
My Institution- Adding, editing and assigning Collections in ZIMS

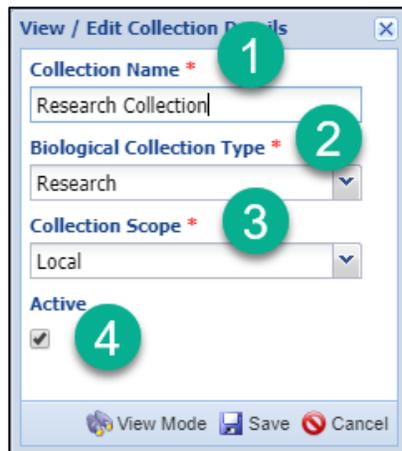
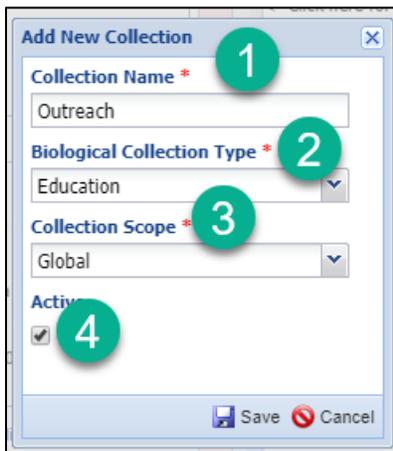
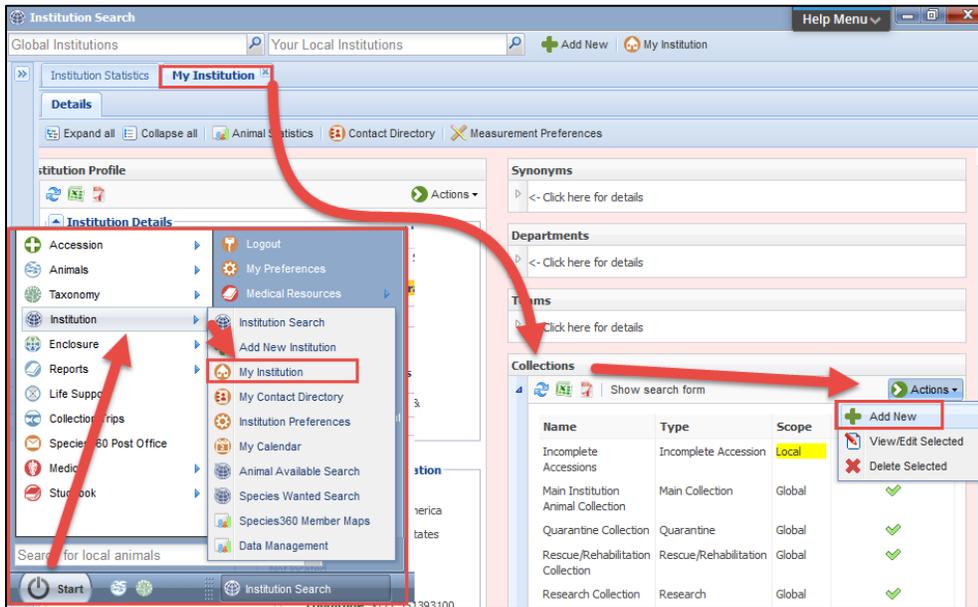
Creating Collections and making animal assignments

Your animal Collections are your reason for having the animal. If you are a zoo or aquarium, most of your animals will be in your Main Collection Type. You may also have some animals in the Education collection or the Feedstock Collection Types. If you are a rehabilitation center most of your animals will be in the Rescue/Rehabilitation Collection Type. Animal assignment to Collections can be changed as circumstances change.

The default Collection Scope is Global, except for Incomplete Accessions whose default scope is Local, meaning that others will have the Global view of the animal. This supports the Species360 goal of data sharing. You can mark two Collection types (Research and Feedstock) as a Local Collection Scope. Animals in these Collections will not be visible outside your institution. They will also not be counted in Species Holdings and their data will not contribute to the Global Resources. However, you can externally share a Local record with another institution.

You can create multiple collections for all Collection Types except for the Main Collection Type. For example, you could create two Education Collections; one for Outreach Programs and one for On Grounds Programs.

