Reference USA Business Database contains detailed information on more than 12 million U.S. public and private businesses, including addresses, telephone numbers, SIC and NAICS codes, number of employees, sales volume, product lines, corporate structure, headquarters /branch offices, and key contacts. A similar database for Canadian businesses also is available.

> Computer commands, field names and mouse actions are in *Italics***.**
> Text that you must type is within single quote marks (' ').

To access Reference USA Database:
  Go to: www.myrcpl.com
    Click on: ***Research and Learning***
    Click on: ***Research Tools***
    Click on: ***Business and Investments*** OR ***Telephone and Zip Code Directories***
      (or View All Databases Alphabetically)
    Scroll to: ***Reference USA***
    Click on: ***Inside the Library*** OR ***Home Access***
    Click on: ***Business Database***

⭐ To begin a new search after each question below, click the *New Search* button near top of database screen. This returns the user either to *Quick Search* or *Custom Search*, depending on which was last used.

1. A patron wants to know if there are any companies in South Carolina that manufacture automated teller machines.
- ❑ At the home page, click *U. S. Businesses.*
- ❑ When the *Business Databases Quick Search* page appears, click the tab for *Custom Search.*
- ❑ From the *Custom Search* options on the left side of the screen, click *BusinessType* to expand that heading (two will appear) and place a check in (click) the box beside *Keyword/SIC/NAICS*. This action will open a search box for that topic in the space to the right.
- ❑ From *Custom Search* options, click *Geography* to expand that heading (eight will appear) and place a check in (click) the box beside *State*. This will display a list of all states.
- ❑ In the *Keyword/SIC/NAICS* space, type 'automated teller machines' in the box beside the blue *Lookup* button and click *Lookup*. This action will display *Exact Matches.*
- ❑ From these *Exact Matches*, click *Automated Teller Machines – Wholesalers and Manufacturers* to move it to the *Selected* box below.
- ❑ In the *State* space, scroll through the list of states and click *South Carolina* to move it to the *Selected* box on the right.
- ❑ Click the green *View Results* button at the top right of the screen.
- ❑ A list of companies matching the search criteria will appear as hyperlinks. Click on one or all for expanded information about each.

2. I want a list of South Carolina companies that employ more than 5,000 workers.
- ❑ Click the *Custom Search* tab.
- ❑ Click *Geography* and *Business Size* to expand those headings and then *State* (under *Geography*) and *Number of Employees* (under *Business Size*) to open *State* and *Number of Employees* boxes.

❑ For the *State* box, select *South Carolina*. For *Number of Employees*, click *5,000-9,999* and *10,000+,* thus moving these categories to the boxes on the right*.*
❑ Click *View Results*. The matches will be displayed as expandable hyperlinks. Once a company has been selected, clicking Business Demographics from Quick Links on the left will expand that category to reveal the number of employees.

3. Does Bruno's, a southeastern grocery store chain, own other stores under different names?
❑ At the *Quick Search* page, type 'bruno's' in the *Business Name* box and leave the *State* box setting *at All.*
❑ Click *View Results*.
❑ When the matches are displayed, find *Bruno's Supermarkets, Inc.* in the list and click the *Down* arrow at the extreme right end of the line (*Corporate Tree* column) for a list of its holdings and subsidiaries.
❑ This action will display additional stores named Food Fair, Food Max, Food World, etc.

4. I want a list of surveyors with detailed information for Lexington County, South Carolina, and I already know that the SIC Code for surveyors is 8713.
❑ Click *Custom Search.*
❑ Click *BusinessType* to expand that heading and then place a check in the *Keyword/SIC/NAICS* box.
❑ Click *Geography* to expand that heading and then place a check in the box for *County*.
❑ In the *Keyword/SIC/NAICS* box to the right, leave the radio button at its default setting (*Search All SICS*) and enter '8713' in the *Lookup* box and click *Lookup*.
❑ In the *County* box, scroll to and select *South Carolina* from the *Select a State* list. Then from the county list which appears select *Lexington, South Carolina*. This moves it to the box on the right.
❑ Click *View Results*. The matches will be displayed as links which can be expanded for detail.

5. Does Sony Corp. of America have any women officers?
❑ At the *Quick Search* page, type 'sony corp of america' in the *Business Name* box.
❑ Click the *View Results* button.
❑ From the resulting list, click the *Sony Corp of America* entry (there will be more than one) having the corporate symbol and down arrow (in the *Corporate Tree* column) to expand it.
❑ From *Quick Links*, click *Management Directory* on the left for the names of officers. Gender is specified.

6. I need a list of businesses located within 2/10 of a mile of the State Capitol Building, 1100 Gervais Street, Columbia, South Carolina 29201.
❑ Click the *Custom Search* tab.
❑ Click *Geography* for expansion and then from that category click *City, State* and *Radius.*
❑ In the *City* box which appears to the right, scroll to and select *South Carolina* from the *Select a State* list and then *Columbia* from the cities which appear. (*Columbia* will then move to the box on the right.)
❑ At the *Radius* box, enter '1100 gervais street' in the *Address* line, '29201' in the Zip Code line, and '.2' in the *Number of Miles* line.
❑ Click the *View Results* button. A list of businesses within 2/10 of a mile of 1100 Gervais Street will appear.

7. Where are the headquarters for Cavco Industries?

❑ At the *Quick Search* page, type 'cavco industries' in the *Business Name* box and click *View Results.*

❑ A number of the results shown for *Cavco Industries, Inc*. have *Up* arrows in the *Corporate Tree* column. Clicking any one of them displays the complete address of the headquarters (parent) company in Phoenix, Arizona.