of Publication: fact sheet

Brief Description:
Advantages and disadvantages of owning a home-based business.

Keywords: owning a home-based business

Order from:
University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888

Code A12

Author: Israel, Glenn D.
Title: Home-Based Business Development Evaluation (Telephone Interview Script)
Publisher: University of Florida - Cooperative Extension Service
Date: October 1992

Type of Publication: fact sheet

Brief Description:
Telephone interview script for home-based business development.

Keywords: owning a home-based business

Order from:
University of Florida, Cooperative Extension Service, 311 Rolfs Hall, Gainesville, FL 32611-0550, (904) 392-0386

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, University of Kentucky, Lexington, KY 40546-0064, (606) 257-3888
Code A13

Author: Rowe, Barbara R., & Owen, Alma J.

Title: Introduction to Copyrights

Publisher: Purdue University

Date: 1996

Type of Publication: Fact sheet

Brief Description:
Introduction to copyright protection; when to obtain a copyright, what is protected.

Keywords: copyrights; protection of ideas

Order from:
Barbara R. Rowe, 1262 Matthews Hall,
Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall,
Rm 314, Purdue University, West Lafayette, IN 47907
HOMEBASED & MICRO BUSINESS DEVELOPMENT

Code A13

Author: Rowe, Barbara R. & Owen, Alma J.
Title: Introduction to Patents
Publisher: Purdue University
Date: 1996
Type of Publication: fact sheet

Brief Description:
Explains the different kinds of patents and what is protected with each one; outlines steps to obtaining a patent.

Keywords: patents; protection of ideas

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Code A13

Author: Rowe, Barbara R. & Owen, Alma J.
Title: Introduction to Trademarks and Other Marks
Publisher: Purdue University
Date: 1996
Type of Publication: fact sheet

Brief Description:
Explains trademark regulations; outlines the steps in obtaining a trademark; distinguishes between trademarks, patents and copyrights.

Keywords: trademarks; protection of ideas

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code A14

Author: Rowe, Barbara R. & Owen, Alma J.
Title: Retail and Wholesale: How to Do Business Transactions
Publisher: Purdue University
Date: 1996

Type of Publication: fact sheet

Brief Description:
Examines the differences between retail and wholesale; how to work with retail buyers; contains examples of retail and wholesale invoices.

Keywords: wholesale sales; retail sales

Order from:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

Cost: $1.00 each

Information provided by:
Barbara R. Rowe, 1262 Matthews Hall, Rm 314, Purdue University, West Lafayette, IN 47907

---

Code B1

Author: Duncan, Beth
Title: Sewing As A Business
Publisher: Mississippi Cooperative Extension Service
Date: 1995

Type of Publication: manual

Brief Description:
A basic guidebook for starting a home-based sewing related business.

Keywords: home-based, sewing

Order from:
Dr. Beth Duncan, Box 9745, Mississippi State, MS 39762-9745, (601) 325-3081

Cost: No charge

Information provided by:
Code B1

Author: Duncan, Beth
Title: Sewing As A Business Notebook
Publisher: Mississippi Cooperative Extension Service
Date: 1994
Type of Publication: notebook

Brief Description: A comprehensive notebook used at 5-day Sewing As A Business Workshop (for home-based sewing professionals).

Keywords: home-based, sewing

Order from:
Dr. Beth Duncan, Box 9745, Mississippi State, MS 39762-9745, (601) 325-3081

Cost: Available on 2-week loan

Information provided by:

Code B1

Author: Burns, Marilyn; Powell, Claire; Selk, Mary
Title: Creative Sewing for Profit at Home
Publisher: Oklahoma State University
Date: 1994
Type of Publication: packet

Brief Description: A series of fact sheets (9) covering the topics of: Business Options; Business Mind-Set; Work Environment; Legal Issues; Records, Finances, and Taxes; Insurance; Pricing; Marketing; References and Resources.

Keywords: sewing; finances; marketing

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776

Cost: $3.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078 (405)744-5776 FAX (405)744-7113
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code B1

Author: Thayer, Carol; Tondl, Rose Marie

Title: Sewing For Profit

Publisher: University of Nebraska

Date: 1993

Type of Publication: packet

Brief Description:
A packet of information designed for entrepreneurs interested in operating a sewing business.

Keywords: sewing for profit

Order from:
Textiles, Clothing and Design, 234 HE (Attn: Linda), University of Nebraska-Lincoln, Lincoln NE 68583-0804 (402)472-6319

Cost: $3.00

Information provided by:
Carol Thayer, 3180 W Hwy 34, Grand Island NE 68801 (308)385-6420

Code B1

Author: Jennings, Harriet T.

Title: Equipping Your Sewing Center HE-361-1

Publisher: North Carolina Cooperative Extension Service

Date: Jun 1989

Type of Publication: publication

Brief Description:
Proper sewing equipment and materials makes a successful sewing business.

Keywords: planning; equipping list

Order from:
Publications Office, N.C. State Univ, NCSU Box 7603, Raleigh NC 27695-7603 (919)515-3173

Cost:

Information provided by:
Janice H. Lloyd, Extension Specialist in Family Resource Mgmt, NCSU Box 7605, Raleigh NC 27685-7605 (919)515-2770
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code B1

Author: Mock, Judith

Title: Consignment Clothing Sales HE-361-3

Publisher: North Carolina Cooperative Extension Service

Date: May 1989

Type of Publication: publication

Brief Description: Consignment sales concept, merchandising.

