

KLAIPĖDA COUNTY I. SIMONAITYTĖ PUBLIC LIBRARY

APPROVED BY

Order No. V-6 of 5 February 2018 of the
Director of the library

THE STATUTES OF THE INTERNATIONAL CENTRE OF TRANSLATORS AND WRITERS

ARTICLE I GENERAL PROVISIONS

1. International Centre of Translators and Writers (hereinafter – the Centre) is a subsidiary of Klaipėda County I. Simonaitytė Public Library (hereinafter – the Library) operating in the field of culture, education and science.
2. The present Statutes regulate the aim, objectives, functions, responsibility and rights of the Centre, also the organization of the activities of the Centre.
3. In its activities the Centre shall be guided by the laws of the Republic of Lithuania (hereinafter – RL), the decisions of the Government regulating the economic-financial activities, accounting and taxes of the Library, also by the Articles of Association of the Library, internal procedures, director's orders and the present Statutes, as well as other legal acts regulating the activities of the subsidiary.
4. The Statutes of the Centre and the job descriptions shall be approved by the orders of the director of the Library.
5. Public notifications and information about the activities of the Centre shall be published on the website of the Centre at www.tvrc.lt
6. The registered office address of the Centre is at Skruzdynės st. 9, Nida.

ARTICLE II THE AIMS AND FUNCTIONS OF THE ACTIVITIES OF THE CENTRE

7. The aims of the activities of the Centre:
 - 7.1. to develop multilateral cultural, creative and cognitive exchanges in attempt to ensure that Lithuanian literature is engaged in them as a strong partner that deserves constant attention;
 - 7.2. to encourage the creation of original Lithuanian literature and its translation into English;
 - 7.3. to contribute to promotion of reading activities and to the development of skills of specialists working in the field.
8. The main objectives of the Centre are as follows:
 - 8.1. to provide proper household conditions for the national and foreign writers and translators, to contribute to the creation of literature and to the translation of Lithuanian literary works to other languages;
 - 8.2. to promote the activities of the Centre and the services provided by the Centre in Lithuania and outside the territory of Lithuania in order to attract as many interested authors as possible;
 - 8.3. to provide proper conditions for promotion of works created by the authors through the activities of the Centre;
 - 8.4. to provide proper conditions for the librarians and literature scientists to improve their professional skills in the field of reading promotion.
9. In fulfilment of the objectives set for the Centre, the Centre shall perform the following functions:
 - 9.1. in cooperation with structural units of the Library, the Centre shall organise and implement international and local artistic activities, cultural, reading promotion projects and events;

- 9.2. shall engage in international and national artists' residency programmes;
 - 9.3. shall provide proper accommodation conditions for the participants of the events arranged by the Library;
 - 9.4. shall participate in educational programmes for pupils/students and the society organized by the Library;
 - 9.5. shall develop and issue electronic media related to the activities of the Centre and administer the website of the Centre;
 - 9.6. shall collect and store documented materials related to the activities of the Centre;
 - 9.7. shall provide paid services that are not contrary to the objectives provided in these Statutes;
 - 9.8. shall fulfil other tasks or commissions of the director of the Library that are related to the functions identified in the present Statutes;
 - 9.9. in accordance with the functions listed in the present Statutes, shall participate in the activities of the commissions or work groups formed by the Library and in discussions regarding the said activities;
10. The responsible employees in charge of the Centre shall be responsible for timely fulfilment of the functions and objectives listed in the present Statutes.

ARTICLE III RIGHTS AND OBLIGATIONS

11. In fulfilment of the functions and objectives commissioned to it, the Centre shall have the right:
 - 11.1. within the scope of competence, to keep in touch and cooperate with Lithuanian and foreign authorities, institutions and international organizations, to arrange and participate in implementation of national and international projects;
 - 11.2. within the scope of competence, to obtain any information necessary for proper fulfilment of the functions from the administration and units of the Library;
 - 11.3. if required, to initiate procurement procedures for the purchase of goods, services or works;
 - 11.4. in accordance with the valid laws, to provide paid services, including non-formal education services;
 - 11.5. to represent the interests of the Library in other institutions in a manner provided for in the relevant procedures;
 - 11.6. to use organizational devices and information technologies of the Library in a manner provided for in the relevant procedures;
 - 11.7. the Centre may also have other rights provided in the laws and other legislation.
12. While implementing the aims of its activities, the Centre shall:
 - 12.1. engage in and fulfil activities indicated in the present Statutes;
 - 12.2. use the available assets and resources only for the achievement of the purposes indicated in the present Statutes;
 - 12.3. submit activity reports to the administration of the Library;
 - 12.4. make the present Statutes and the rules for using the services of the Centre accessible to the public (by electronic means of communication);
 - 12.5. the Centre may also have other obligations provided in the laws and other legislation.

ARTICLE IV ORGANIZATION OF THE ACTIVITIES OF THE CENTRE

13. When fulfilling the functions commissioned to it, the Centre shall be guided by internal procedures, plans and commissions approved by the director of the Library.
14. The Centre shall be managed by an administrator, who shall:
 - 14.1. organise the activities of the Centre, so that the functions would be performed qualitatively and in time;
 - 14.2. report for his/her activities to the director of the Library every year;

- 14.3. submit the Statutes of the Centre, the rules of use of the services of the Centre and any amendments thereof to the director of the Library for approval;
- 14.4. submit a suggested list of paid services provided by the Centre and the pricelist for approval in a manner provided in the Statutes of the Library;
- 14.5. submit the activity plans and the annual reports of the Centre for consideration to the administration of the Library;
- 14.6. ensure rational and efficient use of assets and resources;
- 14.7. within the scope of competence, fulfil other obligations indicated in internal regulatory documentation.

ARTICLE V
FINAL PROVISIONS

15. The activities of the Centre may be terminated, reorganized by the decision of the founder or in a manner provided for in the laws and other legislation of the Republic of Lithuania.
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