

Animals- Record Ownership Change

Claiming ownership of specimens that already exist in ZIMS

[Contact SPECIES360 Support](#)

The screenshot shows the ZIMS Animals record interface. On the left is a navigation menu with icons for various functions like 'ISIS Post Office', 'Species Holding', 'Animals', 'Taxonomy Search', 'Enclosure', 'My Calendar', 'Data Migration Release Notes', 'Pending Transactions', 'Collection Trips', 'Institution Search', 'Life Support', 'Application Release Notes', and 'Important Explanation of the New Groups Functionality'. The main window displays the 'Animals' record for GAN: STM12-00053/Ara ararauna. The 'My Transactions' tab is active, showing a list of transactions with 'Birth / Hatch' selected. A red arrow points from the 'Add Transaction' button in the top left to the 'My Transactions' tab. Another red arrow points from the 'Add Transaction' button to the 'Acquisition - Birth / Hatch' form. The form contains fields for Date (Dec 07, 2012), Time (12:00), Holder, Holder Local Id, Terms (Birth/Hatch (Ownership Only)), Your Local ID (FHGF24), Institution, Clutch/Litter ID, and Enclosure. A red arrow points to the 'Add To Transaction List' button at the bottom right of the form.

The basic concept for adding ownership changes to an existing record (even if you were not the first to register it into ZIMS) is that your institution can record a transaction against the specimens global record. You do so under the tab in this animals record called "My Transactions". This tab will display only the records that your institution has knowledge of...such as a birth loan event for an animal owned by your institution but is physically born elsewhere.

Conceptually, ZIMS tracks a specimens records in two parts: "Physicality" and "Ownership". Think about these aspects as two parts to a whole; for any one GAN these two parts need to be defined.

Three physical/ownership scenarios are possible:

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Do you both: physically hold the animal and legally own the animal?
Do you only: physically hold the animal but do not have the legal title of ownership?
Do you: Legally own the record of the animal but do not have the animal physically in your keep?

NOTE: In ZIMS, only one MNEMONIC can be provided the title of owner, even if your true agreement states a different arrangement (shared partial ownership), for the purposes of data management in ZIMS only one institution can be defined as the true owner of the record.

To record an ownership transaction for an animal already accessioned in ZIMS
(animal already has a GAN provided when holding institution accessioned the birth)

The screenshot shows the 'Animals' application interface. On the left, the 'Animal Simple Search' panel has 'Global' selected (1). Below it, 'Local ID' and 'Institution' filters are visible (2). At the bottom left, a 'Search' button is highlighted (3). The main table lists animal records. The first record is selected (checkbox checked) and highlighted in red (4):

| Animal ID | Local ID | Animal Type | Scientific Name |
|--|-------------------|------------------|-----------------|
| <input checked="" type="checkbox"/> MIG12-30074479 | [B85001/KISHINEV] | Group of Animals | Asio otus |
| <input type="checkbox"/> MIG12-2811609 | [914/ARNHEM] | Group of Animals | Seriatopora ca |
| <input type="checkbox"/> 22679739 | [0007/PITTSB... | Group of Animals | Phractocephal |
| <input type="checkbox"/> 26004501 | [850001/TAMPA... | Group of Animals | Arbacia punctu |
| <input type="checkbox"/> MIG12-29135041 | [A86/KOLN] | Group of Animals | Ambystoma me |
| <input type="checkbox"/> 26007335 | [FSH533/COLUM... | Group of Animals | Gnathanodon s |
| <input type="checkbox"/> MIG12-29086297 | [F08031/VA MSM] | Group of Animals | Tautoga onitis |
| <input type="checkbox"/> MIG12-28259415 | [9960/COLUMBIA] | Group of Animals | Busycon caric |
| <input type="checkbox"/> MIG12-27984100 | [9G005/DALLAS... | Group of Animals | Oreotrochilus e |
| <input type="checkbox"/> 27577509 | [Q013AG/PITTS... | Group of Animals | Amphiprion oc |
| <input type="checkbox"/> MIG12-28701339 | [1379/SHEDD AQ] | Group of Animals | Calcinus |
| <input type="checkbox"/> MIG12-29967648 | [100101/GENOV... | Group of Animals | Periophthalmus |
| <input type="checkbox"/> 16936438 | [N00036/BERMU... | Group of Animals | Acanthostrac |
| <input type="checkbox"/> MIG12-29245820 | [600074/ARNHEM] | Group of Animals | Pseudanthias s |
| <input type="checkbox"/> BR110-00101 | [11336/BRISTOL] | Group of Animals | Nimbochromis |
| <input type="checkbox"/> 27569807 | [208421/WUPPE... | Group of Animals | Pycnonotus xe |
| <input type="checkbox"/> 26715090 | [PEZ012/SANTIL... | Group of Animals | Cichlasoma me |
| <input type="checkbox"/> MIG12-28339052 | [308G01/NIKOL... | Group of Animals | Columba livia |
| <input type="checkbox"/> MIG12-29901878 | [990517/VANCO... | Group of Animals | Pterophyllum s |