Keywords: consignment clothing sales

Order from:
Publications Office, N.C. Cooperative Extension Service, N.C. State Univ, NCSU Box 7603, Raleigh NC 27965-7603 (919)515-31

Cost:

Information provided by:
Janice H. Lloyd, Extension Specialist in Family Resource Mgmt, NCSU Box 7605, Raleigh NC 27965-7605 (919)515-2770

Code B1

Author: Stevens, Sharon

Title: Writing Labels for Textile Products MP 0712

Publisher: Missouri Textile and Apparel Center (MO-TAC), University Extension, University of Missouri

Date: July, 1995

Type of Publication: guide sheet (16 pages plus cover)

Brief Description: A guide to the rules and regulations regarding labeling of textile products. Explains the process of writing care labels, country of origin labels, and fiber content labels.

Keywords: Care labels, content labels, labeling

Order from:
University of Missouri, University Publications, 2800 Maguire, Columbia, MO 65211-0001, 573-882-7216 or 1-800-292-0969

Cost: $3.00 per order includes p/h

Information provided by:
Sharon Stevens, Assistant Coordinator, MO-TAC, University of Missouri, 122 Stanley, Columbia, MO 65211
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code B1

Author: Henson, Susan; Stevens, Sharon & Breedlove, Ruth

Title: The MO-TAC Directory: A Guide to Missouri’s Textile and Sewn Products Industry MP 0677

Publisher: Missouri Textile and Apparel Center (MO-TAC), University Extension, University of Missouri

Type of Publication: directory

Brief Description: Listing of Sewn Products Companies in Missouri, with branch plants, SIC product codes, contact persons, number of employees and labels.

Keywords: apparel industry; Missouri; sewn products

Order from: University of Missouri, University Publications, 2800 Maguire, Columbia, MO 65211-0001; 573-882-7216 or 1-800-292-0969

Cost: $21.00 per order, includes s/h

Information provided by: Sharon Stevens, Assistant Coordinator, MO-TAC, University of Missouri, 122 Stanley, Columbia, MO 65211

Code B1

Author: Jennings, Harriet T.

Title: Your Sewing Space HE-361-2

Publisher: North Carolina Cooperative Extension Service

Date: Sep 1989

Type of Publication: publication

Brief Description: Sewing area and business space.

Keywords: sewing area activities

Order from: Publications Office, N.C. State Univ, NCSU Box 7603, Raleigh NC 27965-7603 (919)515-3173

Cost:

Information provided by: Janice H. Lloyd, Extension Specialist in Family Resource Mgmt, NCSU Box 7605, Raleigh NC 27965-7605 (919)515-2770
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code B1

Author: Smith, Joyce Ann

Title: Sewing For Profit

Publisher: Ohio State University Extension

Date: 1985

Type of Publication: bulletin

Brief Description: 16-page bulletin on starting and operating sewing-related home-based businesses including pricing, marketing, advertising, home workshop, family considerations and customer relations.

Keywords: sewing; clothing; women

Order from: Dr. Joyce Smith, Ohio State Univ Extension, 1787 Neil Ave, The Ohio State Univ, Columbus OH 43210 (614)292-4350

Cost:

Information provided by: Dr. Joyce Smith, Extension Specialist, Clothing, 1787 Neil Ave, the Ohio State Univ, Columbus, OH 43210 (614)292-4350

Code B1

Author: Tondl, Rose Marie; Niemeyer, Shirley

Title: Working Environments: A Sewing Center for Personal or Business Use

Publisher: North Central Regional Extension Publications

Date: Oct 1991

Type of Publication: publication

Brief Description: Addresses room arrangements for sewing centers and ways to correct organize them. The following centers are discussed: cutting, pressing, fitting and drapery centers. Other topics include chairs, lighting, storage, business space and customer serve area.

Keywords: sewing centers; sewing room arrangements; work centers

Order from: Univ of Nebraska, Distribution Center, 108 ACB Lincoln NE 68583-0918 (402)472-3023

Cost: $2.50

Information provided by: Rose Marie Tondl, Clothing Specialist, Textiles, Clothing & Design, 212 HE Univ of Nebraska Lincoln NE 68583-0802 (402)472-6318
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code B1

Author: Koester, Ardis W.

Title: Sewn Products and Services Home-based Business

Publisher: Oregon State University Extension Service

Date:

Type of Publication: circular

Brief Description:
How to start a sewing business, including legal, financial, space, customer relations, pricing, and family considerations.

Keywords: sewing business; home-based business; entrepreneurial

Order from:
Publications Orders, Ag Communications, Oregon State Univ, Admin Services A422, Corvallis OR 97331-2119 (503)737-2513

Cost:

Information provided by:
Ardis W. Koester, Extension Home Economics, Oregon State Univ, Milam Hall 161, Corvallis OR 97331-5106 (503)737-1016

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Code B1

Author: Tondl, Rose Marie; Niemeyer, Shirley

Title: Efficient Sewing Centers (40-VC-8)

Publisher: University of Nebraska-Lincoln

Date: 1992

Type of Publication: video (18:36)

Brief Description:
This video is based on the publication, WORKING ENVIRONMENTS: A SEWING CENTER FOR PERSONAL OR BUSINESS USE. It illustrates various room arrangements, cutting, pressing, fitting and drapery centers. Other areas illustrated include lighting storage and business space.

