

ASSOCIATION OF ZOOS & AQUARIUMS

STUDBOOK KEEPER HANDBOOK

Updated 14 February 2007

General information on Studbooks is available on the AZA Web site at:
<http://www.aza.org/ConScience/ConScienceStudFact/>

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ASSOCIATION OF ZOOS AND AQUARIUMS (AZA) STUDBOOK KEEPER POSITION DESCRIPTION

Position Overview

The Studbook Keeper maintains a true record of the history of a captive population that is used for managing Population Management Plans (PMPs) and Species Survival Plans (SSPs). The Studbook Keeper works directly with her/his associated Taxon Advisory Group (TAG) and PMP/ SSP[®], as well as AZA and participating institutions, the Wildlife Conservation and Management Committee (WCMC), and the AZA Conservation and Science Department to complete and distribute a timely and accurate studbook. The Studbook Keeper serves as a primary contact and AZA expert for her/his species and abides by the duties and responsibilities set forth by WCMC and the TAG.

Essential Position Functions

- Must publish a complete studbook within 12 months of completing the Population Management I course
- Must publish a complete studbook at least every three years
- Must send copies of all significant program documents and correspondence to the AZA Conservation and Science Department and relevant TAG Chair
- Should work closely with the appropriate AZA TAG; Should, if elected or invited, serve on or as an advisor to the TAG and attend relevant meetings
- Should, if the program is managed as an SSP, work closely with the SSP Coordinator; Should, if elected or invited, serve on or as an advisor to the SSP and attend relevant meetings
- Should, if no SSP exists, serve as Population Manager for her/his studbook species. If a separate Population Manager exists, should work closely with the Population Manager.
- Should maintain contact with counterparts in other regional associations to facilitate inter-regional cooperation

Requirements for Eligibility

- Must take the Population Management I course from the AZA Professional Development Training Program (<http://www.aza.org/prodev/>) within two years of approval as Studbook Keeper
- Individual AZA Membership
- Statement of individual commitment
- Statement of institutional support from an AZA accredited institution/certified related facility
- Internet and email access

The TAG Chair, Institutional Director, Institutional Liaison, and AZA Conservation and Science Department will be kept informed as to whether the studbook keeper is meeting required position functions and eligibility requirements. **Failure to meet the obligations outlined in this handbook could result in the Studbook Keeper's removal from the program.**

Studbook Description

Studbooks include the pedigree and location history of the population in an accurate database that provides the basis for the detailed genetic and demographic analyses used for management of captive animal populations. Studbooks may either be regional (e.g., North American) or international in scope. Studbook taxa are selected through the regional collection planning process of AZA's TAGs.

Becoming a Studbook Keeper

Individuals interested in becoming a Studbook Keeper should communicate with TAG Chairs or review published Regional Collection Plans (RCPs) to determine priority species. A primary purpose of an RCP is to review the status of each species covered by the TAG and to establish priorities for captive management. If no TAG exists, or no RCP has been completed, interested individuals may consult the AZA Conservation and Science Department or the WCMC Vice Chair for Studbooks and PMPs for advice on acquiring a studbook for a taxon of interest. A list of TAGs, TAG Chair contact information, RCPs, and RCP approval dates is available on the AZA Web site at http://members.aza.org/Departments/ConScienceMO/tag_mo/. A list of available studbooks is published in the monthly Conservation and Science report, distributed via the consci listserv. To join this or any AZA listserv, see: <http://members.aza.org/Departments/ConScienceMO/>

All Studbook Keeper applications (page 6) should be submitted directly to the TAG Chair if the TAG has a WCMC-approved RCP. If the RCP has not been approved, applications should be submitted to the WCMC Vice Chair for Studbooks and PMPs, with a copy sent to the TAG Chair. All Studbook Keepers must be individual AZA members and must be employed at an AZA Accredited Institution, Certified Related Facility, or Society Conservation Partner or supported by an AZA Accredited Institution or Certified Related Facility.

Most AZA studbooks are regional in scope, focusing on animals currently maintained in North America. For studbooks with an international scope, see the International Studbook sections of this handbook.

