

Job Title: Director, Library Services

Reports to: Vice Chancellor

Location: Ashoka University Campus, Sonipat

Experience (in years): 18 year and above

Nature of work: Full - Time

About Ashoka University:

Ashoka University -India's premier interdisciplinary teaching and research university. An institution that has become a beacon of academic excellence in less than 10 years since its inception. At Ashoka, we encourage you to embrace the new, push the boundaries for continuous learning, and adapt to a world of constant change Because we believe that each Ashokan is capable of becoming a thought leader.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with visionary minds to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an empowering individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for excellence in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrive. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can unleash your potential and make a meaningful impact. Where education empowers, where innovation thrives, and where excellence and humility coexist. We truly believe the world will enrich itself when there is progress with purpose.

About Library Services:

The library team at Ashoka University focuses on enriching academic experience through efficient information access and delivery. The library specializes in curating a diverse collection of resources, both print & digital, to provide a conducive learning & research environment. It supports students with remote (anywhere/ anytime/ any device) access to a vast array of digital books, journals, databases & reference sources related to their coursework and beyond. The library aims at easing the learning process and fostering holistic growth and meaningful contributions within the academic community.

Role and Responsibilities:

The Director of Library Services will be expected to provide leadership and manage, develop, and deploy the resources of this multi-disciplinary research library. The incumbent will be responsible for strategic planning, budgeting, collection development, designing of library services and adoption of the latest tools and technologies to enhance user experience. The Director should have an eye on savings and optimization, copyright compliances and ecofriendly initiatives. The Director will lead a team of about 20 members, guide them and keep them motivated through innovative management practices.

The following are specific points regarding the role and responsibilities: -

- The Director of Library Services shall familiarize themselves with the existing 'Vision Document' of the library and the existing library policies, procedures, and practices and ensure implementation.
- Formulate fresh policies, practices and procedures as required.
- Work closely with the university leadership to prioritize and focus on future needs.
- Work closely with the Library Committee and the Heads of Academic Departments in building a strong library for teaching and research.
- Prepare and administer annual budgets and bring in savings and optimization at each level.
- Negotiate contracts and subscriptions for library services, resources, and materials.
- Develop a strong collection of resources matching the academic and research requirements.
- Curate an intelligent mix of paid and free resources, both in print and digital formats.
- Design and execute a cost-efficient research support / publication system.
- Deploy the latest tools and technologies to ensure efficient services and faster delivery.
- Identify and recruit new talent and motivate and guide the existing team members.
- Engage students in co-curricular and literary activities and build a healthy relationship.
- Develop useful relations with other libraries for sharing resources and expertise.
- Bring in higher level copyright compliance and contribute to sustainability initiatives.

Qualifications:

Essential

- Master's degree in library & Information Science / Documentation with a minimum of 60 % marks and a consistently good academic record.
- At least thirteen years' experience as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian

OR

At least thirteen years' experience at the Deputy Librarian level in a public library or the library of a reputable organization servicing researchers or a wide community of users in need of print and electronic documents and archival material. Evidence of innovative library service and organization of published work.

Desirable

- M Phil/PhD degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-Keeping (the PhD degree must be awarded in the regular mode with external examiners and a *viva voce*)
- Teaching experience at the Associate Professor's level at a university department of Library/ Information Science for a minimum of three years
- Reputed fellowships (such as Commonwealth, Fulbright, IFLA, etc.) or PG diploma in digital libraries / networking.
- An additional master's degree in other subjects.
- Training and experience in computerized and automated library services
- Training and experience in \conservation and collection care.

Skills Required:

- Expertise in working with software for LMS, content management, discovery service and remote access.
- Good exposure to Digital Libraries, e-resources management, database searching and IPR practices.
- Leadership qualities with excellent communication & interpersonal skills.
- Sound understanding of the publishing world, Research data, transformative agreements and allied matters.
- Good analytical ability & problem-solving skills.

Application Submission Process:

To ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Submit Your Application: Email your CV and cover letter to connect.hr@ashoka.edu.in, ensuring the subject line reads as follows: "Director – Library Services _Applicant Name>". This will help us efficiently process your application.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by October 10th 2023. Applications received after the deadline will not be considered.

We look forward to receiving your application as we embark together on a remarkable journey of professional growth and development. Join our exceptional community at Ashoka University, where excellence is nurtured, and aspirations are transformed into reality.