Keywords: sewing center; work center; sewing room arrangement

Order from:
Videocassette Library, University of Nebraska-Lincoln, P.O. Box 830918, Lincoln NE 68583-0918 (402)472-3035

Cost: $15.00

Information provided by:
Rose Marie Tondl, Clothing Specialist, Textiles, Clothing & Design, 212 HE, Univ of Nebraska-Lincoln, Lincoln NE 68583-0802 (402)472-6318
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code B1

Author: Texas Agricultural Extension Service

Title: Starting a Home-Based Business in Texas: The Professional Seamstress & Needlework Artisan

Publisher: Texas Agricultural Extension Service

Date: 1989;1990

Type of Publication: pamphlet publication #B-1639

Brief Description:
Gives a brief introduction to setting up your home-based business in the Professional Seamstress and Needlework Artisan areas. Provides general guidelines on business and equipment considerations.

Keywords: professional seamstress; needlework artisan

Order from:
Texas Ag Extension Service, Distribution & Supply Center, 104 Admin Bldg, The Texas A&M University System, College Station, TX 77843

Cost:

Information provided by:
Theresa Wier, 201 Special Services Bldg, College Station, TX 77843-2251 (409)845-1953

Code B7

Author: Smith, Joyce A.

Title: Sewing for Profit: Spreading the Word

Publisher: Ohio State University Extension

Date: 1995

Type of Publication:
Fact sheet

Brief Description:
Provides practical ideas on formal and informal methods of advertising by investigating niche marketing for sewing related home-based businesses.

Keywords: marketing, sewing, advertising

Order from:
Joyce Smith, Extension Specialist, Clothing, 1787 Neil Avenue, Ohio State University, Columbus, OH 43210 Phone 614-292-4350, FAX 614-292-7536

Cost: single copy - free

Information provided by:
Joyce Smith, Extension Specialist, Clothing, 1787 Neil Avenue, Ohio State University, Columbus, OH 43210 Phone 614-292-4350, FAX 614-292-7536
Code B8

Author: Smith, Joyce Ann or Bull, Nancy H.

Title: Sewing For Profit
       Alteration Rate Guides

Publisher: Ohio State University Extension

Date: 1992; 1993

Type of Publication: camera ready fact sheet (3 versions; formats available)

Brief Description: Suggested rates/charges for alteration and repair apparel items.

Keywords: pricing; sewing; alterations

Order from:
Dr. Joyce Smith, Ohio State Univ Extension, 1787 Neil Ave, The Ohio State University, Columbus OH 43210
(614)292-4350

Cost: Information provided by:
Dr. Joyce Smith, Extension Specialist, Clothing, 1787 Neil Ave, The Ohio State University, Columbus OH 43210
(614)292-4350

Code B8

Author: Smith, Joyce A.

Title: Pricing Approaches

Publisher: Ohio State University Extension

Date: 1993

Type of Publication: fact sheet

Brief Description:
Series of hand outs addressing pricing approaches for home-based businesses. Two versions available using wigs for general pricing and with specific items for sewing related home-based businesses such as replacing a zipper, sewing a lined wool skirt, and making craft items.

Keywords: pricing, sewing, price list

Order from:
Joyce Smith, Extension Specialist, Clothing, 1787 Neil Avenue, Ohio State University, Columbus, OH 43210
Phone 614-292-4350 FAX 614-292-7536

Cost: Single copies - free

Information provided by:
Joyce Smith, Extension Specialist, Clothing, 1787 Neil Avenue, Ohio State University, Columbus, OH 43210
Phone 614-292-4350 FAX 614-292-7536
Code C1

Author: Burns, Marilyn

Title: Starting and Operating a Bed and Breakfast

Publisher: Oklahoma State University

Date: 1992

Type of Publication: packet

Brief Description: Information about start-up plans, regulations, pricing, marketing and other related topics.

Keywords: bed and breakfast; tourism

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)74

Cost: $3.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code C1

Author: Worms, Alland & Smith, Patty R.

Title: The Kentucky Bed and Breakfast Industry

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: 1991

Type of Publication: notebook

Brief Description: Report of 2 research studies: Bed and breakfast businesses of Kentucky and Kentucky bed and breakfast customers.

Keywords: research; bed and breakfast; profiles

Order from:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064
(606)257-3888

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064
(606)257-3888
**Code C1**

**Author:** Alexander, Harold

**Title:** Family-Based Business: Establishing the Ambiance in a Bed and Breakfast or Farm Vacation Home

**Publisher:** Minnesota Extension Service

**Date:** 1987

**Type of Publication:** publication

**Brief Description:** Covers what must be considered before setting up a successful bed and breakfast or farm vacation home as a family-based business, with emphasis on the creation of a comfortable atmosphere for both the paying guests and the family.

**Keywords:** bed & breakfast; business/family space; comfort

**Order from:** Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

**Cost:**

**Information provided by:** Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

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**Code C1**

**Author:** Texas Agricultural Extension Service

**Title:** Starting A Home-Based Business in Texas: Bed and Breakfast

**Publisher:** Texas Agricultural Extension Service

**Date:** 1989;1990

**Type of Publication:** pamphlet publication #L-2350

**Brief Description:** Gives a brief introduction to setting up your home-based business as a bed and breakfast. Provides general guidelines on business and equipment considerations.