Studbook Keeper Accountability

All applicants should be aware of the important requirements of studbook keeping. All Studbook Keepers must (1) take the AZA Population Management I course within two years of approval as Studbook Keeper, (2) publish a complete studbook within 12 months of completing the Population Management I course, and (3) publish a complete studbook at least every three years. Failure to meet these obligations could result in the Studbook Keeper's removal from the program.

If the Studbook Keeper misses a requirement deadline but wants to maintain her/his role as program leader, the institutional Director or IL must contact the TAG Chair within two weeks of a missed deadline to discuss the reason for the missed deadline (Note: if the TAG does not have an approved RCP or there is no TAG or TAG Chair in place, the contact will be the WCMC Vice

Chair for Studbooks and PMPs). If the Director/IL does not contact the TAG Chair (or WCMC Vice Chair) within two weeks of the missed deadline, the Studbook Keeper will be removed and the position vacancy will be advertised. If the TAG Chair (or WCMC Vice Chair) determines that the reason for the missed deadline is valid, a new deadline will be set.

The Studbook Keeper is also responsible for working with the SSP Coordinator/PMP Manager, TAG, holding institutions/facilities, WCMC, and AZA Conservation and Science Department to ensure that the program is run effectively and efficiently. The Studbook Keeper must ensure that the studbook is up-to-date and available for the Master Planning/PMP processes. The TAG (or WCMC) can remove the Studbook Keeper if s/he does not meet these obligations.

If a Studbook Keeper is out of communication with the TAG (or WCMC Vice Chair for Studbooks and PMPs, if the TAG does not have an approved RCP) for an extended period of time, the TAG (or WCMC) may remove the Studbook Keeper from the program.

Studbook Keeper Institutional Change

Studbook Keepers who are changing institutions must, within 60 days of departure from their original institution, submit to the TAG Chair and AZA Conservation and Science Department:

- A new Statement of Individual Commitment and Statement of Institutional Support (part of the Studbook Keeper Application, page 6 of this handbook)
- New contact information, including institution, address, phone, fax, and email

If the institution holding the studbook does not wish to relinquish the studbook, they must contact the TAG Chair (or WCMC Vice Chair for Studbooks and PMPs, if the TAG does not have an approved RCP) within 30 days of the departure of the Studbook Keeper and submit an applicant (using the Studbook Keeper Application, page 6). The TAG Steering Committee (or WCMC Vice Chair) will request an updated application from the current studbook keeper and review and vote on the candidates to select the one most qualified. Upon selection of a Studbook Keeper, the TAG Chair (or WCMC Vice Chair) will inform the applicants, the supporting institutions, and the AZA Conservation and Science Department of the final decision.

If a Studbook Keeper is not moving to an AZA Accredited Institution, Certified Related Facility, or Society Conservation Partner, she/he must have a letter of support from an Accredited Institution or Certified Related Facility.

Loss of Accreditation/Certification of a Studbook Keeper's Institution

All Studbook Keepers must be supported by an AZA Accredited Institution or Certified Related Facility. If a Studbook Keeper's facility loses accreditation/certification, the Studbook Keeper must obtain a new Statement of Individual Commitment and Statement of Institutional Support (part of the Studbook Keeper Application, page 6) from an accredited institution or certified related facility within 60 days of departure from their original institution.

Studbook Keeper Resignation

When a Studbook Keeper resigns, s/he must send a letter of resignation and all studbook materials (including the most recent studbook and SPARKS backup) to the TAG Chair, with copies to the AZA Conservation and Science Department. If the studbook is being transferred directly to another individual, that individual should also receive copies of all related materials.

In some instances, studbooks may be deactivated through the regional collection planning process. Should this occur, the Studbook Keeper must send all studbook materials, including the most recent studbook and SPARKS backup file, to the TAG Chair and AZA Conservation and Science Department. If the TAG does not have a WCMC-approved RCP, and a Studbook Keeper feels the continued maintenance of a studbook is no longer necessary, s/he should petition WCMC for permission to cease keeping records. This petition should describe the captive status of the species, the reason deactivation is warranted, and a letter of support from the TAG. WCMC will either accept the petition or elect a new Studbook Keeper.

