

British and Irish Association of Zoos & Aquariums

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ANNUAL INVENTORIES

The 7-column inventory system is now the most commonly accepted method of showing, on an annual basis, the species and numbers in a collection, including changes which have taken place during the year.

When all collections use the same format and the same criteria for entering figures, then useful and easier comparisons and analyses can be made. The data obtained can be of considerable benefit, leading to greater co-operation between collections, in particular for breeding loans and exchanges. The simple rules listed below should be followed.

1. Always give scientific names and, where possible, the common English name. The International Species Information System (ISIS) taxonomy is used. This can be found on their website www.isis.org.
2. If not using ISIS software, nor a spreadsheet provided by the BIAZA, arrange species in the usual hierarchical classification, i.e. mammals beginning with monotremes (echidnas etc.), marsupials (kangaroos etc.) through to artiodactyls (deer etc.). Birds beginning with struthionids (ostrich) through to passerines (finches, thrushes etc.). Reptiles beginning with testudines (terrapins, tortoises etc.) through to serpents (snakes). Amphibians beginning with salamander and newts through to toads and frogs. For reference, please see the following:

Mammals: Wilson D.E. & Reeder, D.M. (eds.) (1993) *Mammal species of the World: a taxonomic and geographical reference – 2nd ed*. Smithsonian Institution Press, Washington & London.

Birds: Sibley, C.G & Monroe, B.L. (199?) *Distribution and Taxonomy of Birds of the World* Yale University Press, New Haven and London.

Reptiles & Amphibians: Golay, P., Smith, H.M., Broadley D.G., Dixon, J.R., McCarthy, J., Rage, J., Schalti, B. & Toriba M., (1993) *Endoglyphs and other major venomous snakes of the world: a checklist* Azemiops S.A, Herpetological Data Centre. Barker, D.G. & Barker, T.M. (1994) *Pythons of the World Volume I: Australia* Advanced Vivarium Systems Inc., Lakeside, California, USA. Ernst, C.H. & Barbour, R.W. (1989) *Turtles of the World* Smithsonian Institute. Cogger, H.G. (1992) *Reptiles and Amphibians of Australia* Reed Books, Chatsworth, NSW, Australia. Frank, N. & Ramus, E. (1996) *A complete Guide to Scientific and Common Names of Reptiles and Amphibians of the World* NG Publishing Inc., Pottsville, PA, USA.

3. Enter figures into appropriate columns, e.g.:

	M.F.U. 1 st Jan	Arrivals	Births	D.N.S	Deaths	Dispose	M.F.U. 31 st Dec
<i>Callithrix jacchus</i> Common Marmoset	2.7.10	2	12	6	2	10	4.5.6
<i>Phoenicopterus chilensis</i> Chilean flamingo	13.10. 11	2	6	1	1	4	15.15.6

- M.F.U. 1st Jan - the number of animals (males/females/unknown sex) in the collection on 1st January (i.e. the beginning of the year – the number should correspond with the previous year’s figure for the last day of the year).
- Arrivals - the number of animals received into the collection during the year (presentation, exchange, deposit, purchase, etc.).
- Births - the number of animals born or hatched during the year *not including still births*
- D.N.S. - the number of animals which died during the year *within 30 days* of birth or hatching. Stillbirths should not be recorded.
- Deaths - the number of animals which died from natural causes during the year, apart from those listed as D.N.S
- Dispose - the number of animals that were disposed of during the year (presentation, exchange, deposit, sale, culled, killed by predators)
- M.F.U. 31st Dec - the number of animals (males/females/unknown sex) that are in the collection on 31st December (i.e. at the end of the year).

4. For each Class give totals;

Example

	M.F.U. 1 st Jan	Arrivals	Births	D.N.S	Deaths	Dispose	M.F.U. 31 st Dec
Mammals	1000	100	300	20	50	230	1100
Birds	500	75	125	10	20	170	500
Reptiles	250	30	130	10	30	120	250
Amphibians	50	10	50	01	50	10	40
Total	1800	215	605	50	150	530	1890

Notes

- Check your figures – Columns 1+2+3 minus 4+5+6 = Column 7
- Include all animals in the collection, e.g. include those *in* on loan, but not those *out* on loan
- Fish – include all species with an estimate of numbers and indicate if breeding
- In some cases (e.g. rodents) and *estimate* may be the only figure available

**Last updated
Dec 2004**