**Keywords:** bed and breakfast

**Order from:**
Texas Ag Extension Service,
Distribution & Supply Center, 104 Admin Bldg, The Texas A&M University System, College Station,

**Cost:**

**Information provided by:**
Theresa Wier, 201 Special Services Bldg, College Station, TX 77843-2251 (409)845-1953
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code C1

Author: Herman, G.; Hammett, W.; Tope, N.

Title: Starting a Bed & Breakfast HE-361-11

Publisher: North Carolina Cooperative Extension Service

Date: May 1991

Type of Publication: publication

Brief Description: Is a bed and breakfast operation for you?

Keywords: bed and breakfast; business

Order from: Publications Office, NCSU Box 7603, Raleigh NC 27965-7603 (919)515-3173

Cost:

Information provided by:
Janice H. Lloyd, Extension Specialist in Family Resource Mgmt, N. C. Cooperative Extension Service, NCSU Box 7605, Raleigh NC 27965-7603 (919)515-277

Code D1

Author: Alaska Cooperative Extension Service

Title: Making and Managing Money with Alaskan Arts and Crafts

Publisher: Univ of Alaska-Fairbanks Cooperative Extension Service

Date:

Type of Publication: pamphlet - 50 pages

Brief Description: Business planning and implementation for Alaska arts and crafts.

Keywords: arts/crafts; business planning; business development

Order from: UAK CES, 2221 E Northern Lights Ste 132, Anchorage AK 99508

Cost:

Information provided by:
Larry Dickerson, 2221 E Northern Lights, Anchorage AK 99508 (907)276-2433
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code D7

Author: Smith, Patty R.

Title: If You Want to Market Your Hobby and Your Hobby is a Craft...

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: 

Type of Publication: fact sheet

Brief Description:
Searching for a market - selling your crafts and promoting your craft products.

Keywords: searching craft marketplace; crafts

Order from:
Patty R. Smith, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

Code D7

Author: Smith, Patty R.

Title: Crafts

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: 1995

Type of Publication: leaflet

Brief Description:
Markets for small crafts producers.

Keywords: craft marketing; home-based business; crafts

Order from:
Patty R. Smith, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code D7

Author: Niemeyer, Shirley & Thayer, Carol

Title: Marketing Crafts

Publisher: Nebraska Cooperative Extension - Univ of Nebraska

Date: 1993

Type of Publication: packet

Brief Description: Information designed especially for entrepreneurs interested in operating a crafts business.

Keywords: crafts; marketing

Order from:
Shirley Niemeyer, 234 HE (attn: Linda)
Univ of Nebraska, Lincoln NE 68583-0804 (402)472-6319

Cost: $5.50

Information provided by:
Carol Thayer, 3180 W Hwy 34, Grand Island NE 68801 (308)385-6420

Code D7

Author: Niemeyer, Shirley; Trout, Barbara; Kean, Rita

Title: Marketing Crafts: Display Techniques for Craft Retailers

Publisher: Nebraska Cooperative Extension - Univ of Nebraska

Date: 1993

Type of Publication: video

Brief Description: A 15 minute videotape showing examples of techniques to attract a customer and move them through the store, a variety of window product display techniques, the use of line, color, shape, texture, and lighting to attract customers and to display items.

Keywords: crafts; displays

Order from:
Shirley Niemeyer, HE 205, Univ of Nebraska, Lincoln NE 68583 (402)472-6319

Cost: $15.00

Information provided by:
Carol Thayer, 3180 W Hwy 34, Grand Island NE 68801 (308)385-6420
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code D7

Author: Terrell, Freida M.

Title: Marketing Your Craft HE-312

Publisher: North Carolina Cooperative Extension Service

Date: Mar 1990

Type of Publication: publication

Brief Description: Proper marketing of handicrafts will give you the greatest possible return for your time, skill, and talent.

Keywords: market planning; crafts

Order from: Publications Office, N.C. State Univ, NCSU Box 7603, Raleigh NC 27965-7603 (919)515-3173

Cost:

Information provided by: Janice H. Lloyd, Extension Specialist in Family Resource Mgmt, NCSU Box 7603, Raleigh NC 27965-7605 (919)515-2770

Code D7

Author: Baizerman, M. & 6 others

Title: Marketing Crafts and Other Products to Tourists

Publisher: North Central Regional Educational Materials Project

Date: Aug 1992

Type of Publication: publication & 30 min videotape

Brief Description: Research findings from a study in 3 midwestern states, determining different styles of tourists and amount spent on different crafts and by tourists; suggestions for tapping into tourist market, including producer/retailer/customer relationships, strategies and hints for marketing.

Keywords: crafts; tourism; economic development


Cost: $1.00

Information provided by: JaneAnn Stout, College of Family and Consumer Sciences, 128 MacKay Hall, Iowa State Univ., Ames IA 50011 (515)294-0863
CODE D7

Author: Gahring, Sherrie
Title: Marketing Crafts and Other Products to Tourists
Publisher: University of Nebraska
Date: 1992

Type of Publication: publication

Brief Description: A report of a multi-state survey on ways to improve the marketing of crafts and other products to tourists. Describes four specialized tourist styles and what kinds of crafts and other products they buy when travelling.