To find the Collection grid go to Start > Institution > My Institution > Details > Collections.

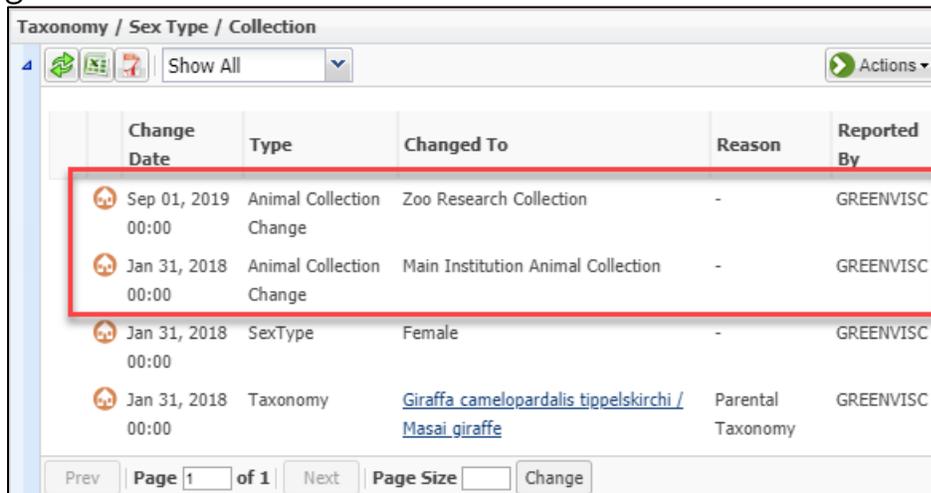


- 1.The Collection Name must be unique
- 2.Select the desired Collection Type from the drop down list
- 3.Select the Collection Scope (only Feedstock and Research Type have the Local Scope option)
- 4.If the Active box is unchecked you will get a warning when you try to assign an animal to it but you will be allowed to do so

NOTE: Edits to Collection Type and Scope should not be made once animals have been assigned to a Collection. Primary Animal Collection cannot have the Type or Scope edited. Name can be edited but should remain something clear that indicates this is the primary animal collection for example 'Main Collection' or 'Zoo' or 'Aquarium'.

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.

Once you have created your collections you will need to assign animals to the collection. Collection assignment is a mandatory field during the Accessioning process. In the animal record the Collections are found under Details tab > Taxonomy / Sex Type / Collection. This is where you would go to move an animal into a different Collection. Select Actions > Collection Change Event and record the information. Both Collections will display in the grid.



The screenshot shows a web interface titled "Taxonomy / Sex Type / Collection". It features a table with the following columns: Change Date, Type, Changed To, Reason, and Reported By. The table contains four rows of data, with the first two rows highlighted by a red box. The first row shows a change from "Animal Collection" to "Zoo Research Collection" on "Sep 01, 2019 00:00". The second row shows a change from "Animal Collection" to "Main Institution Animal Collection" on "Jan 31, 2018 00:00". The third row shows a change from "SexType" to "Female" on "Jan 31, 2018 00:00". The fourth row shows a change in "Taxonomy" from "Giraffa camelopardalis tippelskirchi / Masai giraffe" on "Jan 31, 2018 00:00". The "Reason" column contains "-" for the first three rows and "Parental Taxonomy" for the last row. The "Reported By" column consistently shows "GREENVISC". At the bottom of the interface, there are navigation controls including "Prev", "Page 1 of 1", "Next", "Page Size", and "Change".

Change Date	Type	Changed To	Reason	Reported By
Sep 01, 2019 00:00	Animal Collection Change	Zoo Research Collection	-	GREENVISC
Jan 31, 2018 00:00	Animal Collection Change	Main Institution Animal Collection	-	GREENVISC
Jan 31, 2018 00:00	SexType	Female	-	GREENVISC
Jan 31, 2018 00:00	Taxonomy	Giraffa camelopardalis tippelskirchi / Masai giraffe	Parental Taxonomy	GREENVISC

If an animal changes Collections, it is Best Practices to record a Collection Change event rather than editing the current Collection. This approach will maintain a history of what Collections the animal has been in that would be lost with a simple edit.

Revised 6 August 2024