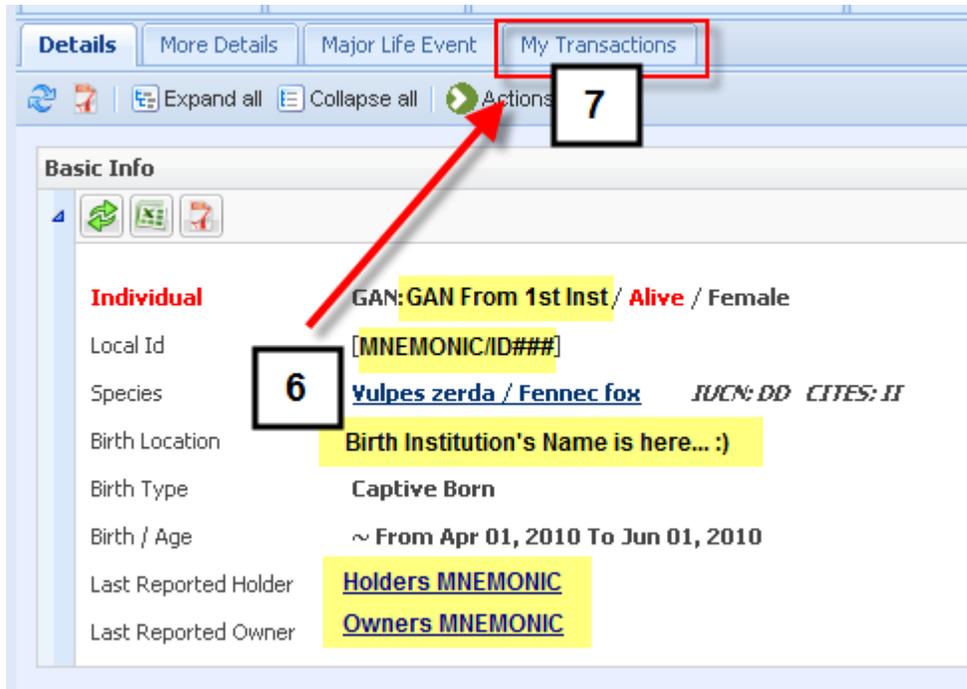
At the top right, the 'Search Results' tab is active, showing 'GAN: MIG12-30074479/Asio otus' (5).

