




# KENTON COUNTY PUBLIC LIBRARY

## KEYS TO ACCESSING KCPL DATABASES

All databases are accessible through the KCPL web site. From the main page, click Research & Learning tab, and scroll down to desired database. Appropriate resources will be found under *Business, Consumer, Non-profit & Legal headline*. Click the database name to enter. From your home, you will be requested to enter your library card & PIN number for KCPL. If you have any questions, click the  [Ask Us a Question](#) link to chat on-line live with a librarian during normal business hours.

**ReferenceUSA** (Takes a few moments for DB to load.)

*(Feel free to watch suggested tutorials for major sections.)*

Click U.S. Businesses

You can simply to do a Quick Search by company or executive name.

For advanced information, Click on Custom Search.

Set geography for where you are looking (ie, Cincinnati, OH)

Click business type

Click major Industry Group or Keyword.

Select SIC code or keyword to find companies in that business. Click SEARCH.

A results page will appear, with names, addresses, & phone numbers of companies.

Select items you want to print by checking boxes, click print, wait for PDF to open, save or file/print.

**(Caution/Remember: Database personal information is usually dated. Call company directly to confirm names, titles, addresses, etc...)**



### **BUSINESS SOURCE PREMIER**

Click advanced search. Choose “select a field” option.

Select the field you wish to search by (many options.)

Click FULL TEXT box (get complete articles.)

You can adjust remaining fields or leave blank, depending on research level.

Click search for results. Will have options to print or save.

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Job Search Central Resources  
Phone (859) 962-4000

[www.kentonlibrary.org/job-search-central](http://www.kentonlibrary.org/job-search-central)