The Student Print Rental Program, a beloved part of student life at Harvard since the early 1970s, gives current Harvard undergraduate and graduate students the opportunity to bring art into their living spaces and make it a part of their everyday lives. For the duration of an academic year, Harvard students can enjoy and critically study their chosen print in their dorm room. This close contact fosters an appreciation of art as students learn to care for the works, interpret their meanings, and come to understand the intrinsic power of art.

**How do I participate in the Student Print Rental Program?**
1) Sign up for a chance to rent an original print on the very popular first print rental day on Wednesday, September 4 at the Harvard Art Museums. From August 19 to 28, 2019, register your name to be entered into a lottery to win a time slot to rent a print (a registration link will be sent out through the student email list). Names will be selected at random until space is full. Lottery winners will be notified by email on August 30. If your name is not selected, you will still have an opportunity to rent on a first-come, first-served basis during the open print rental day on Thursday, September 5, between 10:30am and 4pm.
2) On the rental day, visit the Art Study Center on Level 4 of the Harvard Art Museums (32 Quincy Street) to select a print. You must present your HUID, sign a print rental contract, and pay the $30 rental fee by cash or check. Please bring a phone, tablet, or camera to take a picture of your rental contract. If you do not have a device, we will make alternate arrangements.
3) Hang your print in your room. Consult with your building manager to find the best option for hanging your print.
4) Enjoy your print for the duration of the academic year! Please read the Guidelines for Care on the back of your framed print to ensure that this original work of art can be enjoyed by future Harvard students.
5) Return your print to the Harvard Art Museums on Tuesday, May 5 or Wednesday, May 6, 2020, between 10am and 4pm.

**What is a print?**
A print is a work of art composed of ink on paper or cloth. These “impressions” are created by an indirect transfer process. There are various printing techniques that an artist may use, including such well-known examples as woodcut, etching, lithography, and screenprint.

**Are all of the works in the Harvard Art Museums collections available to rent?**
The only works that can be rented are in our Student Print Rental Collection.

**Can Harvard University employees rent a print?**
The Student Print Rental Program is available only to Harvard students.

**How many works can I rent?**
You may rent only one work each academic year.

**Can I view the prints in advance?**
Prints can be viewed in the Art Study Center during the print preview event on Tuesday, September 3, between 10am and 4pm. Please note that you may not rent or hold a print at the event.

**I wasn’t able to register for one of the rental pickup days. Can I still rent a print?**
Yes. During the open print rental day on Thursday, September 5, between 10:30am and 4pm, you can come to the Art Study Center and rent a print on a first-come, first-served basis. Additionally, prints that are still available to rent can be viewed in the Art Study Center at the Harvard Student Late Night event on Wednesday, September 11, from 8 to 10pm. During that event, students may enter into a drawing for a chance to rent one of the remaining prints. Names will be drawn at random and winners will be notified by email on September 16.

**Can I rent a print for my off-campus apartment?**
Only students living in Harvard University properties, Harvard College Houses, and freshman dorms are eligible.
How much is the rental cost?
Each print will cost $30 to rent. After selecting your print, you will be asked to sign a contract and pay the rental fee with cash or check. Please make checks payable to the Harvard Art Museums. If you would like to participate but are unable due to financial reasons, please contact Janet Chen, senior assistant registrar at the Harvard Art Museums, by email, janet_chen@harvard.edu, or phone, 617-495-3877.

Do I transport and hang the print myself?
It is your responsibility to pick up, transport, and hang your rented print. Please keep this in mind when choosing your print, as they range in size and weight. Consult with your respective building manager to find the best option for hanging a framed print.

Can I leave my print at the Harvard Art Museums until I am able to transport it back to my room?
You must select a pickup time that will allow you enough time to return the print to your room. Once you sign the contract, the print is your responsibility.

My roommate and I would both like to rent a print. Is there a limit to how many prints can be rented for a room?
There is no limit to the number of prints that can be rented per room. Each roommate may rent one print.

I have a frame that I think my rented print would look much better in. Can I replace the frame?
No, you may not for any reason remove or replace the existing frame on a print you've rented from the Harvard Art Museums.

How do I clean the print?
Dust prints with a dry cloth only. Do not clean with spray or water, which may streak the Plexiglas surface and possibly stain the artwork.

I accidentally damaged the print. What do I do?
If a print is damaged while in your care, do not try to fix it yourself. Immediately contact the Harvard Art Museums by phone or email. A museums employee will schedule a site visit to assess the damage. If the frame is unstable, remove the print from the wall and lay it flat on a table where it will be undisturbed.

I don't like the print I rented. Can I return it and rent another one? Do I get a refund?
You may return a print, but rental fees are non-refundable.

I have moved to another room on campus. Do I need to update anyone about this?
Yes, please provide your updated contact information to Janet Chen, senior assistant registrar at the Harvard Art Museums, by email, janet_chen@harvard.edu, or phone, 617-495-3877.

When does the print I rented need to be returned?
Print return will take place in the Materials Lab, located on the Lower Level of the Harvard Art Museums, on Tuesday, May 5 and Wednesday, May 6, 2020. During this time, you must return your print to a Collections Management staff member in the Materials Lab; do not leave your print anywhere else inside or outside the museums. Remember that you are responsible for the replacement value if the print is lost or destroyed. The following are the scheduled drop-off times:
May 5, 10am–4pm
May 6, 10am–4pm
If you are unable to return your print during these times, please contact Janet Chen, senior assistant registrar at the Harvard Art Museums, by email, janet_chen@harvard.edu, or phone, 617-495-3877, to make other arrangements.

Can I return a print prior to the return period?
Yes. Please contact Janet Chen, senior assistant registrar at the Harvard Art Museums, by email, janet_chen@harvard.edu, or phone, 617-495-3877, to make other arrangements.

What happens to the print once it is returned?
The condition of each work in the Student Print Rental Collection is assessed and compared to the condition reports taken prior to its rental. If there is new damage to the print, the individual who signed the rental contract will be charged for the cost of repairs.

Can I buy the print that I rented?
No, the works included in the Student Print Rental Program are not for sale.

I have a question that isn’t included here. Who can I ask?
Janet Chen
Senior Assistant Registrar
Campus Lending and Curricular Programming
Harvard Art Museums
617-495-3877
janet_chen@harvard.edu