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## GETTING AN INSTITUTION ADDED TO THE ZIMS GLOBAL LIST

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[What is a Global Institution?](#)

An “Institution” in ZIMS refers not only to established zoos and aquariums, it can also be private breeders, educational facilities or listing authorities. A Global Institution in ZIMS is one that can be seen and used by all ZIMS Users in all modules of ZIMS – Husbandry, Medical and Studbook.

Local Institutions in ZIMS can be added for an institution or for a studbook.

- An institution added Local Institution is one that your institution added. It can only be viewed and used by someone at your facility. See [Adding a Local Institution](#)
- A studbook added Local Institution is one added by a studbook user. It can only be viewed and used within the studbook where it was added.

[What are the Advantages of Global Institutions?](#)

As mentioned, Global Institutions can be viewed and used by all ZIMS Users. Local Institutions are only seen by your institution. If you added a Local Institution to the list in one of your studbooks it is only visible in THAT studbook. If you hold multiple studbooks, you would need to add it to the institution list in ALL of your studbooks.

Promoting a Local Institution you use to a Global Institution in ZIMS helps with continuity and keeping institutions standardized. It avoids having the same institution entered in multiple ways in multiple Local institution lists.

[How to Get a Global Institution Added](#)

Getting a Global Institution added is simple. Contact [support@species360.org](mailto:support@species360.org) and request the addition.

You need to provide our support team with the following information:

- Institution Name
- Country
- Institution Category

It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.

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- Institution Type (driven by Institution Category)

The following information is not mandatory but can be helpful for the support team to verify the institution:

- Complete Address
- Phone and Fax Numbers
- Email Address
- Website
- Latitude and Longitude

### What Happens Now?

Species360 support will research your request and confirm that the institution is not already in the Global Institution list. If the institution is in the Global list, support will provide you with the institution's mnemonic. If the institution is not in the Global list, the support team will let you know when the institution has been added and its mnemonic. You should check the entry for accuracy and confirm the addition with support.

The institution will now appear in the Global Institution list for use by you and all other ZIMS Users in all the ZIMS modules.

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