Studbook Keeper Vacancies

All Studbook vacancies must be advertised in the monthly Conservation and Science report (distributed via the consci listserv). To join this or any AZA listserv, see: <http://members.aza.org/Departments/ConScienceMO/>.

The TAG Chair (or WCMC Vice Chair for Studbooks and PMPs, if the TAG does not have an approved RCP) will distribute the applications for the vacant studbook for review and vote by the TAG Steering Committee (or WCMC). Upon selection of a Studbook Keeper, the TAG Chair (or WCMC Vice Chair) will inform all the applicants and the AZA Conservation and Science Department of the final decision.

International Studbooks

Keepers of AZA-approved North American Regional studbooks may apply to make their studbook international in scope. The regional studbook should be published at least once before international status is considered. To request conversion of a studbook, Studbook Keepers must complete a Regional-to-International Studbook Application (page 18) and submit it to the WCMC Vice Chair for Studbooks and PMPs, with a copy to the AZA Conservation and Science Department. Although WCMC does not approve international studbooks, it must review and endorse applications for international studbooks from AZA Studbook Keepers. If endorsed by WCMC, the AZA Conservation and Science Department will send the application and endorsement to the International Studbook Coordinator. The Rules and Procedures for International Studbooks are outlined on page 12. In 1994 the Committee for Inter-regional Conservation Co-operation (CIRCC), which reports to the World Zoo and Aquarium Association (WAZA), accepted the overall responsibility for International Studbooks. The international rules and procedures included in this handbook are taken directly from the CIRCC.

AZA Regional Studbook Application

1. Applicant Information

Name:
Institution:
Institutional Address:
Phone:
Fax:
Email:
AZA Membership Number:
Date Application Submitted:

2. Common and Scientific name(s) of the taxa to be included in the studbook:
3. Is this taxon an AZA PMP _____ or SSP _____
If this taxon is an SSP, who is the SSP Coordinator? _____
4. If this taxa is a PMP, do you also wish to apply to be the PMP Manager?
Yes _____ No _____.
If no, who is the PMP Manager? _____
5. Attach a *curriculum vita*, including all relevant experience with the taxon for which the applicant is applying.
6. Attach a list of all other AZA program leader positions (e.g., Studbook Keeper, SSP Coordinator, TAG Chair) you hold and the most recent publication date of relevant program documents (e.g., Studbook, Master Plan, RCP).

Complete questions 7 – 10 only if the TAG associated with the taxon for which the applicant is applying does not have a WCMC-approved Regional Collection Plan (RCP).

7. List the number of AZA accredited institutions and related facilities possessing the species.
8. List the number of non-accredited entities located in North America possessing the species.
9. State the justification for establishing a studbook for this taxon.
10. Attach a recommendation for the studbook and for the applicant from the associated TAG (or, if it is not possible to obtain a recommendation, describe why).

Statement of Individual Commitment

As Studbook Keeper, I am willing and able to devote the necessary time to maintain and publish an accurate studbook. I am willing and able to meet all studbook-keeping deadlines and responsibilities as outlined in the Studbook Keeper Handbook. These include (1) taking the AZA Population Management I course within two years of approval as Studbook Keeper, (2) publishing a complete studbook within 12 months of completing the Population Management I

course, and (3) publishing a complete studbook at least every three years. Failure to meet these obligations could result in my removal from the program.

If indicated, I also hereby acknowledge that maintenance of this studbook includes my responsibility for also maintaining and publishing a Population Management Plan (PMP) for this taxon. I am willing and able to meet all studbook-keeping deadlines and responsibilities as outlined in the PMP Manager Handbook. These include (1) publishing a PMP by six months after studbook completion and (2) publishing a PMP at least every three years. Failure to meet these obligations could result in my removal from the program.

