

# Signed, sealed, delivered



For the past two years, *Home & Country* magazine has been packaged and mailed by ARC (Adult Rehabilitation Centre) Industries of Guelph. As you can imagine, it is a big job to count, label, package and post over 27,000 magazines. These photographs help to tell the story of how the magazine is handled by ARC and how many people the job involves.

In the top, left corner is Sheila Harrington. Sheila helps to count and stack the magazines, ready for bundling in various quantities. In the top, middle of the page is Mary Grice. At this table, the magazines are ready to be put in a bundle with a label on the top magazine. The labels come from the Guelph Agriculture Centre and each branch label has a number on it indicating how many magazines are required. ARC personnel put the labels on single magazines, count stacks of four to go with the labelled magazine and stacks of five to accompany the former. For example, if a branch asks for 35 magazines, their secretary's label goes on one magazine. A bundle of four is added, for a total of five, and then six stacks of five are added to total 35. Usually, all the 35's are done together, and likewise with the other quantities.

In the top, right corner Aldo Stradiotto mans the cart which holds prepared bundles. It is his job to hand these bundles to the person operating the heat seal machine.

Barry Cripps, in the lower, left corner is one of the heat seal machine operators. He is pictured with a bundle of magazines in plastic wrap. It is Barry's job to heat seal the plastic around the magazines. He does this by pressing down the bar he has his hand on. Once the magazines are sealed, Sandra Spears puts the bundles into a machine which shrinks the wrap around the magazines. On some of the larger bundles of magazines, two layers of wrap are used.

Gail James catches the bundles as they come out of the shrink wrapping machine and makes sure every bundle is properly sealed. She then places them on a cart to be taken to the postage machine. Kathleen Tye, lower, right corner, weighs each bundle and affixes a metered postage sticker. Once this has been done, the bundles are ready to go to the post office.

The *Home & Country* job uses the services of the Paper and Mailing Division and the Packaging Division at ARC. Thanks to everyone involved, the magazine arrives at the home of over 1,100 WI secretaries across Ontario! (Photos by Carol Stewart-Kirkby)