Keywords: crafts; craft marketing; crafts for tourists

Order from: Minnesota Extension Service, Distribution Center, 20 Coffey Hall, St Paul MN 55108

Cost:

Information provided by: Sharon M. Danes, University of Minnesota, 275F McNeal Hall, St Paul MN 55108

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CODE E1

Author: Smith, George F (Project Director)
Title: Exploring Entrepreneurship
Publisher: Univ of Tennessee Ag Extension Service
Date: 1990

Type of Publication: workbook

Brief Description: A guide to owning and operating a small business. Covers deciding whether operating a business is right for you to developing the various components of a business plan. Workbook also includes sections on marketing, operations management, franchising, laws and regulations and sources of information and financing sources. (145 pages)

Keywords: entrepreneurship; small business

Order from: Dr. George F. Smith, Ag Extension Service, P.O. Box 1071, Knoxville TN 37901-1071 (615)974-7306

Cost:

Information provided by: Dr. Alan Barefield, Ag Extension Service, P.O. Box 1071, Knoxville TN 37901-1071 (615)974-7306
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code F1

Author: Burns, Marilyn; Brown, Barbara
Title: Food for Profit Out of Your Home
Publisher: Oklahoma State University
Date: 1991

Type of Publication: packet

Brief Description:
A series of fact sheets covering the topics of: Pricing; Sanitation; Promotion; Organizing The Kitchen; Quantity Shopping and Food Preparation; References, Resources, and Agencies.

Keywords: food products; catering

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)74

Cost: $3.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 FAX (405)744-7113

Code F1

Author: Burrier, S.; Schmeitzer, C.; Murayama, F.
Title: Catering - A Food Business
Publisher: Kentucky Cooperative Extension - Univ of Kentucky
Date: 1995

Type of Publication: leaflet

Brief Description:
Steps in starting a catering business.

Keywords: food businesses; catering

Order from:
Billy Minton/Jim Rader, College of Ag Distribution Center, Univ of Kentucky, Lexington KY 40546-0291
(606)257-7571

Cost:

Information provided by:
Patty R. Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064
(606)257-3888
Code F1

Author: Myers, K. and Olson, W.

Title: Family-Based Business: Catering Successfully

Publisher: Minnesota Extension Service

Date: 1987

Type of Publication: publication

Brief Description: Gives general information on setting up a home-based catering business, including applicable laws and codes regarding safe and sanitary food-handling practices.

Keywords: food handling; sanitation; catering

Order from:
Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

Cost:

Information provided by:
Sharon M. Danes, University of Minnesota, 275 F McNeal Hall, St Paul, MN 55108

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Code F1

Author: Food & Fiber Center, Cooperative Ext. Service

Title: A Visual Taste of Mississippi Specialty Foods

Publisher: Mississippi Cooperative Extension Service

Date: Apr 1994

Type of Publication: video

Brief Description: Video tape provides the viewer with picture of product, company name, phone number and brief description of product.

Keywords: specialty foods

Order from:
Food & Fiber Center, Box 9642, Mississippi State, MS 39762
(601)325-2160

Cost: none

Information provided by:
Ann Sansing, Project Technician, Food & Fiber Center, Box 9642, Mississippi State, MS 39762 (601)325-2160
Code F1

Author: Food & Fiber Center, Cooperative Ext. Service

Title: Mississippi Specialty Foods

Publisher: Mississippi Cooperative Extension Service

Date: Sep 1993

Type of Publication: publication

Brief Description: Listing of specialty foods manufacturers and retail stores that carry those products in Mississippi.

Keywords: specialty foods; gourmet

Order from:
Food & Fiber Center, Box 9642, Mississippi State, MS 39762
(601)325-2160

Cost: none

Information provided by:
Ann Sansing, Project Technician, Food & Fiber Center, Box 9642, Mississippi State, MS 39762 (601)325-2160

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Code F1

Author: Food & Fiber Center, Cooperative Ext. Service


Publisher: Mississippi Cooperative Extension Service

Date: Jul 1994

Type of Publication: publication

Brief Description: Provides information to help guide client through product development, manufacturing and marketing stages of a project.

Keywords: product development; economics

Order from:
Food & Fiber Center, Box 9642, Mississippi State, MS 39762
(601)325-2160

Cost: none

Information provided by:
Ann Sansing, Project Technician, Food & Fiber Center, Box 9642, Mississippi State, MS 39762 (601)325-2160
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code F1

Author: Texas Agricultural Extension Service

Title: Starting a Home-Based Business in Texas: Catering

Publisher: Texas Agricultural Extension Service

Date: 1989;1990

Type of Publication: pamphlet publication #B-1638

Brief Description: Gives a brief introduction about setting up a home-based business in catering. Provides general guidelines on business and equipment considerations.

Keywords: catering

Order from: Texas Ag Extension Service, Distribution & Supply Center, 104 Admin Bldg, The Texas A&M University System, College Station, TX 77843

Cost:

Information provided by: Theresa Wier, 201 Special Services Bldg, College Station, TX 77843-2251 (409)845-1953

Code F1

Author: James, Barbara

Title: Food Creations For The Home

Publisher: Ohio State University Extension

Date: 1994;1995

Type of Publication: fact sheet

Brief Description: Starting a home food business.

Keywords: food; catering

Order from: Section of Communication & Technology, O.S.U. Ext., 216 Kottman Hall, 2021 Coffey Rd, Columbus OH 43210 (614)292-2011

Cost:

Information provided by: Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1485 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code F1

Author: Lastovica, Ann M. & Brochetti, Denise

Title: Starting a Successful Catering Business

Publisher: Virginia State University

Date: 1995

Type of Publication: Fact sheet

Brief Description: This publication provides basic information for starting a catering business. Information on getting a license is specific to Virginia. Other information is generic to any catering business.

