

APPROVED BY
Order No. V-10 of 19 April 2018 of the
Director of the Library

**KLAIPĖDA COUNTY I. SIMONAITYTĖ PUBLIC LIBRARY
INTERNATIONAL CENTRE OF TRANSLATORS AND WRITERS
PROCEDURE FOR PROVISION OF PAID SERVICES**

1. International Centre of Translators and Writers (ICTW) of Klaipėda County I. Simonaitytė Public Library accommodates translators and writers willing to engage in creative activities, organizes events for improvement of qualifications of cultural employees and for promotion of reading.
2. When there are no translators or writers staying in the Centre and during the events, the Centre can accommodate any cultural employees. If the Centre has any vacancies, it can also accommodate participants of other cultural events held in the Curonian Spit.
3. The following paid services are provided by the Centre:
 - 3.1. rent of premises for training (courses, seminars and other events for the improvement of qualification);
 - 3.2. accommodation services for writers, translators and other participants in cultural events.
4. The Centre shall be open all year round.
5. Any person willing to use the services provided by ITWR shall contact Edmundas Atkočiūnas, Administrator of ITWR of Klaipėda County I. Simonaitytė Public Library, who is in charge of making accommodation and event schedules, by e-mail info@tvrc.lt or by phone number [+37061106538](tel:+37061106538).
 - 5.1. Accommodation schedule of writers shall be approved a month before their arrival.
Note. The following temporary arrangement shall be valid in 2018: writers and translators will be able to file their applications for stay in Nida from May 1 to May 15. Other persons, who have a right to stay in the Centre, will be able to file their applications from May 15 to June 1.
 - 5.2. The length of one shift: for writers and translators - from one week to one month, optional.
 - 5.3. Payment for the provided services shall be made according to the pricelist approved by the order of the director of Klaipėda County I. Simonaitytė Public Library. (Annex No. 1).
6. Payments for the accommodation and other services can be made as follows:
 - 6.1. In cash, by a payment card or by a bank transfer to the bank account of Klaipėda County I. Simonaitytė Public Library operated in Swedbank, AB. The bank account number is LT487300010002330102. In case of a bank transfer, indicate in the comment field of the payment order: period of stay (from-to), room number (code);
 - 6.2. If a visitor needs a pre-payment invoice, please, contact Budget and Accounting Department of the Library.

- 6.3. Advance payments may be refunded at least 7 calendar days before the commencement of the stay/accommodation;
 - 6.4. Upon arrival at ITWC, a person shall provide his personal identity document to the employee of the Centre, and he is registered in ITWC Registration Book by providing the following information:
 - 6.4.1. the number of people, who are going to stay with the person;
 - 6.4.2. the amount paid for staying in ITWC;
 - 6.4.3. cash receipt number;
 - 6.4.4. visitor's signature certifying that he/she was made aware of the accommodation, fire safety and other rules;
 7. The administrator of ITWC shall submit a report on the amount of collected money to the Budget and Accounting Department within 10 days from the end of each month.
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