

**Guidelines concerning Textbook Selection Procedures and
Acceptance of Publishers' Donations by Schools**

Schools should set up subject textbook committees to select textbooks for use by pupils. Membership of such a committee should include all teachers teaching the subject. It should be chaired by the head of the subject panel in the case of secondary schools or the senior teacher in charge of academic affairs in the case of primary schools. It should be accountable to the school principal.

2. In selecting textbooks, such committees should observe the general principles laid down in the relevant General Schools Curriculum Circular issued to schools annually, and make recommendations as to the most suitable textbooks for use by pupils, having due regard to the specific educational needs of the pupils who will use such books. Where more than one book is found suitable, the committee should list its recommendations in order of preference. Where there are valid reasons to deviate from the recommendations, these should be documented by the school principal and reported to the school management committee as a safeguard against any allegations of unfairness or impropriety which may subsequently arise.

3. A sponsoring body operating more than one school should not arrange for all its schools to use the same set of textbooks. Individual schools should adopt the formal procedures described in paragraph 1 above for selecting the textbooks which best suit their pupils' interest, with the individual school management committee assuming a monitoring role. A school could still obtain 'volume discounts' by arranging bulk purchases on behalf of the pupils.

4. Schools should not allow the choice of textbooks to be in any way influenced by a donation; nor should they accept donations as a matter of course, thereby placing themselves in an obligatory position to the publisher(s). In making a decision on whether or not a donation should be accepted, the school management committee should observe the guidelines on the acceptance of advantages laid down in Appendix A.