Keywords: foods-related business

Order from:
Virginia Tech Distribution Center, 112 Landsdowne Street, Blacksburg, VA 24061-0512

Cost: $1.00-Make check payable to Treasurer, Virginia Tech

Information provided by:
Dr. Ann M. Lastovica, Extension Specialist, Family Management, P.O. Box 9081, Virginia State University, Petersburg, VA 23806

Code F7

Author: Addo, Dwadu, Ph.D. & Maruyama, Fudodo, Ph.D

Title: Making and Selling Food Products in Kentucky

Publisher: Kentucky Cooperative Extension - Univ of Kentucky

Date: July 1995

Type of Publication: leaflet

Brief Description: Steps in starting and operating a home-based food processing business.

Keywords: food; food processing; food sales

Order from:
Available from U.K. after April 1995

Cost:

Information provided by:
Patty Rai Smith, Home-Based Business Specialist, 205 Scovell Hall, Univ of Kentucky, Lexington KY 40546-0064 (606)257-3888

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HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code G1

Author: Duncan, Beth
Title: Child Care As A Business Notebook
Publisher: Mississippi Cooperative Extension Service
Date: 1994
Type of Publication: notebook
Brief Description: Notebook used in a 3 day Child Care As A Business Workshop (for home-based child care businesses).
Keywords: child care
Order from:
Dr. Beth Duncan, Box 9745, Mississippi State, MS 39762-9745, (601) 325-3081
Cost: Available on 2-week loan

Information provided by:

Code G1

Author: Shocky, Susan, & Merkewitz, Rose
Title: So You’re Thinking About Being A Child Care Provider
Publisher: Ohio State University Extension
Date: 1994;1995
Type of Publication: fact sheet
Brief Description: Starting a child care business.
Keywords: child care
Order from:
Section of Communication Technology, Ohio State Univ Extension, 216 Kottman Hall, 2021 Coffey Rd Columbus OH 43210
Cost:

Information provided by:
Gregory Passewitz, Alber Enterprise Center, Morrill Hall, 1465 Mt. Vernon Ave., Marion, OH 43320 614-389-6786 ext 6330
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code G1

Author: Burns, Marilyn & Wilson, Elaine
Title: Child Care Home
Publisher: Oklahoma State University
Date: 1993
Type of Publication: fact sheet

Brief Description:
A series of fact sheets (11) covering topics of: Promotion; Partnerships and Policies; Preparing Your Home; Financial Records; Fees and Taxes; Liability Insurance; Guidance and Discipline; Disease Prevention; Food & Nutrition; Appetites and Healthy Attitudes Toward Food; Accreditation & Credentialing; References, Resources, and Agencies.

Keywords: child care

Order from:
Central Office for Home-Based Entrepreneurship HES 1135 Oklahoma State Univ, Stillwater, OK 74078 (405)744-5776 (FAX 7113)

Cost: $3.00

Information provided by:
Central Office for Home-Based Entrepreneurship HES 1135 Oklahoma State Univ, Stillwater, OK 74078 (405)744-5776 (FAX 7113)

Code G1

Author: Texas Agricultural Extension Service
Title: Starting A Home-Based Business in Texas: Family Day Home Care Provider (publication # L-2352)
Publisher: Texas Agricultural Extension Service
Date: 1989;1990
Type of Publication: fact sheet

Brief Description:
Gives a brief introduction to setting up your home based business in family day home care; provides general guidelines on business and equipment considerations.

Keywords: family day home care provider; child care

Order from:
Texas Ag Extension Service, Distribution & Supply Center, 104 Admin Bldg, The Texas A&M University System, College Station, TX 77843

Cost:

Information provided by:
Theresa Wier, 201 Special Services Bldg, College Station, TX 77843-2251 (409)845-1953
Code G1

Author: Johnson, Cynthia E. & Cole, Bebe A.

Title: Child Day Care in Your Home (HE-361-6)

Publisher: N.C. Cooperative Extension Service

Date: May 1989

Type of Publication: fact sheet

Brief Description: Is child day care the right business for you?

Keywords: child care

Order from: Publication Office, N.C. State Univ, North Carolina Cooperative Ext Svc, NCSU Box 7603 Raleigh, NC 27695-7603 (919)515-3173

Cost: 

Information provided by: Janice Holm Lloyd, Extension Specialist in Family Resource Management, NC Coop Extension Svc, Raleigh NC 27695-7605 (919)515-2770

Code G1

Author: Fox, Linda Kirk

Title: Achieving High Quality Child Care

Publisher: Univ of Idaho Cooperative Extension System

Date: 

Type of Publication: bulletins & video

Brief Description: Video and packet of 25 Extension bulletins including resource list and sample forms.

Keywords: child care; business management; facility safety

Order from: Ag Publications, University of Idaho, Moscow, ID 83844-2240 (208)885-7982

Cost: $12.50 + $1.00 S/H

Information provided by: Linda Kirk Fox, Extension Family Economics Specialist, 103 Niccolls, University of Idaho, Moscow ID 83844-3188 (208)885-5778 Internet: lfox@uidaho.edu
Code G1

Author: Fox, Linda Kirk
Title: Contracts and policies for child care providers
Publisher: University of Idaho Cooperative Extension System
Date: Oct 1993

Type of Publication: bulletin

Brief Description:
Publication helps home family day care providers understand business policies, contracts and business image.