Name of Applicant: _____

Signature of Applicant: _____

Statement of Institutional Support

The _____ (Name of Institution) is committed to providing adequate resources and support for the maintenance and publication of the _____ Studbook as outlined in the Studbook Keeper Handbook. Responsibilities of the Studbook Keeper include (1) taking the AZA Population Management I course within two years of approval as Studbook Keeper, (2) publishing a complete studbook within 12 months of completing the Population Management I course, and (3) publishing a complete studbook at least every three years. Failure to meet these obligations could result in the Studbook Keeper's removal from the program.

If indicated, the above-named institution/facility commits itself to providing adequate resources and support for the maintenance and publication of the PMP, as outlined in the PMP Manager Handbook. PMP Manager responsibilities include (1) publishing a PMP by six months after studbook completion and (2) publishing a PMP at least every three years. Failure to meet these obligations could result in the Studbook Keeper's removal from the program.

The above-named institution further acknowledges that information gathered for studbooks supported by the institution is not the exclusive property of the institution and enters public domain upon publication on the AZA Web site.

Name of the Director/Governing Official: _____

Signature of Director/Governing Official: _____

Is the applicant an employee at your institution: Yes _____ No _____

AZA Membership Number of the Institution/Facility: _____

(The supporting institution must be an AZA Accredited Institution or Certified Related Facility.)

Studbook Components

- Cover Page [should include essential information such as: species common and scientific names, Studbook Keeper name and contact information, picture of the studbook species, date through which data are current, and Population Management Center (PMC)/Small Population Management Advisory Group (SPMAG) Advisor]
- Table of Contents
- Studbook Data
 - Living population, by institution
 - Historical population, by studbook number

Studbook Keepers responsible for species that have exceptionally large numbers of historical individuals unrelated to the living population may limit the scope of their studbook. To facilitate population management, these studbooks may be limited to all animals currently living in the region and all of their ancestors back to the founder animals. The decision to limit the scope of the studbook to this level should only be made after consultation and approval of the PMC/SPMAG Advisor, SSP Coordinator/PMP Manager, and TAG Chair.

- Geographic and chronological scope (regional or international, countries included, date through which data are current, publication date)
- Data field descriptions (e.g., descriptions of F.M.U for sex, WILD, UNK, MULT parent ID)
- Conventions (e.g., what does hatch date represent? What date estimates are used?) Note that many conventions have already been outlined in the “Guidelines for Data Entry and Maintenance of North American Regional Studbooks,” located on the AZA Web site at: <http://www.aza.org/ConScience/Documents/StudDataEntry.pdf>
- List of Institutions by ISIS mnemonic
- Studbook Disclaimer

AZA Studbook Disclaimer

Copyright (**publication date**) by (**Studbook Keeper’s institution name**). All rights reserved. No part of this publication may be reproduced in hard copy, machine-readable or other forms without advance written permission from the (**Studbook Keeper’s institution name**). Members of the Association of Zoos and Aquariums (AZA) may copy this information for their own use as needed.

The information contained in this studbook has been obtained from numerous sources believed to be reliable. AZA and the (**Studbook Keeper’s institution name**) make a diligent effort to provide a complete and accurate representation of the data in its reports, publications, and services. However, AZA and the (**Studbook Keeper’s institution name**) do not guarantee the accuracy, adequacy, or completeness of any information. AZA and the (**Studbook Keeper’s institution name**) make no warranties or representations of any kind, express or implied,

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Because the technical information provided in the studbook can easily be misread or misinterpreted unless properly analyzed, AZA and (Studbook Keeper's institution name) strongly recommend that users of this information consult with the Studbook Keeper in all matters related to data analysis and interpretation.

Studbook Publication

WCMC requires that studbooks be published electronically in the Members Only section of the AZA Web site. Moving from paper to electronic studbooks eliminates the time, money, and material resources that are necessary to print and distribute hard copies. The following are some requirements and guidelines to facilitate Web publication of studbooks. Please note that AZA cannot alter or edit anything sent in for publication. This means that electronic documents emailed for Web publication must look exactly as the printed version should look. Documents that are not complete cannot be published.