Animal Global Search->Filter By Institution/Local ID->Open Record->Confirm Animal Record

In the Animals application, run a global search
Filter your search by the holding institutions local ID, Name/MNEMONIC, and taxonomy
Run your search
Identify the record for the animal you wish to add a transaction “physical loan out”

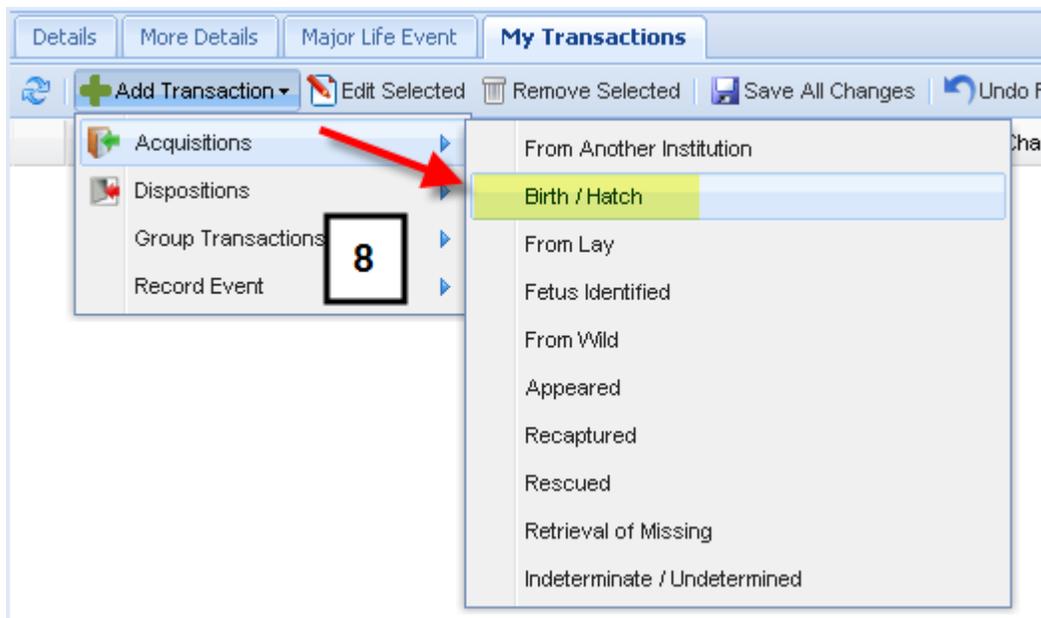
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The record will open in its own tab



