

William L. Keaton

Processing the Donation

The library was sent 32 boxes containing a lifetime of materials accrued by Bill Keaton. The first step in separating these boxes into series was sifting through each box and assigning each one a number before taking notes of the type of documents they contained. Based on this precursory look at the collection, the boxes were color coded. A black circle meant miscellaneous documents, blue meant the box contains information on Insight International, green meant it contained photographs, and a red dot indicated the presence of awards and framed degrees.

The decision to use minimal processing to organize this collection was made, which is a method that involves briefly examining the collection before sorting it into series (a step we had already taken). Minimal processing was chosen because it required minimal time and money, and made feasible a task that was originally delegated to one individual (but expanded to a two-member team). This processing plan demanded that we pay attention to the original order and series that the collection had been placed in, as the person who put it together had a method to storing it. This proved true for Bill's materials, and we did our best to keep everything in the order it came in. We also attempted to label the boxes (for example: financial 1, financial 2) in a way that allowed them to maintain that order, although the boxes had been sent in various batches over time, and there was no way for us to tell the order that they had arrived in because we arrived after the collection.

We decided that nothing should be excluded from the collection, to sort through everything trying to figure out its significance would be incredibly time consuming and was above our level of expertise. It is also simply not necessary while using minimal processing. Many of Bill's diplomas were on wood backed display cases. We removed these from their holdings and discarded the frames, partly due to preservation concerns because wood (which can off-gas harmful acids) often aids in the deterioration of paper and partly for space reasons. These and paper clips that were noticeably damaging the papers they were holding together were the only things that were removed from the collection. Paper clips that were not visibly damaging any documents were kept in place in order to preserve the order that Bill maintained. As we began sorting the collection, new series were created. In the end, we divided the materials into:

- Biographical Material: 2
- Personal Publications: 1
- Financial Material: 4
- Correspondence: 3
- Yale University Summer Session/Rutgers University Alcohol Studies: 1
- Insight International/Hurley Hospital: 9
- Photographs: 1
- Sound Recordings: 1
- Journals/Pamphlets/Newspaper Clippings: 8

- Public Speaking Career: 1
- Conferences: 1
- Michigan State Health/Drug Information: 3
- Drawings/Mylar Slides: 1
- Public Speaking Career: 1
- Misc Pages (Stray pages of documents, documents that are impossible to place): 1
- Damaged/Needs to be photocopied: 1
- North Carolina Alumni Information: 1

The numbers after each series indicates the amount of boxes we ended up with after sorting. We also separated books, large binders, and award plaques, but were unable to store them in boxes since space was limited.

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The collection spans the personal and professional life of William Leonard Keaton, including years of work counseling alcoholics at Hurley Medical Center in Michigan and the subsequent creation of his own non-profit organization. While this is the area that seems to be of most interest to the CAS library, much of Bill Keaton's life is documented.

Born on March 3, 1916, Bill grew up in the South at a time when schools were still segregated (the bus would not even pick up African American students), and he had to fight for the most basic education. Despite all these barriers, Bill graduated from North Carolina Central University. After graduation, he became employed at a factory in Detroit. He left this position, taking a significant pay cut, in order to teach at Alabama State College in 1950 (then still called Alabama State College for Negroes). Bill stayed in this position for four years before becoming a public health education consultant for the Division of Alcoholic Studies and Rehabilitation at the Pennsylvania State Department of Health. In 1957, he became the Program Coordinator for Alcoholism Programs at Hurley Hospital (now Hurley Medical Center). After a year of service, he was promoted to the Chief Alcoholism Therapist and stayed in this position until 1976. Mr. Keaton established Insight, Inc. in 1967, William L. Keaton and Associates in 1971, and Insight International, Inc. in 1974. Bill died on January 1, 2004.

The Future of the Collection

Most of the collection still needs to be rehoused in archival boxes and folders, and a finding aid will need to be created. A solution needs to be found for a few large posters, the audio/audiovisual materials, and the plaques he received. In the future, the boxes marked journals will need to be put in order. These boxes can be further divided into journals, pamphlets, scholarly articles, and newspaper clippings. We were unaware of the sheer volume of these when we began sorting the donations, and did not see the need to further separate these until it was too late. The earlier journal boxes may contain some conference information, but we began to separate it out once we realized just how much of this type of material the boxes contained. The journals should be easy to identify at a glance and be sorted based on date and the name of the journal. This is a task that the undergraduates could easily assist with. The library already owns a few of these journals, IRIS can be checked to see what the library does

and does not already have. The books were separated from the journal articles and placed on their own shelf because we were running low on boxes. Like the journal articles, the library already owns many of these titles.

The Insight International boxes can be sorted as well. At times it was very difficult to separate Insight International and Hurley Hospital, since one organization was born out of the other. This is especially true of earlier documents, but the older documents should be easier to separate. There are binders of hospital protocols and workflows that did not fit in any boxes; we abstained from taking the papers out of these binders in order to keep the material grouped together. We encountered duplicate material from these binders that had been removed and had since been dispersed throughout the collection and wanted to avoid this.

The NC Alumni information might have made its way into other boxes, since it took us a while to realize there was enough information to store this on its own; this box can be added to if further sorting takes place.

Some of the financial records contain the social security numbers and other personal information of Bill's employees, and care should be taken when dealing with these. If the decision is made to discard any of these materials, they should be shredded.