- Studbook Keepers must send one complete document in one email to the AZA Conservation and Science Department. Do not send 'assembly required' documents that arrive as several separate files. These will be returned, as only complete documents can be published.
- Studbook Keepers must state in an accompanying email or letter that the document is to be posted on the AZA Web site. Documents will not be posted without the Studbook Keeper's permission.
- Pictures increase download time, so only include essential pictures and graphics.
- If documents are too large to be e-mailed, they can be copied to a CD and mailed to the AZA Office. Beware, the larger the document, the longer the download time.
- Do not simply select "print to file" in SPARKS and then send that file. If it is not formatted, it is not considered complete, and cannot be published on the AZA Web site.
- The SPARKS backup should accompany the studbook. This backup does not go beyond the AZA office and will not be posted on the AZA Web site.
- All studbooks and studbook-related documents should be submitted to Rachel Penrod, rpenrod@aza.org, 301-562-0777 x245. Please do not hesitate to call or email with any questions or concerns.

Studbook Distribution

WCMC requires that studbooks be published electronically in the Members Only section of the AZA Web site. When a studbook is published on the Web site, a notice of its publication will go out to all AZA Institutional Liaisons (ILs) and in the monthly C&S report (sent over the consci listserv). However, Studbook Keepers may want to send an email to other relevant individuals, indicating that the studbook is available online. Studbook Keepers may also want to e-mail an electronic version of the studbook to those individuals who do not have access to the Members Only section of the AZA Web site (e.g., IUCN specialist group chairs, program leaders from other regions).

The Studbook Keeper should ensure that the following individuals are notified of the studbook publication:

- All institutions holding the species and participating in the studbook
- The SSP Coordinator/PMP manager (this individual should also receive a SPARKS backup file)
- The TAG Chair
- The AZA Conservation and Science Department (AZA should also receive a SPARKS backup file):
AZA Conservation and Science
8403 Colesville Road, Suite 710
Silver Spring, MD 20910-3314
rpenrod@aza.org
- The IUCN Specialist Group Chair, if applicable (<http://www.iucn.org/themes/ssc/index.htm>)
- The International Studbook Keeper, if applicable (this individual should also receive a SPARKS backup file)
- Other regional Species Coordinators, if applicable (e.g., EEP, JMSG, SSCJ, ASMP)
- International Species Information System (ISIS) (isis@isis.org)
- The International Studbook Coordinator:
International Studbook Coordinator
c/o International Zoo Yearbook
Zoological Society of London
Regent's Park, London
NW1 4RY, United Kingdom
yearbook@zsl.org
- United States Fish and Wildlife Service
Mike Kreger
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Small Population Management Advisory Group (SPMAG)

Chair
Robert Wiese
San Diego Zoo
bwiese@sandiegozoo.org

Taxon Advisory Groups (TAGs)

A current list of AZA TAGs, including TAG Chairs and their contact information is available on the AZA Web site at: <http://members.aza.org/Departments/cands/>

Wildlife Conservation and Management Committee (WCMC)

A current list of WCMC members and advisors is available on the AZA Web site at: <http://www.aza.org/AboutAZA/ComWCMC/>

International Studbooks – Rules and Procedures

1. Establishment

- 1.1 Official International Studbooks and International Registers are those recognized and endorsed by the World Association of Zoos and Aquariums (WAZA) and the World Conservation Union/Species Survival Commission IUCN/SSC.
- 1.2 International Studbooks and Registers are co-ordinated by the International Studbook Co-ordinator.
- 1.3 Proposals for new studbooks should be submitted in writing to the Co-ordinator, who will assess and edit if necessary.

Members of regional associations must first submit their application for approval to their own association or the appropriate wildlife authority.

- 1.4 Proposals submitted to the Co-ordinator should include:
 - a) The reasons why an international studbook is thought to be necessary (no more than 2-3 pages).