Confirm Basic Information->Open My Transactions Tab

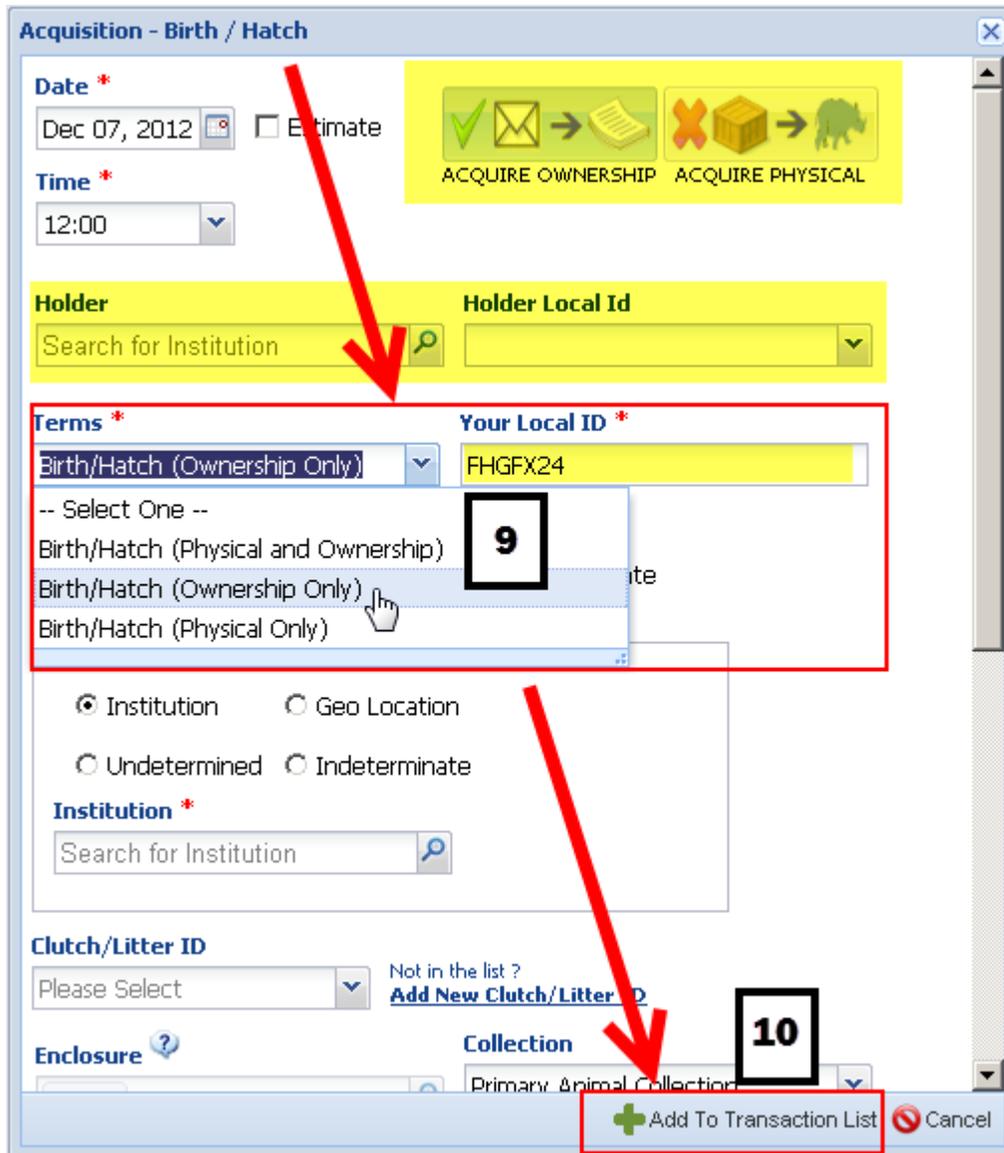
Confirm the basic animal details to be sure this is the animal you are looking for. Note, if the accessioning institution did NOT correctly register you as the owner, your information may not be present in the basic animal info screen yet Open the "My Transactions" tab for this animals record to add your transaction



Add Transaction->Acquisitions->Choose Type of Ownership Event (Birth/Hatch for Example)

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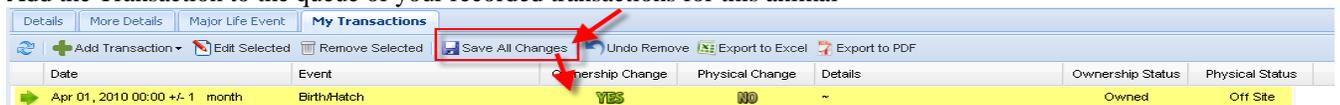
Under My Transactions, choose to add an Accession>Birth/Hatch event



Define Terms Change->Provide remaining required details->Add to Transaction List

Set the Acquire Ownership flag by defining the change of Terms from the data standard list. Provide the correct birth information and the MNEMONIC/Local ID provided during the initial accession event by the Holder- this detail can be found on the Basic Information screen

Add the Transaction to the queue of your recorded transactions for this animal



| Date | Event | Ownership Change | Physical Change | Details | Ownership Status | Physical Status |
|--------------------------------|-------------|------------------|-----------------|---------|------------------|-----------------|
| Apr 01, 2010 00:00 +/- 1 month | Birth/Hatch | YES | NO | ~ | Owned | Off Site |

Save All Changes

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Finally “Save” the transaction and confirm the details of the specimen are now showing accurately as per your records

Best Practices Advice

This may generate a “pending transaction” that the original holding institution will have to approve/deny depending on their perception of the state of this ownership of this specimen. Be sure to contact them and let them know you are updating the record in case you believe any conflict of interest may arise.

Revised 10 August 2017

** Species360 Organizational name change added on 07/18/2016*