Keywords: child care; contracts; policies

Order from:
Ag Publications, University of Idaho, Moscow, ID 83844-2240
(208)885-7982

Cost:

Information provided by:
Linda Kirk Fox, Extension Family Economics Specialist, 103 Niccols, Univ of Idaho, Moscow ID 83844-3188
(208)885-5778 Internet: lfox@uidaho.edu

Code G3

Author: Fox, Linda Kirk
Title: Recordkeeping Information for Child Care Providers
Publisher: University of Idaho Cooperative Extension System
Date: Oct 1993

Type of Publication: bulletin

Brief Description:
Publication helps home family day care provider set up recordkeeping system.

Keywords: recordkeeping; filing systems; child care

Order from:
Ag Publications, University of Idaho, Moscow ID 83844-2240
(208)885-7982

Cost:

Information provided by:
Linda Kirk Fox, Extension Family Economics Specialist, 103 Niccols, Univ of Idaho, Moscow ID 83844-3188
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HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code G3, G4, G8

Author: Burns, Marilyn

Title: Child Care Home; Financial Records, Fees, Taxes

Publisher: Oklahoma State University

Date: 1993

Type of Publication: presentation guide for Home Economists

Brief Description: Script for presentation of information for child care providers on recordkeeping, financial records, setting fees, and taxes; supporting handouts and transparencies.

Keywords: recordkeeping; child care; taxes

Order from:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 (FAX 7113)

Cost: $1.00

Information provided by:
Central Office for Home-Based Entrepreneurship, HES 135, Oklahoma State Univ, Stillwater OK 74078
(405)744-5776 (FAX 7113)

Code G4

Author: Fox, Linda Kirk

Title: Federal Tax Information for Child Care Providers

Publisher: University of Idaho Cooperative Extension System

Date: Oct 1993

Type of Publication: bulletin

Brief Description: Publication explains some of federal small business tax laws and filing requirement. Excellent source for home family day care providers on use of the home.

Keywords: child care; taxes; business use of home

Order from:
Ag Publications, University of Idaho, Moscow ID 83844-2240
(208)885-7982

Information provided by:
Linda Kirk Fox, Extension Family Economics Specialist, Univ of Idaho, Moscow ID 83844-3188
(208)885-5778 Internet: lfox@uidaho.edu

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Code G5

Author: Volker, Carol B.

Title: Liability Insurance and the Child Care Center

Publisher: Iowa State University

Date:

Type of Publication: North Central Regional publication #434

Brief Description: Discusses general liability insurance and additional coverage available. Includes a shopping guide, a liability insurance checklist, and what questions to ask when comparing policies.

Keywords: liability; child care; insurance

Order from:
Iowa State University, 112 Printing & Publication Bldg, Ames, IA 5001-1050 (515)294-5247

Cost: $.65

Information provided by:
Judy Marks, 201 W Kalamazoo Ave Rm 302, Kalamazoo, MI 49007 (616)383-8830

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Code G5

Author: Fox, Linda Kirk

Title: Insurance Needs of Child Care Providers

Publisher: University of Idaho Cooperative Extension System

Date: Oct 1993

Type of Publication: bulletin

Brief Description: Publication helps home-based family day care providers prepare for liability risks of the business.

Keywords: liability; child care; insurance

Order from:
Ag Publications, University of Idaho, Moscow ID 83844-2240 (208)885-7982

Cost:

Information provided by:
Linda Kirk Fox, Extension Family Economics Specialist, University of Idaho, Moscow ID 83844-3188 (208)885-5778 Internet: lfox@uidaho.edu
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code G5

Author: Cude, Brenda & Volker, Carol B.
Title: Liability Insurance and the Family Day Care Provider
Publisher: Iowa State University
Date: Mar 1991

Type of Publication:
North Central Regional publication #395

Brief Description:
Helps you evaluate options for insuring a family daycare operation, and evaluate available liability insurance policies. (8 page publication)

Keywords: liability; day care; child care; insurance

Order from:
Iowa State University, 112 Printing & Publication Bldg, Ames, IA 50011-1050
(515)294-5247

Cost: $.55

Information provided by:
Judy Marks, 201 W Kalamazoo Ave Rm 302, Kalamazoo, MI 49007
(616)383-8830

Code H1

Author: Mark, Cynthia B.
Title: Careers Unlimited Notebook
Publisher: Michigan State Univ Ext. 4-H Youth Programs
Date: 1993

Type of Publication:
Notebook (#4-H 1261)

Brief Description:
Designed to provide indepth, comprehensive and fun training for teens to develop lifelong career planning skills. Includes information on: group building; career exploration; tips for parenting; Starship Self; economics of living; self-esteem; employability skills; stress management; skills for careers; mentorships; county programs and other information.

Keywords: careers; career exploration; employability skill

Order from:
MSU Bulletin Office, 10-B Ag Hall, MI State University, East Lansing MI 48824-1039 (517)355-0240

Cost:

Information provided by:
Janet R. Olsen, Assoc. Program Leader, 4-H Programs; 6H Berkey Hall, MI St Univ, East Lansing MI 48824-1111
(517)355-0180
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code H1 youth

Author: Tweetan, Kathleen
Title: Be Your Own Boss
Publisher: NDSU Extension Service
Date:
Type of Publication: notebook

Brief Description:
Program is targeted to youth ages 11-14. The 13 lessons include: an intro to entrepreneurship; creating a business idea; time management & setting priorities; a look at community assessment & market research; why consumers buy; legal issues; banking & record keeping; advertising & electronic media; image building; completing a business plan.