These should include:

 - i) data on the status of the species in the wild and in captivity;
 - ii) threat categories, e.g. IUCN Red List;
 - iii) summary of reproductive history in captivity;
 - iv) husbandry problems and successes;
 - v) known inbreeding and/or hybridization problems.
 - b) The Petitioner should also include in the proposal a statement that the studbook will become part of a programme, global and/or regional, to manage the captive population.
 - c) Computerized format for compiling data, i.e. SPARKS, ZRSM.
 - d) Proposed frequency of publication of detailed analyses of the captive population, as distinct from the annual circulation of studbook data.
 - e) Credentials of the Petitioner(s), to include professional experience, academic qualifications and any other appropriate information.
 - f) A signed statement of commitment by the Petitioner, particularly with regard to the continuation and long-term objectives of the studbook.
 - g) A signed statement from the Petitioner's institution guaranteeing support to maintain and publish the studbook.
 - i) The written approval for the studbook application from the regional association.

- 1.5 Proposals submitted to the Co-ordinator are circulated to WAZA/CIRCC and to IUCN/SSC for comment and endorsement.
- 1.6 If the proposal is endorsed by WAZA/CIRCC and by IUCN/SSC, the Co-ordinator will inform the Petitioner that the studbook has been given official recognition.

2. Responsibilities of the Studbook Keeper

- 2.1 Once the application is endorsed, the Studbook Keeper should:
 - i) seek data from existing regional studbooks, ISIS and the *International Zoo Yearbook*;
 - ii) contact at least those institutions that are members of regional associations that currently hold, or used to hold, the taxon.

Each institution contacted should be informed that the studbook is in preparation and data on current and past holdings should be requested.

- 2.2 The studbook should be computerized using SPARKS or ZRSM studbook/management programs.
- 2.3 Information maintained on SPARKS or ZRSM should include the following:
 - i) sire and dam IDs (international studbook numbers);
 - ii) birth date, location;
 - iii) full transaction history (names of owners, dates of ownership changes);
 - iv) any specimen identifiers (e.g. any identifying numbers, tags, implants);
 - v) any data on reproductive potential of living animals (e.g. contracepted, vasectomized);
 - vi) date and location of death;
 - vii) cause of death, information on disposal of body, if known.
- 2.4 Each individual is a separate record and should be assigned a permanent number, unique to that studbook, and only a numeric system should be used. Studbook numbers need not be in birth date sequence, although this is helpful. Gaps in numbering sequence are not important. Regional studbook numbers should, where possible, be the same as the international studbook numbers; if different, they should not include letters. Only a numeric system should be used.

Once assigned, an international studbook number should not be changed unless it subsequently becomes apparent that:

- i) two numbers have been separately assigned to the same specimen - in which case, one number is selected;
- ii) two specimens are recorded under the same number - in which case, one of the specimens is selected for a new number.

In either case, the institutions holding the taxon must be formally informed of the change in studbook numbers.

- 2.5 The studbook should aim to include as a minimum:
- i) all specimens ever held in WAZA institutions, including all members of regional associations (or within a population managed as part of a regional/global programme), and, where feasible,
 - ii) known holdings outside the WAZA membership;
 - iii) all direct ancestors of these specimens (regardless of location), tracing lineage to original wild-caught founders.

All stillbirths, premature births and early deaths should be registered as individuals to enable analysis into the effects of inbreeding, husbandry problems and hybridization to be carried out. Where assumptions have been made, such as date of birth or death, these should be documented.

It is noted that keepers of some international studbooks, particularly those for taxa with long histories in captivity, may not be able to obtain records for all appropriate specimens; this should, however, remain the clear aim of all international studbooks.

The first priority is to include in the studbook the living population and all direct ancestors.

- 2.6 Where the holding institution is not the owner of the specimen, the studbook should record both the actual location of the animal and the owner institution.
- 2.7 Where animals have been obtained from or released into the wild, the studbook should record, if possible, details of capture/release location.
- 2.8 Studbooks for egg-laying species should include, where possible, data on clutch size, fertility and hatchability.
- 2.9 International Studbook Keepers are encouraged to collect data on causes of death, to enable studies of the effects of inbreeding, hybridization and husbandry problems.

