

#### Abstract:

The aim of this work is to describe and analyze procedures of the content checking of collections in the State Technical Library, respectively, in the National Technical Library. The content checking of collections is concerned with evaluation of the library fund from several points to achieve the best currency and usability of this special fund. Unsuitable library documents are suggested to be withdrawn. Today this activity is practiced in the Department of the content checking of the library fund, where monographs and serials are separately evaluated. In this bachelor's work different approaches to content checking and document write off are explained. There are also sketched changes in the work of the Department, planned due to expanding of the library fund for documents from libraries incorporated in the future.

#### Keywords:

collection updating; content checking of collections; document disposal; documents write off; disposal policy; withdrawals register