Keywords: entrepreneurship; youth; curriculum

Order from:
Center for Leadership & Community Development, Morrill Hall 301, NDSU, Fargo ND 58105-5437
Cost: $20.00

Information provided by:
Kathleen Tweeten, 116 1/2 E First St, Jamestown, ND 58401-4253
(701)252-9030

Code H1

Author: Crigger, Maria; Lastovica, Ann; Powell, Rudolph; & Telep, Valya
Title: Minding My Own Business Leader’s Guide
Publisher: Virginia Cooperative Extension
Date: 1995
Type of Publication: notebook

Brief Description:
This eight section notebook has a Leader’s Guide for each section and camera-ready originals to copy for participants.

Keywords: youth entrepreneurship

Order from:
Dr. Ann M. Lastovica, Extension Specialist, Family Management, P.O. Box 9081, Virginia State University, Petersburg, VA 23806

Cost: $15.00 (includes s&h) Make check payable to Virginia Cooperative Extension

Information provided by:
Dr. Ann M. Lastovica, Extension Specialist, Family Management, P.O. Box 9081, Virginia State University, Petersburg, VA 23806

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### Code H6

**Author:** Weber, William J.  
**Title:** Youth Enterprise Loans  
**Publisher:** University of Maine Cooperative Extension  
**Date:** 1992  
**Type of Publication:** fact sheet  
**Brief Description:** Outlines 4-H/youth loan program jointly sponsored by State Federation and Cooperative Extension. Includes minimum requirements and application.  
**Keywords:** youth; entrepreneurship; loan  
**Order from:** William J. Weber, Business & Economics Specialist, Rm 106, 5741 Libby Hall, Orono, ME 04469-5741 (207)581-3165  
**Cost:** 1st copy - NC  
**Information provided by:** William J. Weber, Business & Economics Specialist, Rm 106, 5741 Libby Hall, Orono, ME 04469-5741 (207)581-3165

### Code I1

**Author:** Hustedde, R. J.; Shaffer, R.; Pulver, G.  
**Title:** Community Economic Analysis: A How To Manual (#RRD 141)  
**Publisher:** North Central Regional Center for Rural Development  
**Date:** Dec 1993  
**Type of Publication:** publication  
**Brief Description:** This manual is intended for the individual interested in the analysis of a community’s economy. The manual poses a series of questions, and contains analytical tools usually found in disparate sources.  
**Keywords:** community development; economic development  
**Order from:** NCRCRD, 404 E Hall, Iowa State Univ, Ames IA 50011-1070 (515)294-8321  
**Cost:** $4.00  
**Information provided by:** Julie Stewart, Editor, NCRCRD, 404 E Hall, Iowa State Univ, Ames IA 50011-1070 (515)294-7648
HOME-BASED & MICRO BUSINESS DEVELOPMENT

Code I1

Author: Ayres, J.; Cole, R.; Hein, C.; Huntington,

Title: Take Charge: Economic Development in Small Communities #RRD 153

Publisher: North Central Regional Center for Rural Development

Date: Jan 1990

Type of Publication: notebook

Brief Description: Provides guidelines to help small rural communities initiate economic development activities.

Keywords: economic development; leadership; revitalization

Order from: NCRCRD, 404 E Hall, Iowa State Univ, Ames IA 50011-1070 (515)294-8321

Cost: $14.00

Information provided by: Julie Stewart, Editor, NCRCRD, 404 E Hall, Iowa State Univ, Ames IA 50011-1070 (515)294-8321

Code I1

Author: Ayres, J; Leistritz, F.; Stone, K.

Title: Revitalizing the Retail Trade Sector in Rural Communities: Lessons from Three Midwestern States

Publisher: North Central Regional Center for Rural Development

Date: Nov 1992

Type of Publication: research report (#RRD 162)

Brief Description: Provides information and insights that will enhance informational programs developed for rural business persons and community leaders. Identifies successful strategies.

Keywords: retail; economic development; revitalization

Order from: NCRCRD, 404 E Hall, Iowa State Univ, Ames IA 50011-1070 (515)294-8321

Cost: $3.00

Information provided by: Julie Stewart, Editor, NCRCRD, 404 E Hall, Iowa State Univ, Ames IA 50011-1070 (515)294-8321
HOME-BASED WORK RESEARCH BIBLIOGRAPHY


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Jonovic, D.J. (1984). Someday it will all be yours...or will it? How to survive and enjoy success in family business. Cleveland, OH: The Center for Family Business.


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On-line homework a prelude to new job status? (1980, October). Data Communications, 9(10), 31-36.


Small, L. L. (1981, August). How to get up in the morning and other tricks to working from home. Ms., 10, 35(3).


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The SRDC is one of four regional rural development centers in the nation. It coordinates cooperation between the Research (Experiment Station) and Extension (Cooperative Extension Service) staffs at land-grant institutions in the South to provide technical consultation, research, training and evaluation services for rural development. For more information about SRDC activities and publications, write to the Director.

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