Distribution of Studbook Documents

- 2.10 The first studbook data-set should be distributed as soon as possible after the establishment of the studbook and must be within three years of its endorsement.
- 2.11 The data set should be distributed to all owners, the International Studbook Co-ordinator, Regional Co-ordinators, the CBSG, ISIS and the World Conservation Monitoring Centre (WCMC). The data should be distributed in database form to all owners who are ISIS members, with printouts sent to non-ISIS members. Distribution of the studbook data set to ISIS members can be effected through ISIS.
- 2.12 A glossary of all institutions/locations listed in the studbook should be included with the studbook data set. This glossary should include details of Institution address or the

geographic location of capture/release sites listed. The date to which the studbook data is current should be indicated.

- 2.13 An updated international studbook data-set should be produced annually and distributed as above.
- 2.14 An analysis of the captive population should be published periodically. This document should be able to be used as a primary source of information. It should contain an overview of the species, including taxonomic description, range, summary of captive history and a bibliography. It should also include a detailed genetic and demographic analysis of the captive population as derived from pedigree analysis. If necessary this analysis should be performed in consultation with someone of acknowledged expertise in population biology. The inclusion of information on the captive population from other sources of research is also encouraged.
- 2.15 The frequency with which the population analysis documents are produced is determined as is most appropriate for the taxon and as proposed in the original studbook application. Studbook Keepers may subsequently Application the Co-ordinator for changes to these requirements and such Applications will be reviewed by CIRCC.
- 2.16 The first edition and subsequent population analysis documents should be peer reviewed before publication and usually this would be via the appropriate regional association.

Reporting

- 2.17 The Studbook Keeper must report annually to the Co-ordinator on the current status of the studbook and species via the questionnaire sent out by the Co-ordinator.
- 2.18 The Studbook Keeper must also reply to the annual reminder sent out by ISIS for their studbook data to be included in the ISIS/WAZA annual studbook library CD-ROM
- 2.19 If the Studbook Keeper is unable to continue to maintain the studbook, the Co-ordinator and regional association should be informed as soon as possible.
- 2.20 The Studbook Keeper's institution has the right to suggest the transfer of the studbook to another person in the same institution but must inform the Co-ordinator who will then seek the approval of CIRCC.
- 2.21 If the Studbook Keeper wishes to take the studbook to another institution, a written expression of support must be obtained from the recipient institution together with the written agreement of the keeper's former institution, and these must be forwarded to the Co-ordinator for approval by CIRCC.
- 2.22 Should an international studbook be assigned to a new Studbook Keeper, existing data sets and records must be passed to the new keeper. If there is a vacancy of long standing, existing data sets and records must be passed to the Co-ordinator.

3. Responsibilities of the International Studbook Co-ordinator

- 3.1 To oversee the process of nomination and endorsement of new applications.
- 3.2 To inform relevant bodies of the endorsement of new applications.
- 3.3 To report to CIRCC the details of any complaint registered by a regional association regarding an international Studbook Keeper.
- 3.4 To produce an annual report to CIRCC on the status of all international studbooks, including in each case the date to which studbook data is current and the availability of studbook analysis documents. This report should also highlight existing studbooks for which no Studbook Keeper has been assigned and those studbooks for which data has become more than three years out of date.
- 3.5 Where studbook data has become more than three years out of date the Co-ordinator will ask for an explanation and will include this explanation in the annual report to CIRCC.
- 3.6 To ensure that any change of Studbook Keeper or supporting institution has the approval of CIRCC.

4. Responsibilities of CIRCC

- 4.1 To assess on behalf of IUDZG-WZO all international studbook applications.
- 4.2 To adjudicate in situations where a regional association expresses dissatisfaction with an international Studbook Keeper.
- 4.3 To assess transfer of Studbook Keeper or supporting institution.
- 4.4 In all assessments CIRCC will take particular note of the views of the regional association(s) covering the range of the taxon.

