

Using ReferenceUSA from Home

ReferenceUSA is a business database for researching an industry or company, finding contacts and locating businesses. It is available at all libraries in the Chester County Library System and from home. You will need a 14 digit Chester County Library System card number for remote access.

Accessing ReferenceUSA from Home and the Library:

- Go to the Chester County Library System's website: <www.ccls.org>.
- Go to **Find a Resource** and select **Research Resources**.
- Click on **CCL Business INC.**
- Click on **Business Databases**.
- Click on **ReferenceUSA**.
- If accessing **ReferenceUSA** from home, **enter all 14 digits of your library card barcode** in the box provided.

Home Access Troubleshooting with ReferenceUSA:

ReferenceUSA uses special communication methods to verify access from the Library's website. Software firewalls often block referrer page information. This keeps **ReferenceUSA** from knowing access is coming from the Library System's website. Instead of seeing the library barcode box, a username and password box will display. Configuring or disabling firewalls will allow the necessary communication and the library barcode box will appear. For further information, please see the **ReferenceUSA** help page.

Printing and Downloading ReferenceUSA from Home:

- Home access allows only **10 records** to be printed or downloaded.
- In-library access allows **50 records** to be printed or downloaded.
- The procedure for downloading is the same as in the library.

Note: See other side for a quick introduction to searching **ReferenceUSA**.

Please talk to a reference librarian with any questions you may have.



Reference Department

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Searching ReferenceUSA

There are two options for searching **ReferenceUSA**: Quick Search and Custom Search.

Quick Search (default)

Use Quick Search for basic search requests to find an address, CEO, reverse phone look-up, etc.

- Enter the information you know (company name/ phone number/city) in the appropriate box.
- **Click Search Now.**

Custom Search (click on Custom Search Tab)

Use Custom Search for detailed search requests to find companies by type (keyword, SIC/NAICS, major industry), location (county, MSA, zip code) and/or size (employees, sales range).

- Check as many search variables as you wish to use.
- **Click the Create Search** button.
- A Search Criteria Fields page will appear.
- Specify the information you wish to find for each field.
- **Click Search Now.**
- If further refinements are needed, you will be asked for more information. Add the information and **click Search Now.**

Search Results

Search results are displayed **25** at a time in **Summary Format** (company name, address, phone number). Clicking on the name of the company will bring up the **Detailed Listing** (summary format plus contact information, SIC/NAICS code, employee size and sales volume).

Search results may be printed or downloaded in either the summary or detailed format. The Chester County Library System's license with **ReferenceUSA** limits the number of records that can be printed and/or downloaded: **50 records** at a time in the Library and **10 records/session** at a computer outside a Chester County Library System library. Users must abide by the Library's *Internet Acceptable Use Policy* (www.ccls.org/policy.htm) and *ReferenceUSA's Usage Terms and Conditions* (found at the main **ReferenceUSA** screen) when using the database.

*See the brochure **ReferenceUSA**, available at the Chester County Library, for further searching and downloading instructions.*