5. Responsibilities of ISIS

- 5.1 To supply international Studbook Keepers, once they have been appointed, with a full ISIS data set, in ISIS format, for the taxon.
- 5.2 To supply international Studbook Keepers with annual ISIS updates for the taxon.
- 5.3 To support the regular distribution of international data sets to all ISIS members.
- 5.4 To report to the Co-ordinator the status of all studbook data distributed by ISIS, including the date to which the data is current.

6. Dispute resolution

- 6.1 A regional association can formally register a complaint with the Co-ordinator regarding the performance of an international Studbook Keeper. This complaint must then be considered by CIRCC, which is charged with working to assist and resolve the situation, and determining appropriate action up to and including the removal of the studbook from either the keeper or institution.

In 1994 the Committee for Inter-regional Conservation Co-operation (CIRCC), which reports to WAZA, accepted the overall responsibility for International Studbooks. CIRCC have since amended and agreed to the rules and procedures as printed above.

Chris West International Studbook Co-ordinator

Regional-to-International Studbook Application

1. Applicant Information
Name:
Institution:
Institutional Address:
Phone:
Fax:
Email:
AZA Membership Number:
Date Application Submitted:
2. Common and Scientific name(s) of the studbook taxon:
3. Dates of regional studbook publication
4. List of other studbooks maintained by the applicant and the dates of their publication
5. List of other studbooks maintained by Studbook Keepers at the applicant's institution
6. Status of the global captive population, analyzed by region, including:
Population sizes
Sex ratios
Genetic status
Demographic trends
Husbandry issues
7. Need for expansion of the studbook
8. Status of wild population
9. Attach a *curriculum vita*, including professional experience, academic background, experience with SPARKS, and experience with the taxon for which the applicant is applying
10. Attach a copy of the recommendation from the TAG to maintain this studbook at the international level

Statement of Individual Commitment

As Studbook Keeper, I am willing and able to devote the necessary time to maintain and publish an accurate studbook. I am willing and able to meet all studbook-keeping deadlines and responsibilities as outlined in the Studbook Keeper Handbook. These include (1) taking the AZA Population Management I course within two years of approval as Studbook Keeper, (2) publishing a complete studbook within 12 months of completing the Population Management I course, and (3) publishing a complete studbook at least every three years. Failure to meet these obligations could result in my removal from the program.

If indicated, I also hereby acknowledge that maintenance of this studbook includes my responsibility for also maintaining and publishing a Population Management Plan (PMP) for this taxon. I am willing and able to meet all studbook-keeping deadlines and responsibilities as outlined in the PMP Manager Handbook. These include (1) publishing a PMP by six months after studbook completion and (2) publishing a PMP at least every three years. Failure to meet these obligations could result in my removal from the program.

Name of Applicant: _____

Signature of Applicant: _____

Statement of Institutional Support

The _____ (Name of Institution) is committed to providing adequate resources and support for the maintenance and publication of the _____ Studbook as outlined in the Studbook Keeper Handbook. Responsibilities of the Studbook Keeper include (1) taking the AZA Population Management I course within two years of approval as Studbook Keeper, (2) publishing a complete studbook within 12 months of completing the Population Management I course, and (3) publishing a complete studbook at least every three years. Failure to meet these obligations could result in the Studbook Keeper's removal from the program.

If indicated, the above-named institution/facility commits itself to providing adequate resources and support for the maintenance and publication of the PMP, as outlined in the PMP Manager Handbook. PMP Manager responsibilities include (1) publishing a PMP by six months after studbook completion and (2) publishing a PMP at least every three years. Failure to meet these obligations could result in the Studbook Keeper's removal from the program.

The above-named institution further acknowledges that information gathered for studbooks supported by the institution is not the exclusive property of the institution and enters public domain upon publication on the AZA Web site.

Name of the Director/Governing Official: _____

Signature of Director/Governing Official: _____

AZA Membership Number of the Institution/Facility: _____
(The supporting institution must be an AZA Accredited Institution or Certified Related Facility.)

Is the applicant an employee at your institution: Yes _____ No _____